



# Appropriate Body

## Early Career Teacher Induction | Service Level Agreement Part 2 For Cohort A - ECT Induction Commenced Academic Year 2021 – 2022

### Service Level Agreement

#### Purpose of Document

This Service Level Agreement (SLA) is intended to define the Early Career Teacher (ECT) Induction services provided by SWIFT (Colyton TSH) and SWIFT (Kingsbridge TSH) as the ECT Induction Appropriate Body, as well as the responsibilities of the school or college.

This SLA is based on Statutory Guidance: [Induction for early career teachers \(England\) - March 2021, effective September 2021](#), and [Appropriate Bodies Guidance: Induction and the Early Career Framework - March 2021](#), which set out the responsibilities of the Appropriate Body and the school or college.

This SLA will be reviewed annually and will be updated as necessary to reflect any changes to the statutory guidance.

**Part 1 must be completed, signed and returned to the Appropriate Body as confirmation that the school has read Parts 2 and 3 and agrees to the Terms and Conditions.**

#### Eligibility to begin ECT Induction

Induction may only begin when:

- The ECT has been awarded QTS.
- The ECT has been registered for induction by the employing school/college with the Appropriate Body and their eligibility to begin induction has been verified by the Appropriate Body.
- A copy of this SLA, signed by the Headteacher, has been received and acknowledged by the Appropriate Body.
- SWIFT (Colyton TSH) or SWIFT (Kingsbridge TSH) has agreed to act as the Appropriate Body.
- ECF Fidelity checks have been undertaken by SWIFT (Colyton TSH) and SWIFT (Kingsbridge TSH) if the ECF Induction programme is either a Core Induction Programme or School-Based Programme.

**Please note: Induction cannot be backdated and if the ECT is not registered on ECT Manager then Induction cannot start.**

#### The Service Provided

SWIFT (Colyton TSH) and SWIFT (Kingsbridge TSH) will fulfil those statutory responsibilities which are required of an Appropriate Body. These responsibilities are described in the document [Induction for early career teachers \(England\) - March 2021, effective September 2021](#).

#### **The Appropriate Body will:**

Prior to induction, the Appropriate Body will undertake the following checks:

- The Headteacher has provided a suitable post for induction.
- The Headteacher has verified that the award of QTS has been made.
- The ECT is provided with a named contact (or contacts) within the Appropriate Body with whom to raise concerns.
- The Mentor has the ability and sufficient time to carry out their role.
- The Induction Tutor has the ability and sufficient time to carry out their role.
- The school is providing a reduced timetable in addition to PPA (90% in Year 1; 95% in Year 2).

- The ECT's teaching is observed at regular intervals and has prompt follow up discussion.
- The ECT observes experienced teachers.
- The Headteacher has confirmed the type of ECF-based induction they are providing (*see below*).
- Carry out ECF Fidelity checks for the Core Induction Programmes and School-Based Programmes of ECF-based induction delivery.

### **The Appropriate Body will also:**

- Provide registration with the Teaching Regulation Agency (TRA).
- Provide induction training and handbook for the ECT Induction Tutor/ Co-Ordinator and a handbook for the ECT.
- Calculate the period of induction for each ECT and advise the school/college of the dates for the completion of formal assessment forms and progress reports.
- Send reminders of forthcoming assessments.
- Quality assure the provision of ECT Induction through the scrutiny of ECT Induction formal assessment forms.
- Conduct Quality Assurance visits.
- Provide phone/email support for Headteachers/ Principals and Induction Tutors.
- Give clear and supportive advice where ECTs are at risk of failure.
- Provide additional support and guidance in person through an on-site visit for an additional fee. The amount of time allocated to the additional support will be agreed with the school/college in advance and charged at the same rate as SLE support: £350 per day (6.5 hours) and this includes report writing.
- Make a decision about the satisfactory completion of the induction period for each ECT and communicate this decision to the TRA, the ECT and their school/college within the required timescales.
- Submit evidence to the TRA and, if necessary, attend an appeal hearing in the event of an ECT failing induction and appealing the decision.
- Retain appropriate records for at least the minimum legal period (currently six years).

### **Other**

- If the ECT leaves employment and requires an Interim Review, Progress Review or End of Year Assessment, reasonable attempts will be made to share this with them if they have already left their employment. After a period of two weeks the Appropriate Body will override the requirement for an ECT's signature / comments and make a note on their records this action has been taken.

### **School Responsibilities**

The school/college will fulfil those statutory responsibilities which are required of an institution employing an Early Career Teacher. These responsibilities are described in the document [Induction for early career teachers \(England\) - March 2021, effective September 2021](#).

### **The Headteacher/Principal will:**

- check that the ECT has been awarded QTS;
- clarify whether the teacher needs to serve an induction period or is exempt;
- agree, in advance of the ECT starting the induction programme, which body will act as the Appropriate Body;
- notify the Appropriate Body when an ECT is taking up a post in which they will be undertaking induction;
- ensure that the requirements for a suitable post for induction are met;
- ensure the Induction Tutor has the ability and sufficient time to carry out their role effectively;
- ensure that the Mentor has the ability and sufficient time to carry out their role effectively, both to:
  - undertake Mentor training and
  - plan and hold Mentor sessions with their ECT(s)
 Mentoring sessions would normally be expected to be during normal teaching hours; ensure an appropriate ECF-based induction programme is in place, including time off timetable : 10% in Year 1 and 5% in Year 2;
- ensure the ECT's progress is reviewed regularly, including through observations of and feedback on their teaching;
- ensure that assessments are carried out and reports completed and sent to the Appropriate Body;
- maintain and retain accurate records of employment that will count towards the induction period;
- ensure that all monitoring and record-keeping is done in the most streamlined and least burdensome way;

- make the Governing Body aware of the arrangements that have been put in place to support ECTs serving induction;
- make a recommendation to the Appropriate Body on whether the ECT's performance against the Teachers' Standards is satisfactory or requires an extension;
- participate appropriately in the Appropriate Body's quality assurance procedures; and
- retain all relevant documentation/evidence/forms on file for six years.

### **There may also be circumstances where the Headteacher/Principal is expected to:**

- obtain interim assessments from the ECT's previous post;
- act early, alerting the Appropriate Body when necessary, in cases where an ECT may be at risk of not completing induction satisfactorily;
- ensure third-party observation of an ECT who may be at risk of not performing satisfactorily against the Teachers' Standards;
- notify the Appropriate Body as soon as absences total 30 days or more;
- periodically inform the Governing Body about the institution's induction arrangements;
- advise and agree with the Appropriate Body where, in exceptional cases, it may be appropriate to reduce the length of the induction period or deem that it has been satisfactorily completed;
- consult with the Appropriate Body in cases where a part-time ECT has completed a period covering, but not equivalent to, two school years and has met the necessary requirements to reduce induction;
- provide interim assessment reports for staff moving school in between formal assessment periods;
- notify the Appropriate Body when an ECT serving induction leaves the institution.

### **Induction Tutor**

The Induction Tutor (or the Headteacher/Principal if carrying out this role) is expected to:

- provide, or coordinate, guidance for the ECT's professional development (with the Appropriate Body where necessary);
- carry out regular progress reviews throughout the induction period;
- undertake two formal assessment meetings during the total induction period coordinating input from other colleagues as appropriate (normally one at the end of Term 3 and one at the end of Term 6, or pro rata for part-time staff);
- carry out progress reviews in terms where a formal assessment does not occur;
- inform the ECT following progress review meetings of the determination of their progress against the Teachers' Standards and share progress review records with the ECT, Headteacher and Appropriate Body;
- inform the ECT during the assessment meeting of the judgements to be recorded in the formal assessment record and invite the ECT to add their comments;
- ensure that the ECT's teaching is observed and feedback provided;
- ensure ECTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress;
- take prompt, appropriate action if an ECT appears to be having difficulties; and
- ensure that all monitoring and record keeping is done in the most streamlined and least burdensome way, and that requests for evidence from ECTs do not require new documentation but draw on existing working documents.

### **Mentor**

The Mentor (or the Induction Tutor if carrying out this role) is expected to:

- regularly meet with the ECT for structured Mentor sessions to provide effective targeted feedback;
- work collaboratively with the ECT and other colleagues involved in the ECT's induction within the same school to help ensure the ECT receives a high-quality ECF-based induction programme;
- provide, or broker, effective support, including phase or subject specific mentoring and coaching; and
- take prompt, appropriate action if an ECT appears to be having difficulties.

### **ECF-Based Induction Programme Options**

ECF-based training should be embedded as a central aspect of induction; it is not an additional training programme nor is it an assessment framework.

The training programme should also be accompanied by support and guidance from Mentors and Induction Tutors. The way induction is delivered may take different forms depending on the school's choices and circumstances.

From September 2021, schools will be expected to opt for one of three approaches to delivery of an ECF-based induction:

- **Full Induction Programme:** a funded provider led programme offering high quality training for Early Career Teachers and their Mentors alongside professional development materials.
- **Core Induction Programme:** schools can draw on the content of the high quality professional development materials accredited by the DfE to deliver their own Early Career Teacher and Mentor support.
- **School-Based Programme:** schools can design and deliver their own induction programme, based on the Early Career Framework.

The Appropriate Body will conduct Fidelity checks for Core Induction Programmes and School-Based Programmes **before** Induction may begin, and at review points before the Formal assessment points at Term 3 and Term 6 (or equivalent for part-time ECTs).

### **Service Charges**

Schools are asked to commit to a minimum period of one year.

The charge for the services described above is £320 per ECT over two years.\*

*\*Please note: due to the increased workload during the onboarding of ECTs during the first year of the service, invoicing for the Appropriate Body Service will be based on a 60/40 split across the two years.*

*Please advise your Finance Team that Year 1 will be invoiced at £192 per ECT and Year 2 at £128 per ECT.*

*Fidelity check costs per school are payable at the start of Year 1.*

### **Payment Schedule**

The first payment of £192 per ECT will be invoiced upon registration of the ECT(s).

The second payment of £128 per ECT will be invoiced at the beginning of Year 2.

Schools that do not wish to progress their ECT onto Year 2 will need to give 30 days' notice before the start of Year 2.

Refunds will not be issued in respect of ECTs that leave midway through either year of induction.

Costs for additional support are charged at £350 per day (6.5 hours). This includes report writing.

### **Costs for Fidelity Checks (in addition to costs per ECT):**

ECTs following a Core Induction Programme costs: Year 1 - £275 per school and Year 2 - £275 per school.

ECTs following a School-Based programmes costs: £800 per school.

### **Termination of Agreement**

This is a two-way agreement between SWIFT (Colyton TSH) and SWIFT (Kingsbridge TSH) and the school/college. Should the Appropriate Body, or school/college, not fulfil its responsibilities regarding ECT Induction as described above either party may choose to terminate the agreement.

The school/college may terminate the provision of this service by giving three month's written notice to the Appropriate Body.

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For each ECT registered this agreement will terminate in the case that:

- the ECT resigns from the post before the end of the induction period.

- the ECT's contract with the employing school/college ends.
- the ECT completes their full Induction Period.

Refunds will not be issued in respect of ECTs that leave midway through either year of induction.

### **Complaints**

Should a school/college wish to make a complaint about the provision of the service they should contact Jude Owens at [jude.owens@sw-ift.org.uk](mailto:jude.owens@sw-ift.org.uk) who will direct the complaint to the appropriate Teaching School Hub Director.