

SOUTH FARNBOROUGH INFANT SCHOOL

Policy for the Induction of an Early Career Teacher



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Person responsible: Danielle Duffy and Jo Udall

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1.0 Policy statement

- 1.1 Our school recognises that the early years of teaching are not only very demanding but also of critical significance in the professional development of new teachers. It is vital new teachers get a good start to their teaching careers through appropriate transitional support.
- 1.2 Our school's induction programme is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. Our ECT Induction programme will enable our ECTs to establish a secure foundation upon which a successful teaching career can be built.
- 1.3 This policy must be read in conjunction with the statutory guidance on Induction for Early Career Teachers.

2.0 Scope

- 2.1 All teachers employed as an:
 - Early Career Teacher

3.0 Our Induction Programme

- 3.1 Our school's ECT induction programme has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of ECTs, providing support which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school.
- 3.2 Specifically, we will:
 - register with an Appropriate Body in a timely manner and will work with them to provide high quality support to our ECTs;
 - provide support to meet the generic needs of all ECTs and the specific needs of individual ECTs;
 - provide individualised support through high quality mentoring and coaching;
 - provide ECTs with examples of good classroom practice;
 - help ECTs form productive relationships with all members of the school community and stakeholders;
 - support ECTs to become reflective practitioners;

- provide opportunities to recognise and celebrate success;
- act quickly to help ECTs address any areas of concern;
- provide a foundation for longer-term professional development; and
- ensure a smooth transition from teacher training, to help ECTs meet all the Teachers' Standards.

3.3 All staff will be kept informed of the school's ECT 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.

4.0 Roles and Responsibilities

4.1 Our school carries out its responsibilities in line with the [Statutory Guidance on induction for early career teachers](#) (or Statutory Guidance on induction for newly qualified teachers as applicable).

5.0 Support

5.1 Our induction programme ensures that new teachers are provided with the 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 the Teachers' Standards as achieved during training.

5.2 The ECT Handbook will be provided to the ECT at the start of induction, and Headteachers and Tutors will be familiar with its contents.

5.3 The key aspects of the Induction programme for an ECT at our school are listed below.

- Access to a high quality and personalised induction programme.
- At an early stage, time with the ECT's Induction Tutor to discuss developments needed and how they will be assisted in making these.
- Help and guidance from an Induction Tutor who holds qualified teacher status, is adequately prepared for the role and will coordinate the induction programme. Meetings should take place during designated ECT/Tutor time allocated on the timetable.

- As required, meetings and support from subject or Key Stage leads, SENCo, etc.
- A programme of observations of experienced colleagues' teaching.
- Regular observation of ECT's teaching by experienced colleagues.
- Prompt written as well as oral feedback on teaching observed, with targets and feedback/advice provided.
- Confronting of any areas of practice or behaviour that may prevent the ECT meeting the Teachers' Standards in a timely, honest and professional manner.
- Opportunities for further professional development based on agreed targets and identified needs.
- Detailed success criteria for any areas identified as making an ECT at risk of not meeting the Teachers' Standards.
- In addition to the above, an ECT is encouraged to develop and access professional networks to support them, including those available via their professional association.

5.4 In addition to 5.3, ECTs will receive:

- support from an ECT Mentor, including regular meetings and guidance through the Early Career Framework (ECF) programme. Meetings should take place during designated ECTs/Mentor time allocated on the timetable;
- a reduction in workload (in addition to PPA time) of 10% in the first year and 5% in the second year. This CPD time is used for participating in the school's induction programme, other professional development activities and meetings with the mentor; and
- in-house training programme based on the Core ECF materials / access to Core ECF materials to review as part of their 10% CPD time* / a place on the Hampshire Advance bespoke training programme*.

6.0 Assessment & Quality Assurance

6.1 The termly assessment of ECTs will be rigorous and objective:

- The criteria used for formal assessments will be shared and agreed in advance.
- Both formative assessment (e.g. lesson observation and target setting) and summative assessment (termly Induction reports) will be used.
- Assessment will draw on views from all staff who have a part in the ECT's development in order to gain a reliable overall view.
- Assessment will draw on evidence from planning, pupils' work and the progress they make, relationships with staff, pupils and parents, as well as formal observations of teaching.
- The Induction Lead (or Headteacher if there is no Induction Lead role in school) will ensure that assessment procedures are consistently applied and validated by the headteacher.
- Copies of any records will be passed to the ECT concerned.
- Professional Review meetings will cover:
 - areas of strength;
 - areas requiring development;
 - evidence used to inform judgement;
 - targets for coming term; and
 - support to be provided by the school.

7.0 At risk procedures

7.1 If an ECT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:

- The Tutor will use the 'Unsatisfactory Progress or Concerns' guidance to structure the support available to the ECT, put in place a formal Action Plan and to formally write to the ECT to outline the concerns when appropriate.
- An expectation is established that the support provided will enable any weaknesses to be addressed.
- A record of the exact nature of the problem and advice given on how to address this and the support to be provided.
- Agreed, attainable targets for action within an agreed timescale, with specific and practical steps outlined for securing an improvement in 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 to meet one or more of the Teachers' Standards will be given to the ECT. The named Appropriate Body contact will be informed as soon as it becomes clear an ECT is at risk of not meeting one or more of the Teachers' Standards.

8.0 Addressing ECT Concerns

8.1 If an ECT has any concerns about the induction, mentoring and support programme, these should be raised within the school (Tutor, Mentor, Lead or Headteacher) in the first instance. Where the school does not resolve them the ECT should raise concerns with the named Appropriate Body contact.

8.2 The ECT is also encouraged to contact their Professional Association for advice and support where any concerns about progress have been raised, or where they have any concerns about the support provided by the school.

1. Related documents

1. To help with the application of this policy it may be useful to read the following:

- [Statutory Guidance for early career teachers](#)
- [Hampshire Early Career Teacher Induction Handbook](#)