



Introduction to Teach West London Appropriate Body Service

June 28th 2023

Protocols for the session, please



Add your name, role and school to your zoom window



Switch mics off



Turn cameras on – it is nice to see each other!



Engage with our 6 poll questions and our breakout room discussions



Add any questions to the chat box

Session aims

- To learn about the TWL AB offer
- To know how and where to register ECTs
- To understand what steps to take to be ready to receive ECTs in September 2023
- To know where to look/who to contact for further information
- To provide feedback to shape the Teach West London AB service
- To network with others in your local area

Introduction to Teach West London Appropriate Body Service

Meet the team



Head of Teach West London TSH
Appropriate Body Lead



Operational Lead for TWL ECF programme and
TWL Appropriate Body Service.

What is your
role?

Poll question 1

A: Headteacher

B: Induction Tutor

C: **New** Induction tutor

D: Other

In what type
of institution
do you
work?

Poll question 2

A: Secondary school

B: Primary school

C: Special school

D: Independent school

E: Other

Introduction to Teach West London Appropriate Body Service

What to expect:

Continuing

- A [full programme of training and guidance](#), including **locally** delivered in-person Induction Tutor Network meetings and online sessions.
- Easy to access, expert advice and knowledge. Contact TWL by phone/email if you need support. AB@teachwestlondon.org.uk for all queries.
- Further 1-to-1 support from Appropriate Body Lead and/ or Local Partner
- ECT Welcome events / named contact for ECTs
- Induction Handbook and model School Induction Policy
- Access to ECT Manager
- Quality assurance of progress reviews and assessment forms
- Decisions on the outcomes of statutory induction for ECTs
- Collection of information from registered schools and ECTs regarding Statutory Induction of ECTs to monitor the support for ECT

Changing:

- **TWL will be the Appropriate Body for Yr 1 ECTs and will be responsible for all key decisions and functions of the AB e.g. extensions, reductions, outcomes of statutory induction for ECTs. Lesley Mackenney will be the AB Lead for TWL.**
- **TWL will be your single point of contact for queries regarding Yr 1 ECTs AB@teachwestlondon.org.uk**

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What to expect:

Pricing:

£250 per ECT per year.

(Non-FIP schools only) - Fidelity check costs:

Schools following Core Induction Programme and School Based Induction Programme will require 2 years of ECF programme fidelity checks.

<i>ECF programme</i>	<i>Cost per school (covers complete induction period of two years / 3 fidelity checks)</i>
Full Induction Programme	No additional charges
Core Induction Programme	£1200
School based Induction Programme	£1800

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What to expect:

Programme of training and guidance:

- [Full programme of training events](#) throughout the year.
- Events for ECTs, Induction Tutors and Headteachers.
- Mixture of in person local meetings and online focused sessions
- Local Induction Tutor sessions three times a year (Sept/Feb/June)
- Four focused online sessions spread out throughout the year.
- Questions can be submitted in advance of all sessions. FAQ will be produced following the session.
- FAQs and the session presentation will be made available on ECT manager.



See [website](#) for full programme including ECT and HT events

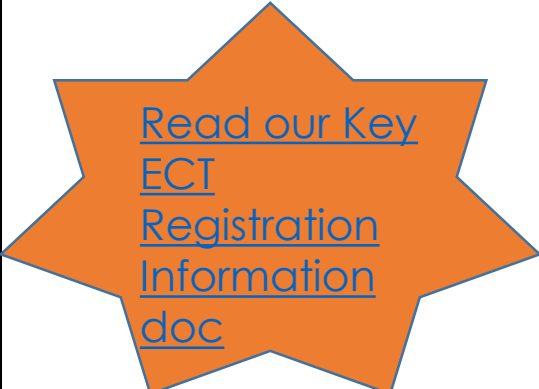
Induction tutors / Induction Leads (click on links for draft agendas)	
Introduction to TWL AB Service / Leading ECT Induction 2023-2024 ONLINE BRIEFING	June 28th (Wed) 2023 9.30-10.30 Click here to book
Leading ECT Induction IN PERSON TRAINING DELIVERED LOCALLY VENUES:TBC	All sessions: 14.00 - 16.00 September agenda / February agenda / June agenda Harrow: 19th September 2023, 20th February 2024, 18th June 2024 Hillingdon: 20th September 2023, 21st February 2024, 19th June 2024 Ealing: 21st September 2023, 22nd February 2024, 20th June 2024 Hounslow: 22nd September 2023, 23rd February 2024, 21st June 2024
Focused session: Leading ECT Induction for the first time ONLINE TRAINING	26th September 2023 9.30-10.30
Focused session: Supporting ECTs who are cause for concern ONLINE TRAINING	7th November 2023 9.30-10.30
Focused session: Leading mentors ONLINE TRAINING	21st November 2023 9.30-10.30
Focused session: Assessment of ECTs ONLINE TRAINING	May 2024 (exact date TBC)

Dates for your diaries

	Session information	Dates and times
ECTs	<p>ECT Welcome event</p> <p>In person / Ada Lovelace C of E High School</p>	<p>September 29th 9.00 - 12.00 PRIMARY 13.30 - 16.30 SECONDARY</p>
All Induction Tutors	<p>Leading ECT Induction</p> <p>In person / delivered locally</p>	<p>14.00 - 16.00 HARROW: 19th September HILLINGDON: 20th September EALING: 21st September HOUNSLOW: 22nd September</p>
New Induction Tutors (additional support)	<p>Leading ECT Induction for the first time</p> <p>Online training</p>	<p>September 26th 9.30 - 10.30</p>

Registration

	Year 1 ECTs	Year 2 ECTs
Appropriate Body Service	Teach West London TSH is now offering an Appropriate Body Service. Click here to register or visit our website for further information	In order for ECTs to experience continuity of service, Yr 2 ECTs will remain with their current AB. Contact your current AB for further information.
ECF programme	Register via: DfE portal (from 3rd July) ECF based programme and induction tutor (all schools) ECT and mentor details (FIP and CIP schools). Please use a school email address.	Update any Mentor or Tutor changes via: DfE portal The DfE portal will ask you to confirm your Y2 ECTs on FIP or CIP
ECF / UCL FIP programme with TWL	If you <i>have/had</i> ECTs in the 2022-24 cohort working with Teach West London, simply register any new ECTs and Mentors on the DfE portal If you have/had an ECT in the 2021-23 cohort and no new ECTs in the 2022-24 cohort, click here to register again with Teach West London If you have never worked with Teach West London to deliver the UCL FIP Programme, click here to register or visit our website for further information.	Complete the questionnaire here Update any Mentor or Tutor changes via: DfE portal For changes such as: - Maternity Leave - Long-term Sick Leave - Leaving your school - Completion of <i>reduced</i> Induction Email info@teachwestlondon.org.uk



How to prepare for your new ECTs – [quick guide](#)

- Register your ECT with an Appropriate Body
- Provide your ECT with an ECF based induction programme and register through the DfE portal.
- Provide a suitable timetable for your ECT.
- Provide your ECT with a designated mentor.
- Provide your ECT with an induction tutor.
- Read and familiarise yourself with the DfE statutory guidance 'Induction for early career teachers (from 1 September 2023)'.

Are you clear on what an ECT timetable should look like?

Poll question 3

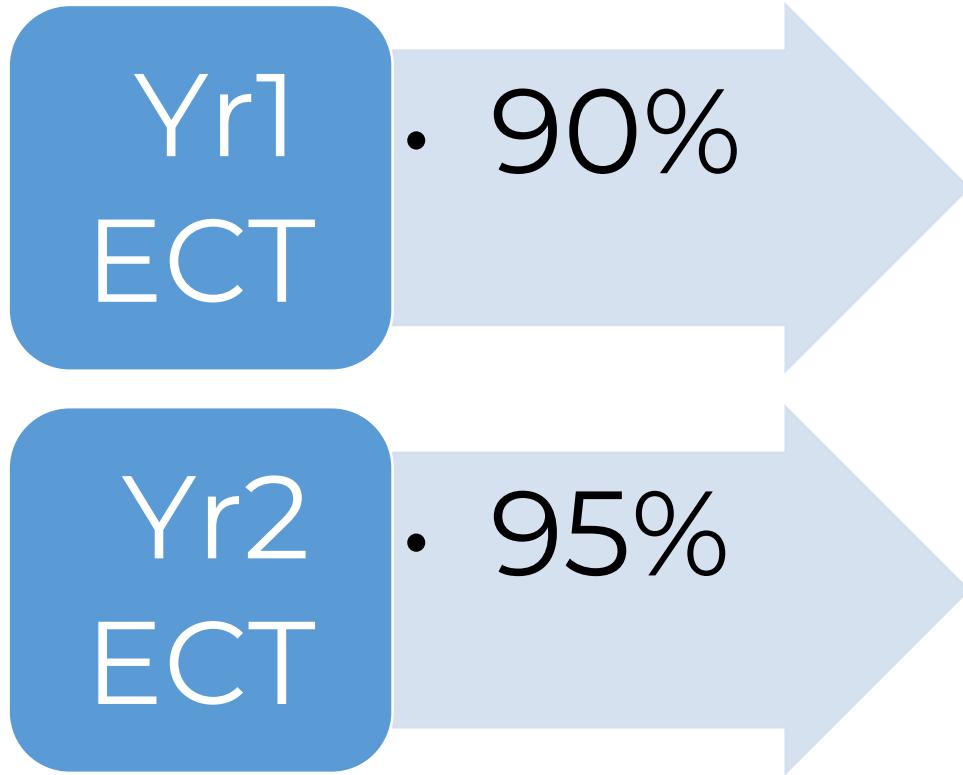
A: Yes

B: Please remind me

C: No

How to prepare for your new ECTs

Provide a suitable timetable for your ECT.



Additional timetable considerations:

An ECTs timetable:

- should** allow them to regularly teach the same class(es).
- should not** present them, on a day-to-day basis, with discipline problems that are unreasonably demanding for your school setting.
- should not** normally demand teaching outside of the age range and/or subject(s) for which the ECT has been employed to teach.

Does the timetable give them every opportunity to be successful and flourish as a teacher?

Have you
seen your new
ECTs
timetables for
September
2023?

Poll question 4

A: Yes and I'm happy it will give them every opportunity to be successful

B: Yes and I have recommended some changes

C: No, I didn't know I needed to.

D: No. Timetables won't be available until September

How to prepare for your new ECTs

Provide your ECT with a designated mentor.

- Mentors must be given **adequate time** to carry out this role effectively and to meet the needs of your ECT.
- ECT and mentor sessions are expected to be **timetabled during teaching hours**

Mentor role:

- 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**;
- take **prompt, appropriate action** if an ECT appears to be having difficulties.

Weekly mentor meetings (45-60 mins + prep time)

Approximately 36 hours per ECT in Yr 1

When do
your mentors
meet with
ECTs?

Poll question 5

A: After school, in a regular weekly slot

B: During teaching hours in a weekly timetabled slot

C: Whenever they can find time

D: Not sure

How to prepare for your new ECTs

Provide your ECT with an induction tutor.

- They must be given sufficient time to carry out this role effectively and to meet the needs of your ECT.

Up to 6 observations

Lesson observation
write up and feedback

2 Progress review + 1
formal assessment
meeting

Completing 2 progress
review forms and 1
formal assessment
form and submitting
on ECT manager

Approximately 10 hours
per ECT per year

In your institution,
does the induction
tutor conduct **all**
the lesson
observations for
their assigned
ECT?

Poll question 6

A: Yes, once a half-term

B: Yes, once a term

C: No, the IT conducts one a year and the other observations are completed by other experienced colleagues

D: No, the IT doesn't complete any of the observations

Observations of the ECT may be undertaken by the induction tutor or another suitable person from inside or outside the institution.

IT role: ensure that the **ECT's teaching is observed and feedback** provided;

How to prepare for your new ECTs

Induction tutor role:

- **inform the ECT** following progress review meetings of the **determination of their progress** against the Teachers' Standards
- **inform the ECT** during the assessment meeting of the **judgements** to be recorded in the formal assessment record
- ensure **ECTs** are **aware of how 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;
- ensure that all **monitoring and record keeping** is done in the most streamlined and **least burdensome way**

How to prepare for your new ECTs

Read and familiarise yourself with the [DfE statutory guidance](#) 'Induction for early career teachers (from 1 September 2023)'.



Induction for early career teachers (England)

Statutory guidance for appropriate
bodies, headteachers, school staff and
governing bodies

Revised April 2023

To come into force on 1 September 2023

How to prepare for your new ECTs

Read the TWL AB
Induction [Handbook](#)



Induction period planner

<p>Term 1</p> <ul style="list-style-type: none">• Introductions• School Induction• Weekly mentor meetings• Lesson observations (1st by end of week 4)• Progress review meeting with IT• Progress review completed	<p>Term 3</p> <ul style="list-style-type: none">• Weekly mentor meetings• Lesson observations• Formal assessment meeting with IT• First assessment form completed	<p>Term 5</p> <ul style="list-style-type: none">• Weekly mentor meetings• Lesson observations• Progress review meeting with IT• Progress review completed
<p>Term 2</p> <ul style="list-style-type: none">• Weekly mentor meetings• Lesson observations• Progress review meeting with IT• Progress review completed	<p>Term 4</p> <ul style="list-style-type: none">• Weekly mentor meetings• Lesson observations• Progress review meeting with IT• Progress review completed	<p>Term 6</p> <ul style="list-style-type: none">• Weekly mentor meetings• Lesson observations• Formal assessment meeting with IT• Second and assessment form completed

For further information please visit our [website](#).

Or

Refer to our June TWL [bulletin](#)

Or

Contact us at AB@teachwestlondon.org.uk

Breakout rooms
10 mins

Questions for breakout rooms

1. Which function(s) of your AB service made the most difference to the success of your ECTs in 2022/2023?
2. Which challenge(s) will you face in 2023/2024, which you feel your AB Service could support you with?
3. What questions / concerns do you still have regarding ECT induction / your AB provider?

Please add your comments from your breakout room to the Padlet board. The link will be dropped into the chat in your breakout room.

To enter your breakout room, please complete this final poll question

In what borough is your institution?

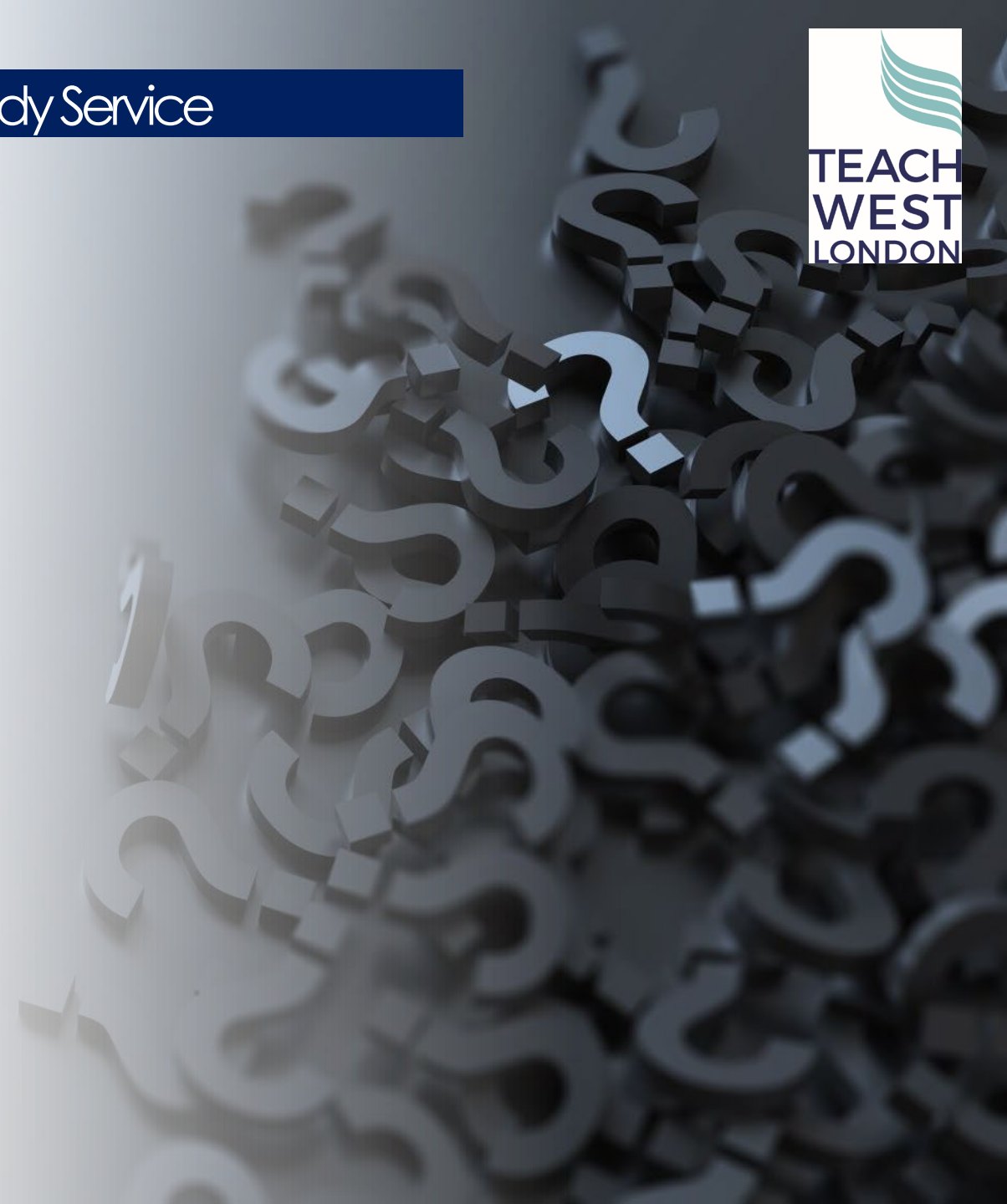
A: Harrow

B: Hillingdon

C: Ealing

D: Hounslow

Answers from breakout
rooms...



Any final questions or comments

