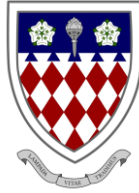


# SPALDING HIGH SCHOOL



## EARLY CAREER TEACHER INDUCTION POLICY

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<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>DEPUTY HEADTEACHER:</b>	<b>Mrs T WALDRON (Curriculum, Exams, Pastoral)</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mr J BLACKBOURN (Assessment &amp; Reporting, Y11-13)</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mr B LOVE (Teaching &amp; Learning, Y7-10)</b>
<b>ASSISTANT HEADTEACHER:</b>	<b>Mrs L RAY (Safeguarding, Attendance, Anti-bullying)</b>
<b>LINK GOVERNORS:</b>	<b>Mrs D MULLEY (Chair of Governors)</b> <b>Mr E FRAGALE (Vice-chair of Governors)</b>

**DATE AGREED:**

**REVIEW FREQUENCY:** **Biennial**

### Executive Summary:

At Spalding High School, we aim to provide the highest quality education to enable every pupil to achieve and make a positive contribution to society. We understand that children need to be motivated if they are to succeed in life, and we will provide a stimulating curriculum and environment which will prepare them for their futures with confidence and determination. We expect all of our learners to achieve their potential, regardless of their personal circumstances, through educational provision delivered in a manner whereby learning is made as relevant, purposeful, coherent and enjoyable as possible.

To ensure that this aim is met, we believe that it is important to fully nurture, develop and support all staff at every stage of their career. The following policy is therefore aimed at enabling an Early Career Teacher (ECT) to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built. To ensure a successful induction, this policy is based upon the guidelines for induction with the latest legislation found here: [Induction for early career teachers \(England\) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies](#)

### Related Policies:

\_\_\_\_\_  
**Chair of Governors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Headmistress**

\_\_\_\_\_  
**Date**

## Spalding High School

### Rationale

The first two years of teaching are not only very demanding but also of considerable significance in the professional development of the new teacher. The Early Career Framework (ECF) provides an evidence base which will ensure that all ECTs receive the appropriate professional development by clearly setting out what each ECT should learn about and how to do in their first two years as a qualified teacher. Through the ECF, our ECTs will receive the appropriate support, training and guidance necessary to develop their skills and knowledge base.

The DfE-accredited materials include high-quality professional development, underpinned by the ECF, which will support early career teachers to develop the essential knowledge and skills to set them up for a successful and fulfilling career in teaching.

Spalding High School will have three ECF options:

- **Provider-led programme (*previously known as the Full Induction Programme - FIP*):** This is provided by a local Teaching School Hub in conjunction with a lead/national provider. This includes the full curriculum, training and materials provided. The Appropriate Body works alongside this programme to check on the provision, progress and entitlement of the ECT.
- **School using the DfE-accredited materials to deliver ECF-based training (*previously known as the Core Induction Programme - CIP*):** The school delivers their own training programme using DfE-accredited materials and resources. This package must incur additional 'fidelity checks' by the Appropriate Body.
- **School designing and delivering their own training programme based on the ECF (*previously known as the School Induction Programme – SIP*):** The school designs and delivers their own ECF-based induction, this includes creating the curriculum the training, the materials and resources. This package must be subject to significant additional fidelity checks by the Appropriate Body.

### Purpose

Spalding High School has an induction process that has been designed to make a significant positive contribution to both the professional and personal development of ECTs. The purposes of induction include:

- To follow the statutory guidance, in conjunction with the local Teaching School Hub, ensuring compliance and to plan for a successful programme of support;
- To provide appropriate professional development and support through the role of an identified Mentor;
- To provide an appropriate and personalised programme of support through the role of an identified Induction Tutor;
- To provide ECTs with examples of good practice;
- To help ECTs form good relationships with all members of the school community and stakeholders;
- To help ECTs become aware of the school's role in the local community;
- To encourage reflection on their own and observed practice;
- To provide opportunities to identify areas for development;
- To help ECTs to develop an overview of a teacher's roles and responsibilities;
- To provide a foundation for longer-term professional development and guidance with career development;
- To help ECTs perform, at least, satisfactorily against the Teachers' Standards.

All school staff will be kept informed of the school induction policy and encouraged to participate, wherever possible, in its implementation and development.

This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

## **Roles and Responsibilities**

### **The Local Governing Body**

The local governing body will be expected to be fully aware of the contents of the DfE's statutory guidance on the Early Career Framework, which sets out a school's responsibility to provide the necessary monitoring, support and assessments for ECTs. Careful consideration is given, prior to any decision to appoint an ECT, whether the school currently has the capacity to fulfil all its obligations. The local governing body will be kept aware and up to date about induction arrangements and the results of formal assessment meetings.

### **The Appropriate Body**

Once an ECT has been appointed, the Headteacher must notify the Appropriate Body in advance of the ECT taking up post. Failure to do so may delay the start of the induction period. At registration, the Appropriate Body should provide the ECT with a named contact with whom they may raise any concerns about their induction programme that they are unable to resolve. This person should not be directly involved in monitoring or supporting the ECT or in making decisions about satisfactory completion of induction.

### **The Headteacher**

The Headteacher will play a significant and leading role in the process of inducting new colleagues to the profession. Statutory responsibilities are:

- Ensuring an appropriate induction programme is set up;
- Obtain copies of any previous assessments from the ECT's post, where applicable;
- Recommending to the Appropriate Body whether or not an ECT has performed satisfactorily against the Teachers' Standards for the completion of induction.

While the Headteacher may not delegate these responsibilities, many of the associated tasks will be carried out by an Induction Tutor or other suitably experienced colleagues. In addition to the statutory requirements the Headteacher will:

- Observe and give written warnings to an ECT at risk of failing to perform satisfactorily against the Teachers' Standards whilst informing the Appropriate Body immediately;
- Keep the local governing body aware and up to date about induction arrangements and the results of formal assessment meetings.

### **Induction Tutor / ECF Lead**

The principal requirement for the Induction Tutor is to be responsible for the overall management of initiating ECTs into the teaching profession and into a school's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality assurance of provision. It embraces various tasks, such as organising a central induction programme, liaising with the Teaching School Hub to be the lead for the ECF programme, being an advocate for the ECT in school and providing opportunities for these beginner teachers to participate in additional supporting activities, e.g. brokering CPD opportunities, providing support and guidance and the rigorous but fair assessment of ECT performance.

### **Mentor**

The role of the Mentor has been significantly enhanced under the ECF policy review in September 2021. In addition to the Induction Tutor, who has the responsibility for the formal assessment of the ECT, a Mentor is appointed to provide on-going support on a daily basis. The Mentor will contribute to the judgements about the performance against the Teachers' Standards and is responsible for keeping a record of mentor meetings. Mentors will be asked

to provide a summative comment about the ECT's progress against the Standards prior to each assessment point. The Headteacher should identify a person to act as the ECT's mentor, to provide regular mentoring. The mentor is expected to hold QTS and have the necessary skills and knowledge to work successfully in this role. Mentoring is a very important element of the induction process and the mentor is expected to be given adequate time to carry out the role effectively and to meet the needs of the ECT. This includes attending regular mentoring sessions and mentor training, where appropriate. Mentor sessions are expected to be timetabled during teaching hours. In exceptional circumstances however where the school requires flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.

### **Entitlement**

The ECT should be proactive in his/her own career development. In addition to this, our schools' induction programmes will ensure that new teachers are provided with support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of induction. It builds on their knowledge, skills and achievements in relation to standards for the award for qualified teacher status (QTS). The key aspects of an induction programme are as follows:

- Enrolment onto the ECF two-year programme with the Teaching School Hub. This will provide rigorous training for both ECT and their mentors. All training content is aligned to the ECF and provides ECTs with training in the 5 core areas;
  - Behaviour management
  - Pedagogy
  - Curriculum
  - Assessment
  - Professional Behaviours
- The ECT will have weekly mentor meetings in year 1 of the ECF (fortnightly) and 20 hours of mentoring in year 2; ECT and mentor sessions are expected to be timetabled during teaching hours. In exceptional circumstances, however where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.
- Mentors will receive training across the 2 years of the programme;
- The ECT will have regular progress checks (terms 1, 2, 4 and 5 based on a FTE contract) and 2 formal assessment points at the end of year 1 and year 2;
- Help and guidance from an Induction Tutor who is adequately prepared for the role and will coordinate the induction programme;
- Regular meetings with mentor, senior managers, subject coordinators, phase specialists and other key staff where appropriate;
- Time and regular opportunities to meet with other ECTs and teachers;
- Observe experienced colleagues teaching;
- A reduction of 10% of the average teacher's workload in year 1 and 5% reduction in year 2;
- Have teaching observed by experience colleagues on a regular basis;
- To receive prompt written as well as oral feedback on the teaching observed and to receive advice with regard to development and target setting as appropriate;
- Opportunities for further professional development based on agreed targets.

### **Lesson Observation, Reviewing and Target Setting**

An ECT's teaching is expected to be observed at regular intervals throughout their induction period to facilitate a fair and effective assessment of the ECT's teaching practice, conduct and efficiency against the Teachers' Standards. Observations of the ECT may be undertaken by the Induction Tutor or another suitable person from inside or outside the institution, who holds QTS.

## **Assessment & Quality Assurance**

The assessment of ECTs will be rigorous but also objective. ECTs should have formal assessments carried out by either the Headteacher or the Induction Tutor. Mentors should not carry out formal assessments unless they are also acting as the Induction Tutor. ECTs should receive an assessment in the final term of the first year (term 3) and in the final term of the second year of induction (term 6). Evidence used in assessments should be clear and transparent and copies provided to the ECT and Appropriate Body.

Evidence for each assessment point:

- Evidence for assessments must be drawn from the ECT's work as a teacher during their induction;
- To ensure evidence gathering is not burdensome for the ECT, formal assessment meetings should be informed by evidence gathered during progress reviews and assessment periods leading up to the formal assessment. This will consist of existing documents and working documents;
- There is no need for the ECT to create anything new for the formal assessment, they should draw from their work as a teacher and from their induction programme;
- Judgements made during the induction period should relate directly to the Teachers' Standards and should not be made against the ECF.

ECT assessment will continue to be against the Teachers' Standards only and not against the Early Career Framework (ECF).

## **At Risk Procedures**

If any ECT encounters difficulties in their performance against the Teachers' Standards, the following procedures will be put into place:

- An expectation is established that the support provided will enable any weaknesses to be addressed;
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem;
- Agreed, attainable targets for action, with specific and practical steps and timescales outlined for securing an improvement in teaching practice;
- Experienced colleagues will model aspects of good practice so that the ECT can focus attention on particular areas of teaching through observation;
- Early warning of the risk of failure will be given and the school's concerns communicated to the Appropriate Body without delay.

Where an ECT has continuing difficulties further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out.

Where necessary, the Headteacher/named contact at the Appropriate Body will support the Induction Tutor and ECT in observations and planning an appropriate programme to ensure satisfactory completion of the induction period and that all steps have been taken to improve the situation.

The ECT must be made aware of any concerns, at all stages, throughout the induction process. There must never be any surprises about areas of concern for the ECT.

## **Extension and Reduction of ECF**

There may be exceptional circumstances in relation to ECT induction which require either an extension or reduction to the ECT induction period. The Induction Lead will discuss this with the Appropriate Body lead immediately if the Academy believes that the ECT meets the required standard for this. Supporting evidence to back the need for an extension or reduction must be provided by the School/Academy.

The Appropriate Body then has an impartial panel which convenes to review the evidence alongside the Teaching School Hub who issues the final decision in relation to any such changes to the ECT's induction period.

## **Addressing ECT Concerns**

If an ECT has any concerns about the induction, mentoring and support programme, these should be raised within the school in the first instance. Where the school does not resolve them the ECT should raise concerns with the named Appropriate Body contact –

Sophie Lougher (Teaching School Hub Appropriate Body Lead)  
sophielougher@leadtshub.co.uk  
01522 214459

Rachael Viscomi (Teaching School Hub Appropriate Body Administrator) –  
rachael@leadtshub.co.uk  
01522 214459

This policy is based on and follows the guidance and statutory requirements set out in [Induction for early career teachers \(England\) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies](#)