

Induction of Early Career Teacher Policy

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This policy will be reviewed on a regular basis and updated as necessary.

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Rationale

The initial two years of teaching are a critical period for the professional development of new teachers. At The Devonshire Hill Nursery & Primary School, we recognise the importance of providing a comprehensive induction process that supports the growth and success of Early Career Teachers (ECTs). Our induction programme is designed to offer structured yet adaptable individual programmes that provide guidance, support, and training necessary for the development of essential skills, knowledge and expectations. We believe that by investing in the growth of our ECTs, we are investing in the future success of our school community.

This programme will enable an Early Career Teacher (ECT) to form a secure foundation upon which a successful teaching career, fulfilling their professional duties, can be built.

Purpose

Our school's induction process has been designed to make a significant contribution to both the professional and personal development of ECTs. The purposes of induction include:

- ★ to provide programmes appropriate to the individual needs of the ECTs as required using the Early Career Framework (ECF)
- ★ to provide appropriate guidance and support through the role of an identified induction mentor
- ★ to provide ECTs with examples of good practice
- ★ to encourage reflection on their own and observed practice
- ★ to provide opportunities to identify areas for development
- ★ to provide opportunities to recognise and celebrate 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 help ECTs to develop an overview of a teacher's roles and responsibilities
- ★ to provide a foundation for longer-term professional development
- ★ to help ECTs perform satisfactorily against the Teachers' Standards

The whole staff will be kept informed of the school's induction policy and encouraged to contribute and participate in its implementation and development as and when required.

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 Governing Body

The governing body will be fully aware of the contents of the DfE's statutory guidance on induction for ECTs (England) which sets out the 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 governing body will be kept aware and up to date about induction arrangements and the results of formal assessment meetings.

The Headteacher

The Headteacher at The Devonshire Hill Primary School plays a significant and leading role in the process of inducing new colleagues to the profession. The responsibility for the implementation of the Induction Programme has been delegated to the Deputy head teacher as induction lead, who will observe all ECTs every half term.

Statutory responsibilities are:

- ★ Make arrangements with an Appropriate Body (AB) to oversee the school's induction programme for each ECT employed
- ★ Ensure an appropriate induction programme is set up based on the Early Careers Framework (ECF)
- ★ Appoint a suitably experienced teacher to the induction tutor/mentor role
- ★ Ensure the induction tutor and mentor both have sufficient time to carry out their role effectively
- ★ Make a recommendation to the AB whether or not an ECT has performed satisfactorily against the Teachers' Standards (TS) for the completion of induction
- ★ Observe and give written warnings to an ECT at risk of failing to perform satisfactorily against the TS whilst informing the AB immediately
- ★ Keep the governing body aware and up to date about induction arrangements and the results of formal assessment meetings

Induction Tutor

The induction tutor is responsible for initiating the ECT into the teaching profession and into our school's systems and structures. The role embraces many important tasks, including the planning, implementing and evaluation of a personalised programme of support and development for each ECT, providing advice, guidance and the rigorous but fair assessment of an ECT's performance, carrying out regular progress reviews throughout the induction period. It also entails keeping relevant and accurate records of progress and achievement against the TS and undertaking two formal assessments required at the end of term three and the end of term six.

Mentor



The mentor is a different role to the Induction tutor. The mentor is expected to support the ECT, a less experienced colleague, building trust and modelling positive behaviours. The mentor and ECT must regularly meet for structured sessions to provide effective targeted feedback, ensuring the ECT receives an ECT induction programme. The mentor is there to provide or broker effective support, mentoring and coaching. The mentor must also take appropriate action if the ECT appears to be experiencing difficulties.

Entitlements

Each ECT should be proactive in their own career development. However, our induction programme ensures 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 the induction programme for ECTs at The Devonshire Hill Primary & Nursery School are as follows:

- ★ Access to a Full Induction Programme (FIP) through Red Kite and / HEP Induction programme using the government approved materials through UCL that will commence upon appointment
- ★ Structured visits will be made to the school, prior to taking up appointment, with time to discuss the start to the induction period and any initial support the ECT requires, and how they will be assisted in this
- ★ Help and guidance from an induction tutor and mentor who is an experienced teacher; is knowledgeable about the phase group/year group has been trained in the induction process and has coaching and mentoring skills
- ★ Regular meetings with the induction tutor, mentor, senior leaders, subject leaders and other key staff where appropriate
- ★ Opportunities to observe experienced colleagues teaching
- ★ A reduction of 10% of the average teacher's time-table in year one and 5% in year two. This time is used for participating in the Continual Professional Development (CPD) identified and agreed with the induction tutor and mentor and is in addition to the statutory 10% Planning Preparation & Assessment (PPA) time already allocated to teachers
- ★ Have teaching observed by the induction tutor (at least half-termly) and by other relevant colleagues (headteacher, subject leads, mentor etc) on a regular basis
- ★ To promptly receive oral feedback on the teaching observed against the standards, including observations on strengths and areas for development. Outcomes of the observation will be added to the ECT's coaching plan.
- ★ Receive and engage in progress reviews meetings informed by existing evidence to review action plans, record achievements against the standards and raise concerns
- ★ Opportunities for further professional development based on agreed objectives
- ★ Receive progress reviews term 1, 2, 4 and 5 and the formal assessment term 3 and 6



Lesson observations

Will be planned and conducted half-termly by the induction tutor and completed in accordance with the AB's guidelines which are based on Department For Education (DfE's) statutory guidance.

Professional Progress reviews

The Induction tutor and ECT will meet throughout the induction period with progress review taking place in each term where a formal assessment is not scheduled. To review progress against the TS, scrutinise lesson observations, identify and record achievements against the standards on the progress tracking sheet and raise concerns.

Formal assessment meetings

The headteacher or the Induction tutor and ECT will meet two weeks prior to the submission of a report to the AB. The assessment will take the form of a professional dialogue. The report must be signed by the headteacher, induction tutor and the ECT.

At risk procedures

1. **Initial concern** - the following procedures will be put into place:
 - ★ Induction tutor and ECT identify the difficulties
 - ★ New agreed support plans will be developed with specific support outlined for securing an improvement in practice
 - ★ Early warning of the risk of failure will be given and the school's concerns communicated to the AB without delay
2. **Continued concern** - the headteacher and AB coordinator will support the induction tutor and ECT in observations and planning an appropriate programme. To ensure satisfactory completion of the ECT induction period and that all steps have been taken to improve the situation
3. **Improvements not achieved** - despite the additional support, the headteacher, induction tutor and AB coordinator will meet with the ECT to explain their options and provide advice on next steps

The ECT will be made aware of any concerns, at all stages, throughout the induction process.

Addressing ECT's 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 ABs 'Named contact'.

This policy was agreed and adopted in April 2024. It will be reviewed

- ★ as part of the school's development cycle by April 2026
- ★ prior to this date should there be any changes to statutory requirements.

This policy is based on and follows the guidance and statutory requirements set out in <http://www.education.gov.uk/b0066959/nqt-induction> - 'Statutory guidance on induction for newly qualified teachers (England)'

