

EARLY CAREER TEACHER (ECT) POLICY

Summary

Statutory Early Career Teacher (ECT) Policy, published to give guidance on ECT induction process and procedure. This policy replaces the Newly Qualified Teacher (NQT) guidance for Teachers who began their induction after 1st September 2021.



If you are unsure about the validity of the content of this policy please refer to the Policy Owner

Please Note: This policy is applicable to All Employees within the Group.

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Approved by

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Version Control

Control No	Change summary	Consultation Group	Effective date
V1.0	Revised policy format; reviewed for up-to-date statutory guidance.	People	01/08/2024
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1. Purpose Statement

Eastern Multi-Academy Trust (EMAT) comply with all statutory guidance for any Early Career Teacher (ECT) we employ. The Policy provides ECT's with the statutory information and guidance on the ECT induction programme.

2. Scope and Application

This Policy applies to all EMAT ECT's who began their induction after 1st September 2021.

EMAT is committed to the following within all our academies:

- Running an ECT induction programme that meets all the statutory requirements underpinned by the early career framework (ECF) from 1 September 2021;
- Providing ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers;
- Making sure all staff understand their role in the ECT induction programme.

3. Legislation and Statutory Guidance

This policy is based on:

- The Department for Education's (DfE's) statutory guidance [Induction for early career teachers \(England\)](#) with effect from 1 September 2021
- The [Early career framework reforms](#)
- [The Education \(Induction Arrangements for Academy Teachers\) \(England\) Regulations 2012](#)

The 'relevant standards' referred to below are the [Teachers' Standards](#). This policy complies with our funding agreement and articles of association.

4. The ECT Induction Programme

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

Prior to an EMAT ECT undertaking their induction, the Principal 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 undertake 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 the relevant 'appropriate body', depending on the location of an ECT's main base of work.

5. Provision

Posts for Induction

Each EMAT 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;
- Not be presented with unreasonably demanding pupil discipline problems on a day- to-day basis.

Support for ECTs

EMAT are committed to supporting ECTs with:

- Their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments;
- Their designated induction mentor, who will provide regular structured mentoring sessions and targeted feedback;
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback;
- Regular professional reviews of their progress, to take place termly (except in terms where formal assessment is held), at which their induction tutor will review objectives and revise them in relation to the relevant standards and their current needs and strengths;
- Chances to observe experienced teachers, either within the academy or at another academy with effective practice.

Assessments of ECT Performance

Formal assessment meetings will take place in the final term of an ECT's first year (term 3) and the final term of their second year (term 6) and will be carried out by either the Principal or an ECT's induction tutor.

These meetings 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.

After each formal assessment meeting, 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.

If 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.

Indicators for Support

If it becomes clear during a termly progress review or at the first formal assessment point that an ECT is not making sufficient progress, additional monitoring and support measures will be put in place immediately, 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 them to review.

If there are concerns about the ECT's progress during their subsequent progress reviews or formal assessment, if 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.

6. Roles, Responsibilities and Delegations

The following is based on recommendations from the statutory guidance.

Role of the ECT

The ECT will:

- Provide evidence that they have QTS and are eligible to start their induction;
- Meet with their induction tutor 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 an ECT has any concerns, they will:

- Raise these with their induction tutor 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 or within the Academy.

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 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 governing board aware of the support arrangements in place for an ECT;
- Make a recommendation to the appropriate body on whether an 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.

Role of the Induction Tutor

The induction tutor 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 the terms where a formal assessment doesn't occur;
- Inform their ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, Principal and relevant body;
- Inform their 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 their ECT's teaching is observed and feedback is provided;
- Make sure their ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the Academy;
- Take prompt, appropriate action if their 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.

Role of the Induction Mentor

The induction mentor will:

- Regularly meet with their ECT for structured mentor sessions to provide targeted feedback;
- Work with their ECT, and colleagues within the academy who are involved in the ECT's induction, to help make sure their 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 their ECT appears to be having difficulties.

Role of the Governing Board

The governing board will:

- Make sure the academy complies with statutory guidance on ECT induction;
- Ensure they are satisfied that the academy has the capacity to support the ECT;
- Make sure the Principal is fulfilling their responsibility to meet the requirements of a suitable induction post;
- Ensure there is provision in place for concerns raised by an ECT as part of EMAT's grievance policy and procedure;
- If they have any concerns or questions, they will 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 they wish, they will request general reports on the progress of an ECT on a termly basis.

7. Monitoring Arrangements

This policy will be reviewed **annually** by the Director of People and senior Educational leaders. At every review, it will be approved by the full HR and Performance Management Committee.

8. Related Documents and Further Guidance

This policy is linked to the following policies and procedures:

- Professional Development Review (PDR) Policy;
- Pay Policy;
- Disciplinary Policy;
- Grievance Policy;
- Code of Conduct.