



RED KITE
TEACHING SCHOOL HUB

Appropriate Body

Induction Tutor briefing September 2025

Appropriate Body

The Appropriate Body is an organisation that oversees the induction process of Early Career Teachers (ECTs).

It ensures that the ECTs receive the necessary training and support to meet the Teachers' Standards by the end of their induction period.

It also ensures that the settings providing induction are compliant with legal frameworks and quality standards.

Distinct and separate to the training programme

Appropriate Body

As your Appropriate Body we have 2 main roles in the statutory induction for your ECTs:

Monitoring of Support

Ensuring that ECTs are receiving their statutory entitlements and ensuring schools are supported to provide ECTs with an ECF-based induction.

Monitoring of assessment

Making the final decision as to whether the ECT has satisfactorily met the Teachers' Standards, based on the Headteacher's recommendation.

Please refer to the Department for Education statutory guidance for further information [Induction for early career teachers \(England\) - GOV.UK \(\[www.gov.uk\]\(https://www.gov.uk\)\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672222/induction-for-early-career-teachers-2021-22.pdf)

Updates/ changes

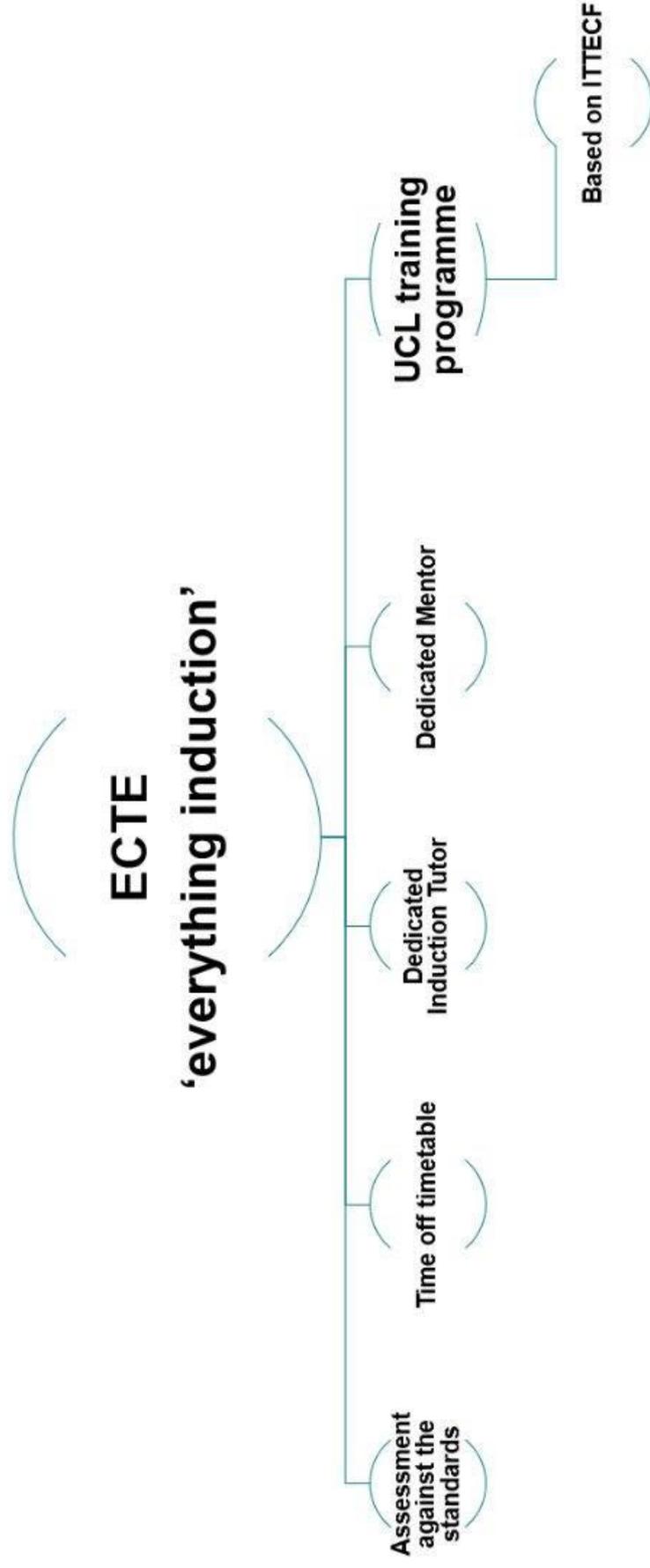
- ECTE – entitlement of statutory elements and training
- Changes to training programme (ECTP) to ITTECF
- Mentor training only 1 year
- TRA is now Register Early Career Teachers Service

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What is Early Career Teacher Entitlement (ECTE)?



Early Career Teacher Entitlement (ECTE)



- Statutory elements: progress review, assessments, professional dialogue (Induction Tutor)
- +
- Training: ITTECF 2025 (Early Career Teacher Programme)
- **Provider Led** (UCL+ Delivery Partner + mentor)
- **School Led:** School Led Materials (SLM) replace DfE accredited support materials
 - In 2025, the school materials will only include ECT independent study, ECT facilitated learning outlines, and mentor meetings. There will be no mentor development programme.
 - NIoT and UCL for ITTECF 2025, Year 1 available summer 2025, ECT materials only.

Mentoring in the ECTP

•1 year programme for untrained mentors

The programme is distinct to the ECT's training, it prepares a mentor on how to work with Y1 and Y2ECTs. Mentors must complete all three sessions, totalling 1.5 days (1 day in Sept, 0.5 day in June):

1. Induction to UCL: nuts and bolts of UCL Extend, Module Formative Assessment, planning mentor sessions and self-directed study.
 2. ONSIDE mentoring (Y1): how to be an ECT advocate, building relationships and observation.
 3. Educative mentoring (Y2): how to support the disciplined inquiry.
- Mentors trained with ITT are exempt from some online study (self-declare).
 - Mentors (and ECTs) must engage in **75 % of online learning and training (3 out of 4 activities as a rule of thumb)**. Mentor accreditation and school backfill are dependent on this engagement.

Monitoring mentoring

Is your mentor trained in the legacy ECF or with a different lead provider?

- Legacy mentors will need extra time to navigate Extend and may benefit from refresher ECTP training (email ecf@rkt.co.uk for a recording).

Is your mentor adapting the UCL programme for the ECT?

- In Year 1 there are now Module Formative Assessments and in Year 2 there are Module Audits. ECTs should still be engaging with 75% of the content. This can also include the Enhanced Programme if a Module is repetitive for the ECT.

How is your mentor tracking meetings and ECT progress?

- If you don't have an in-school system, UCL Extend offers suggestions for IT's and mentors to use.

Is your new mentor regularly engaging with their self-directed study?

- It is important the mentor understands the research, theories and concepts the ECT is covering and can discuss these in a timely way in the guided mentor sessions, check your mentor is on top of this and not letting it build up for their workload. Remember the 75% rule for engagement.

ECT Manager

- **Used by Induction tutor, ECT and Headteacher**
- **Correct information – Induction tutor, mentor, Contract – permanent/ temporary/ FTE,**
- **Any changes update here**
- **Audit log**
- **Resources**

Induction Tutor Autumn term jobs

- Induction for all new ECTs to school – policy, who to turn to if concerns, entitlements, expectations
- Formal observation (ideally in first 4 weeks for new ECTs) planned in
- Processes in school to understand ECT progress, strengths, areas for development and engagement with ITTECF
- Booked mentors and ECTs on to any ITTECF training conferences/ seminars
- Oversee Mentor mentors (QA) and their engagement with ITTECF and meetings
- Meet ECTs
- Progress review meeting date planned
- Check ECT Manager
- Check DfE portal
- Handbook in resources section

Key dates

Progress reviews and Assessments :

5th December

13th March

3rd July

Induction Tutor online meetings: 20th November, 5th March, 18th June

Progress reviews

– a snapshot of where the ECT is currently at

- The key purpose of a Progress Review is to identify if the ECT is on track.
- The Progress Review does not have to address every one of the Teachers' Standards on each occasion.
- Transparency regarding the progress of the ECT is vital
- Progress review meetings should be well prepared for by the ECT
- A range of Evidence is important.
- The Statutory Guidance requires all ECTs comment upon their progress during each assessment period - if this doesn't happen then the form will be rejected
- A Progress Review might demonstrate that the ECT is not on track
- 100% reviews are read and commented on
- Reviews will be rejected if there is not enough information, no ECT comments
- Following this, a selection of forms will be quality assured (second read) by Red Kite AB team

Quality Assurance Visits

- **A third of all schools annually.** Visits may also be identified when schools: are new to AB, have multiple ECTs, have new Head teachers/Induction Tutors, have a change of Ofsted grading, request a reduction, progress review data raises concerns or queries or when the school request a visit.
- **In advance, it is good to have considered:** ECT school induction policy, QA of mentor meetings, documentation in school so Induction Tutor has an overview

What a QA visit looks like

Before the visit:

- Induction tutors will be contacted to plan the visit.
- ECTs and Mentors will be sent a survey link to complete before the visit.

During the visit:

- Visits will involve meeting the Induction Tutor. Be prepared to share induction paperwork and records that you have, such as observation feedback or meeting records.
- There will be separate short meetings with Mentors and ECTs.
- They will also include a learning walk or observations of the ECTs.
- A short meeting with the headteacher.

After the visit:

A report of the Quality Assurance visit will be sent to the school, including and recommendations.

Action in the case of concerns about progress

Concern triggers

- Unsatisfactory lesson observations
- Poor behaviour management
- Low standards of personal and professional conduct
- Communication issues; parents, pupils & other staff
- Failure to follow school guidelines, policies, rules and expectations
- Failure to meet targets or over preparation without the desired effect
- Pupil outcomes show low expectations
- Time management /work life balance

Actions for Induction Tutors

- Accurately identify the area for improvement and communicate to ECT in writing
 - Set appropriate objectives with detailed action planning, support and monitoring
- Upload support plan to ECT manager
- Keep Appropriate Body informed
 - Ensure an ‘independent professional’ observes the ECT
 - Contact Unions
- KEEP RECORDS OF EVERYTHING**

FAQs

- 1. What happens with a part time ECT?**
- 2. My ECT has come through the assessment only route/ been an unqualified teacher/ taught for many years abroad. Do they have to do the full 2 year Induction?**
- 3. My ECT has already completed some of their Induction at another school. How do I know where they will start and what has happened previously.**

ANY QUESTIONS?

