

APPROPRIATE BODY

NEWSLETTER - AUTUMN TERM 2 2024 (November 2024)



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1. ECT report reminders (end of Autumn term)

Very soon you will be carrying out a professional review meeting with your ECTs. For the majority of ECTs, you will then complete a progress review report on ECT manager. Here is a suggested timeline to follow:

- W/c 2nd December – hold professional review meeting with your ECT
- 9th December - Induction Tutor submits all reports on ECT manager
- 11th December – Induction Tutor checks all reports have been signed and follows up where signatures are missing.
- 16th December – all reports are signed by ECT and Induction Tutor.

N.B. Please check ECT manager for which type of report is due. For a small number of ECTs you might be completing a formal assessment report (if they have completed a year of induction).

2. Progress review and formal assessment report guidance.

Please click [here](#) for our Progress Review Quick Guide.

Please click [here](#) for our Formal Assessment Report Quick Guide

3. Support with termly objectives

When you meet with ECTs for their professional review meeting, you will be reviewing their termly objectives and setting new termly objectives for term 2. I have put together a couple of examples to support induction tutors with 'what a good termly objective looks like'. Please click [here](#) to see the examples. N.B. the [Early Career Framework](#) was used to draft the 'key strategies to embed'. We will discuss objective setting further during induction tutor training and networking in February but please get in touch if you have any questions.

4. Key dates – ECT reports 2024 - 2025

Cohort 2024 – 2026	Cohort 2023 – 2025	Start date of term	End date of term	Release date	Deadline for assessments	Type of Assessment (for <u>September</u> starters)
Term 1	Term 4	02/09/2 024	20/12/2 024	22/11/202 4	16/12/2024	Progress Review
Term 2	Term 5	06/01/2 025	04/04/2 025	07/03/202 5	28/03/2025	Progress Review
Term 3	Term 6	22/04/2 025	18/07/2 025	20/06/202 5	11/07/2025	Formal assessment

5. Induction Tutor Checklist for term 1



***Return QA questionnaire to Appropriate Body (to confirm ECTs are receiving statutory entitlements). Thank you to everyone for completing this!**

- INTRODUCTORY MEETING WITH INDUCTION TUTOR:** Meeting with the Induction Tutor (IT) to go through professional induction checklist and to review targets and areas of focus from the end of ITT. Set 2-3 objectives for the term.
- INTRODUCTIONS:** Introduction to Mentor, Introduction to ECF programme
- SCHOOL INDUCTION:** Programme of school induction (ie: safeguarding, policies and procedures)
- MENTORING:** Regular and consistent Mentor meetings.
- OBSERVATIONS:** Observation of ECT to be completed by the end of week 4/5. We recommend a minimum of one observation per half term.
- VERBAL AND WRITTEN FEEDBACK:** Observer and ECT meet to discuss feedback and brief written record provided.
- ECF TRAINING PROGRAMME:** ECF engagement reviewed, including how mentors are supporting with ECF based training programme. Training for mentors, where necessary.
- PROFESSIONAL REVIEW MEETING:** Progress meeting between ECT and IT to take place by the end of Term. Discuss strengths and areas for development with reference to Teachers' standards. Discuss whether ECT is on track to meet the Teachers standards. Objectives to be reviewed and new objectives agreed for term 2. CPD opportunities to be reviewed and identified.
- SUBMIT REPORT:** First progress review completed by IT and submitted to AB via ECT Manager. All parties digitally sign the reports promptly.

6. Upcoming events

Training event	For	Date and Time	Booking
Supporting ECTs experiencing difficulties during induction	INDUCTION TUTORS AND / OR HEADTEACHERS	25th November 16.00 – 17.00	Click here
Leading your mentors ONLINE	INDUCTION TUTORS AND / OR HEADTEACHERS	2nd December 16.00 – 17.00	Click here
Leading ECT induction training and networking IN PERSON	INDUCTION TUTORS AND / OR HEADTEACHERS	Hillingdon – 24th February Hounslow – 25th February Harrow – 26th February Ealing – 27th February All 13.30 – 15.30	Hillingdon Hounslow Harrow Ealing

7. QUICK GUIDES

Click [here](#) for a quick guide to ECT induction – what to have in place when an ECT starts.

Click [here](#) for a quick guide to the Early Career Framework

Click [here](#) for Teach West London’s Induction Handbook

Click [here](#) for DfE statutory guidance for Induction of ECTs.

Click [here](#) for our ECT registration guide.

New to role? – please don’t hesitate to contact us and arrange a call where your questions will be answered.

CONTACT US

As always, please get in touch if you have any questions or to provide us with feedback on how to meet your needs more fully

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