



# Appropriate Body

## BULLETIN SPRING TERM 2

### Reminder

Induction Tutor Training  
Thursday 27th February and  
Tuesday 13th May, at 3.30pm  
Zoom link is [here](#).

## We are keen for your feedback

We have a commitment to continually improve our support and services to you; help us by sharing what works and what could be even better! We have made brief forms linked below for you to complete to provide us with feedback, please select the form relevant to your role. Thank you for your time.

### Induction Tutors!

[Share your thoughts - click here](#)

### ECTs!

[Share your thoughts - click here](#)

## Appropriate Body Record Keeping

It is important for ECTs to keep accurate and up to date documentation for their ECT Induction period. We ask for Induction Tutors to support this process to happen effectively.

This is a reminder for ECTs to firstly - upload ALL formal lesson observations onto ECT Manager under the 'Documents' Section (Informal Observation Feedback may also be added and labelled accordingly). Secondly - upload ALL best practice observations of expert and experienced teachers.

We asked ECTs in the Autumn term to create two folders in the 'Documents' Section of ECT Manager, as shown here:



[Best Practice Observation Folder](#)



[ECT Lesson Observation Feedback Folder](#)

ECTs and Induction Tutors also need to ensure HISP AB templates are used, these were updated in September 2024.

- ECT Lesson Observation Feedback Form (Compulsory)
- Best Practice Observation Form (Compulsory)
- Personal Support Plan\* (Compulsory)
- Cause for Concern Support Plan\* (Compulsory)
- ECT & Induction Tutor Meeting Notes Form (Optional)
- ECT & Mentor Meeting Notes Form (Optional)

The documents listed above are all easily accessible:

ECT Manager in the Resources Section [linked here](#)

HISP TSH AB website in the Resources Section [linked here](#)

\*Support Plans are required when an ECT is assessed as being 'not on track' (Grade D or E).



# Appropriate Body

**BULLETIN**  
**SPRING TERM 2**

## Reminder

Induction Tutor Training  
Thursday 27th February and  
Tuesday 13th May, at 3.30pm  
Zoom link is [here](#).

**[Register new  
ECTs here](#)**

## Testimonials from Induction Tutors :

"Having HISP as our Appropriate Body has been fundamental as an Induction Tutor, as not only has it given us assurance that all of the appropriate support is in place, in terms of systems and practice; the team at HISP have been on-hand for any queries or questions on a more dynamic basis. My experience of dealing with the team, **has** been excellent. I feel confident to call the team with any question and have done so to discuss a range of queries, **from** ECT support to ensuring consistent wording in targets linked to the Teacher's Standards. As a large Federation where we now manage five Early Career Teacher's and Mentor's, having a number we can call with a **quick** answer, has been invaluable for us; particularly as school is such a busy working environment. HISP have been rigorous in their quality assurance of support and **assessment** and have been able to provide both expert **guidance**, and local knowledge, to justify and triangulate the judgements we are making in school, in-line with the Teacher's Standards." Rosie, Induction Tutor and Federation Director of Teaching and Learning.

"I have really valued the proactive support I have received from HISP this academic year, particularly Kate. The support has been appropriate in its timing and form, including emails, phone calls and a school visit and has been balanced in supporting myself as the Professional Mentor and the ECTs. This has allowed me to be best placed to support our ECTs and their progress in meeting the teaching standards whilst also having a sharp focus on their well-being." Fi, Induction Tutor

"My experience with HISP has been overwhelmingly positive. Kate and Emma are always approachable and supportive, ensuring that visits are both clear and purposeful. They have been particularly helpful with call queries, ECT management, and providing general guidance. I am especially grateful for the valuable insights and assistance Kate has offered during school visits, and I look forward to maintaining a close collaboration with her in the future." Sophia, Induction Tutor (Assistant Head)

"I am an induction tutor for an ECT at a SEND education provision. HISP's support and guidance in providing an opportunity for one of our teachers to complete their ECT training, has been fantastic. From first contact with HISP they were able to offer practical advice and support. An online meeting with one of their advisors supported me in understanding expectations and needed documentation, which helped me to feel prepared in planning and delivering a robust programme. Whilst a fidelity check further cemented my confidence in our programme provision, and ensuring our ECT would be getting the best training. Termly briefings and emails - especially the reminder for progress reviews to be completed - has ensured that our ECT's training remains on target and progress is regularly monitored and measured. As a result, our ECT has made outstanding progress, and it is rewarding to see the training having a positive impact on their teaching practice." Pasha, Induction Tutor (SENCo)



### Liberty's Spring Reflections

We have officially made it halfway through the academic year! Even though it can be easy to overlook the progress we make, I hope you take some time to reflect on how far you will have come since the start of the year and are proud for showing up and caring to do better!

Recently, I attended one of the ECT conferences around adaptive and responsive teaching, which links in with my current target set by my mentor. The conference shed some useful research and ideas about responsive teaching and the barriers ECT's may face. Evidently, responsive teaching requires skill and experience to know how to stray from your lesson plan and react to the class you have in front of you. Teachers cannot always anticipate misconceptions and gaps in knowledge, but the most successful ones will pre-plan strategies and formative assessments to ensure that these gaps are instantly addressed and rectified.

A barrier that ECT's face with adaptive teaching - and one I experienced early on - is not fully comprehending the curriculum and long-term plan. Joining a new school as an ECTI meant that I had to learn and plan for a new curriculum with a range of books that I had not yet taught. Therefore, it can be challenging at first to know what the pupils may already know and what gaps they may have based on prior learning. I've spent time familiarising myself with the whole KS3 and KS4 curriculum to identify the links and prior knowledge. I often ask pupils how the topic we are studying may link in with previous years and have found most are quick to respond - others may have misconceptions that I can target by reteaching elements that require more explanation.

My mentor and I decided that my target for the next few weeks will centre around live modelling, which linked nicely with the focus of the ECT conference and adaptive teaching. Moving forward, I am crafting different ways to model my thought processes and explanations when introducing a new topic to make it as clear to pupils as possible. My mentor has talked me through different types of modelling and I have observed colleagues in my department. One English teacher has an exercise book for each class that she lays out exactly as she hopes to see in their books - live in the classroom and under the visualiser. Then, I observed an experienced teacher in PE to see how she used modelling with a large group of students outside a typical classroom environment. This was helpful to aid my understanding of modelling our thought processes to achieve the best results.

I am feeling more confident in modelling and adaptive teaching by having this as a focus area to dedicate my time. I aim to continue using modelling and formative assessments in my lessons to improve my responsive teaching. I anticipate that once I feel more solid and confident with the curriculum, I will have a better understanding of where gaps in knowledge may be and how best to respond to them by observing best practice teaching and pulling on the knowledge in the ECT conferences.

#### ECTs on Support Plans

HISP AB monitor ECTs on Support Plans. Please ensure you use the HISP AB Support Plan template; either PSP or C4CSP. They are both accessible on ECT Manager and the HISP TSH website.

**121 Guidance Meetings**  
For support and guidance meet with a member of the AB team.  
[Click here to book a meeting.](#)

#### INDUCTION TUTOR SESSIONS

All Induction Tutor training sessions are recorded and accessible on the [HISP TSH website](#); AB > Briefings and Training Resources. The Spring 2 session will be on **Thursday 27th February at 3.30pm**, to access the Zoom meeting [click here](#). The Summer 1 session will be on **Tuesday 13th May at 3.30pm**, using the same Zoom link.

Enquiries or questions please email - [AB@hisptsh.org](mailto:AB@hisptsh.org)



## UN Zero Discrimination Day

**Saturday 1st March**

This day is an annual day celebrated by the United Nations and other international organisations. The day aims to promote equality before the law and is practiced throughout all of the member countries of the UN.

## International Women's Day

**Saturday 8th March**

This day gives focus to issues such as gender equality, reproductive rights, and men's violence and abuse against women. Aspiring for a gender equal world; free of bias, stereotypes, and discrimination. A world that's diverse, equitable, and inclusive, where difference is valued and celebrated.

## FREQUENTLY ASKED QUESTIONS



### Can ECTs have an extension to their induction?

Yes. ECTs can have an extension to their Induction period if schools believe the ECT has not met the Teachers' Standards at the end of Term 6. The extension should be no surprise to the ECT and we would have expected the school to have put in place detailed and accurate support plans throughout the induction phase to give the ECT every opportunity to pass induction successfully.



### Where can I find AB documentation and the AB Induction Handbook?

All current documentation and the AB Induction Handbook 2024 - 2025 can be found in the two links below. HISP TSH AB Website; under Appropriate Body Resources tab [HISP Teaching School Hub - Appropriate Body](#) ECT Manager; under Content and Resources tab [Dashboard \(ectmanager.com\)](#).



### What needs to happen if an ECT is moving school?

Notify us (HISP TSH AB) as your earliest convenience.

A summary of the [DfE guidance](#) (Section 5, 5.3) is as follows: Interim Assessments should be completed by the Induction Tutor, it is expected that an Interim Assessment takes place before the ECT leaves post. In exceptional circumstances where an Interim Assessment cannot be completed before the ECT leaves post (for example, in situations where an absent ECT subsequently leaves their post without returning) the Induction Tutor are still expected to complete an Interim Assessment report and provide a copy to the Appropriate Body and the ECT. The Interim Assessment should include:

- any progress towards the Teachers' Standards that the ECT made up to the point of leaving/ being absent.
- the number of days absence the ECT has incurred within the relevant year of induction up to the point the ECT officially leaves their post.

### Department for Education

Early Career payments for teachers, ECTs may be eligible to apply for early career payments, the deadline for applications is 31st March 2025. Use [this link](#) for further information.

## STAYING IN TOUCH

### Appropriate Body Bookable '121 Guidance Meetings'.

For Induction Tutors to select a convenient time to meet with a member of the AB team to ask any questions or raise concerns and seek advice.

To sign up [click here](#) to arrange a time.

### Appropriate Body half termly Induction Tutor Session

Our next Induction Tutor session is on [Thursday 27th February at 3.30pm](#) via Zoom, using this [link](#). The Summer 1 session will be on Tuesday 13th May at 3.30pm, using the same Zoom link.

### Appropriate Body Contact Details

Team shared email address - [AB@hisptsh.org](mailto:AB@hisptsh.org).

[Emma Gerrard](#) - 02382 145526 (9am - 3pm)

[Wendy Precious](#) - 02382 357517 (8.30am - 4.30pm)

[Kate Walker](#) - 02380 011154