

## Early Careers Teachers

### 1. Aims

The school aims to:

- Run an ECT induction programme that meets all of the statutory requirements underpinned by the early career framework (ECF)
- Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers which can follow the UHS Way
- Make sure all staff understand their role in the ECT induction programme
- We wish to develop colleagues so that they:
  - develop a range of teaching strategies referred to in the UHS Classroom
    - gain experience in planning, teaching and evaluating lessons and schemes of learning;
    - develop skills and understanding in classroom management techniques;
    - gain the confidence and skills to establish a purposeful learning environment;
    - gain experience of school, department and pastoral organisation; and
    - develop the ability to work positively with young people, colleagues and parents.

### 2. Newly qualified teacher (NQT) induction transitional arrangements

This policy applies to ECTs who start their induction on or after 1 September 2021.

NQTs who have started but not completed their induction before 1 September 2021 will continue to follow our NQT induction policy, which can be found in the Staff Sharepoint. They have until 1 September 2023 to complete their induction within 3 terms (a single academic year) as outlined in previous NQT induction guidance. Where possible, at the discretion of the principal and appropriate body, we will also provide them with:

- An ECF-based induction for the remainder of the NQT's 1-year induction
- An induction mentor for the remainder of the NQT's 1-year induction

If they don't complete their induction by 1 September 2023, they will be required at this point to switch to the full ECT induction for the remainder of their induction period. Time already spent in induction will count towards the 2-year ECT induction period.

### 3. Legislation and statutory guidance

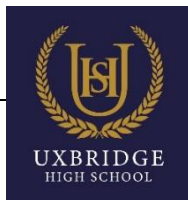
This policy is based on:

- The Department for Education's (DfE's) statutory guidance [Induction for early career teachers \(England\)](#) from 1 September 2021
- The [Early career framework reforms](#)
- The [Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#)
- [Early career teacher induction: COVID-19 absence exemption](#)

The 'relevant standards' referred to below are the [Teachers' Standards](#).

### 4. The ECT induction programme

The induction programme will be underpinned by the ECF, enabling ECTs to understand and apply the knowledge and skills set out in the ECF.



Prior to the ECT serving their induction, the headteacher and appropriate body must agree that the post is suitable.

For a full-time ECT, the induction period will typically last for 2 academic years. Part-time ECTs will serve a full-time equivalent. Up to one term of continuous employment may count towards completion of the induction period.

The programme is quality assured by Hillingdon our 'appropriate body' until September 2023. From September 2023, we will begin a staggered transition to Teach West London. ECT colleagues on Year 1 of the programme in September 2023 will be with Teach West London. All other colleagues will be with Hillingdon until they complete their induction. From September 2024, all ECTs will have Teach West London as their appropriate body.

#### **4.1 Posts for induction**

Each ECT will:

- Be provided with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period
- Have an appointed induction tutor, who will have qualified teacher status (QTS)
- Have an appointed induction mentor, who will have QTS
- Have a reduced timetable to allow them to undertake activities in their induction programme; in their first year, this will be no more than 90% of the timetable of our existing teachers on the main pay range, and in their second year, this will be no more than 95% of the timetable of our existing teachers on the main pay range
- Regularly teach the same class or classes
- Take part in similar planning, teaching and assessment processes to other teachers working in similar posts
- Not be given additional non-teaching responsibilities without appropriate preparation and support
- Not have unreasonable demands made upon them
- Not normally teach outside the age range and/or subjects they have been employed to teach. If the school needs require them to teach an additional subject, their QTS subject should form more than 50% of their timetable.
- Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis.

#### **4.2 Support for ECTs**

At Uxbridge High School, we are proud to partner with Teach First in support of the Early Career Framework (ECF). The Early Career Framework provides a two-year package of high quality professional training for ECTs and their mentors.

We support ECTs with:

- Weekly CPD sessions tailored to their development needs. The ECF Lead and Lead Practitioner team, with support from the Vice Principal (Quality of Education) will review monitoring documents such as lesson observation feedback, learning walk feedback and work reviews to inform any changes in the planned schedule. The training schedule is designed to complement the package provided by our delivery partner, Teach First with added UHS context.

- Their designated induction mentor, who will provide day-to-day monitoring and support, and be responsible for the completion of their assessments. The ECF Lead will oversee the process of completion and quality assure the assessment process.
- Their designated induction mentor, who will provide regular structured mentoring sessions and targeted feedback
- Formal and informal observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback. All ECTs should be provided with one or two high-leverage targets which enable them to progress in their practice.
- Regular professional reviews of their progress, to take place termly (except in terms where formal assessment is held), at which their induction tutor/ECF Lead will review objectives and revise them in relation to the relevant standards and their current needs and strengths. The review will be carried out by the induction tutor/ECF Lead with the support of a member of the Lead Practitioner Team who is assigned to support the delivery of the ECF programme.
- Chances to observe experienced teachers, either within the school or at another school with effective practice through Open Classrooms fortnight; conducting learning walks of experienced staff while accompanied by their mentor.
- Access to high quality resources to complement their development e.g. Teacher Walkthrus
- Careers Coaching: colleagues are assigned a member of the Senior Leadership Team to meet with on a one-to-one basis in the Spring Term. The aim is to discuss career pathways, interests and next steps.
- Pedagogical support from our team of leading practitioners.

#### **4.3 Assessments of ECT performance**

Formal assessments will take place in the final term of the ECT's first year (term 3) and the final term of their second year (term 6), and will be carried out by the ECT Lead with the final decision being made by the Principal.

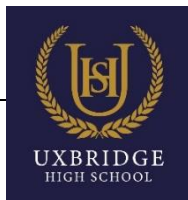
These assessments will be informed by clear and transparent evidence gathered from progress reviews during the preceding assessment period, and drawn from the ECT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to the ECT and the appropriate body.

A formal assessment report will be completed that clearly shows how the ECT is performing against the relevant standards. The principal will also recommend to the appropriate body in the final assessment report at the end of the programme as to whether the ECT's performance is satisfactory against the relevant standards.

The ECT will add their own comments, and the formal assessment report will be signed by the principal, induction tutor and the ECT.

A copy of the formal assessment report will then be sent to the appropriate body. The final assessment report will be sent within 10 working days of the meeting, for the appropriate body to make the final decision on whether the ECT has passed their induction period.

In the event that the ECT leaves this post after completing one term or more but before the next formal assessment would take place, the induction tutor or principal should complete an interim assessment to ensure that the ECT's progress and performance since the last assessment is captured.



#### **4.4 At-risk procedures**

If it becomes clear during a termly progress review, as a result of mentor/Curriculum Leader concerns or at the first formal assessment point that the ECT is not making sufficient progress, additional monitoring and support measures will be put in place, meaning:

- Areas in which improvement is needed are identified
- Appropriate objectives are set to guide the ECT towards satisfactory performance against the relevant standards
- An effective support programme is put in place to help the ECT improve their performance

The progress review record or formal assessment report will be shared with the appropriate body, alongside the support plan, for it to review.

If there are concerns about the ECT's progress during their subsequent progress reviews or formal assessment, as long as it is not the final formal assessment, the induction tutor or principal will discuss this with the ECT, updating objectives as necessary and revising the support plan for the next assessment period.

### **5. Roles and responsibilities**

#### **5.1 Role of the ECT**

The ECT will:

- Provide evidence that they have QTS and are eligible to start induction
- Meet with their induction tutor/ECF Lead at the start of the programme to discuss and agree priorities, and keep these under review
- Agree with their induction tutor how best to use their reduced timetable allowance and guarantee engagement with their ECF-based induction
- Provide evidence of their progress against the relevant standards
- Participate fully in the monitoring and development programme
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings
- Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period
- Keep copies of all assessment reports

When the ECT has any concerns, they will:

- Raise these with their mentor, induction tutor/ECF Lead as soon as they can
- Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their induction tutor/ECF Lead or within the school

#### **5.2 Role of the principal**

The principal will:

- Check that the ECT has been awarded QTS and whether they need to serve an induction period
- Agree, in advance of the ECT starting, who will act as the appropriate body
- Notify the appropriate body when an ECT is taking up a post and undertaking induction

- Make sure the ECT's post is suitable according to statutory guidance (see section 4.1 above)
- Make sure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively
- Make sure the induction mentor is appropriately trained and has sufficient time to carry out their role effectively
- Make sure an appropriate ECF-based induction programme is in place
- Make sure the ECT's progress is reviewed regularly, including through observations and feedback of their teaching
- Make sure that formal assessments are carried out and reports completed and sent to the appropriate body
- Maintain and keep accurate records of employment that will count towards the induction period
- Make sure that all monitoring and record keeping is done in the least burdensome and most streamlined way
- Make the board of trustees aware of the support arrangements in place for the ECT
- Make a recommendation to the appropriate body on whether the ECT's performance against the relevant standards is satisfactory
- Participate in the appropriate body's quality assurance procedures of the induction programmes
- Keep all relevant documentation, evidence and forms on file for 6 years

### **5.3 Role of the induction tutor**

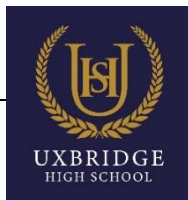
The induction tutor/ECF Lead will:

- Provide guidance and effective support to the ECT (with the appropriate body where necessary)
- Carry out regular progress reviews throughout the induction period
- Undertake 2 formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate
- Carry out progress reviews in terms where a formal assessment doesn't occur
- Inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, headteacher and relevant body
- Inform the ECT during the formal assessment meeting of the judgements to be recorded on their formal assessment record and invite the ECT to add their own comments
- Make sure that the ECT's teaching is observed and feedback is provided
- Make sure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the ECT appears to be having difficulties
- Make sure that all monitoring and record keeping is done in the least burdensome way, and that ECTs are not asked for any evidence that requires the creation of new work

### **5.4 Role of the induction mentor**

The induction mentor will:

- Regularly meet with the ECT for structured mentor sessions to provide targeted feedback
- Work with the ECT, and colleagues within the school who are involved in the ECT's induction, to help make sure the ECT receives a high-quality ECF-based programme



- Provide, or arrange, effective support – including subject-specific, phase-specific, coaching and/or mentoring
- Act promptly and appropriately if the ECT appears to be having difficulties

### **5.5 Role of the board of trustees**

The board of trustees will:

- Make sure the school complies with statutory guidance on ECT induction
- Be satisfied that the school has the capacity to support the ECT
- Make sure the principal is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the ECT as part of the school's grievance procedures
- If it has any concerns or questions, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process
- If it wishes, request general reports on the progress of the ECT on a termly basis

### **6. Monitoring arrangements**

This policy will be reviewed annually by Jo Silva, Assistant Principal. At every review, it will be approved by the full board of trustees.

### **7. Links with other policies**

This policy links to the following policies and procedures:

- Appraisal
- Grievance
- Pay