Yardleys School

WORKING TOGETHER FOR A BETTER FUTURE

Early Career Teacher Entitlement Policy

(for ECTs starting their induction on or after 1 September 2024)

Adopted by Governors:

Signed: ……

Date: ……

This policy is reviewed annually by the Curriculum & Standards Committee

Review date: ……

POLICY INFORMATION

Date of last review	October 2026	Review period	Annually
Date ratified by governors	Agreed at committee level, due for ratification November 2026	Governors' committee responsible	C&S
Policy owner	Jennifer Guarini	SLT member responsible	Jennifer Guarini
Date of next review	October 2027		

Reviews/revisions

Review date	Changes made	By whom
October 2026	**3.1** Removal of the last bullet point: 'Not be presented with unreasonably demanding pupil discipline problems on a day-to-day basis'. Addition of bullet point to 3.1 'Will be supported, by all relevant staff members to help successfully implement the school's behaviour policy to help establish and maintain strong relationships and a good climate for learning.	Jennifer Guarini

Dates of linked staff training (if applicable)

Date	Course title	Led by

EQUALITY AND GDPR

All Yardleys' policies should be read in conjunction with our Equal Opportunities and GDPR policies.

Statement of principle - Equality

We will take all possible steps to ensure that this policy does not discriminate, either directly or indirectly against any individual or group of individuals. When compiling, monitoring and reviewing the policy we will consider the likely impact on the promotion of all aspects of equality as described in the Equality Act 2010.

Statement of principle - GDPR

Yardleys School recognises the serious issues that can occur as a consequence in failing to protect an individual adult's or child's personal and sensitive data. These include emotional distress, physical safety, child protection, loss of assets, fraud and other criminal acts.

Yardleys School is therefore committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA)/GDPR.

Statement of principle – Yardleys Way

Yardleys School treats everyone equally and we value everyone the same irrespective of age; disability; gender reassignment; marriage or civil partnership; pregnancy or maternity; race; religion or belief; sex; and sexual orientation.

Early Career Teacher Entitlement for Early Career Teachers

The Early Career Teacher Entitlement (ECTE) is a new term to be used from September 2025 that describes the support that must be made available to Early Career Teachers (ECTs). It combines a structured programme of development, support and professional dialogue, underpinned by the Initial Teacher Training and Early Career Framework (ITTECF) with monitoring and an assessment of performance against the Teachers' Standards.

1. Aims

The school aims to:

- Run an Early Career Teacher Entitlement (ECTE) programme that meets all of the statutory requirements underpinned by the Early Career Teacher Entitlement (ECTE) from 1 September 2025
- Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers
- Make sure all staff understand their role in the ECTE programme

2. Legislation and statutory guidance

This policy is based on:

- The Department for Education's (DfE's) statutory guidance Induction for early career teachers (England) from April 2025
- Initial Teacher Training and Early Career Framework
- The Education (Induction Arrangements for School 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.

3. The ECTE programme

The ECTE training programme will be underpinned by the ECTE, enabling ECTs to understand and apply the knowledge and skills set out in the Initial Teacher Training and Early Career Framework.

ECTs or mentors who started training before 1st September 2025 should continue to use the same course and materials (Early Career Framework). If these ECTs have not completed their training programme by August 2027: they will be expected to receive training based on the ITTECF from September 2027 for the remainder of their ECTE.

Prior to the ECT serving their induction, the headteacher 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 serve a full-time equivalent. Up to one term of continuous employment may count towards completion of the induction period.

Our appropriate body services are provided by Arthur Terry Teaching School Hub.

Ambition institute is our training provider with Academy Transformation Trust acting as our delivery partner.

3.1 Posts for induction

Each 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
- Will have a timetable of at least 50% of their main subject
- Will be supported, by all relevant staff members to help successfully implement the school's behaviour policy to help establish and maintain strong relationships and a good climate for learning.

3.2 Support for ECTs

We support ECTs with:

- Their designated ECT mentor, who will provide regular monitoring and support, and co-ordinate their assessments
- Their designated ECT 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 school or at another school with effective practice

3.3 Assessments of ECT performance

Formal assessment meetings will take place in the final term of the ECT's first year (term 3) and the final term of their second year (term 6), and will be carried out by the ECT 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 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 headteacher 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 headteacher, 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.

In the event that the ECT leaves this post after completing one term or more but before the next formal assessment would take place, the induction tutor or headteacher will inform the appropriate body of the change and will complete an interim assessment. In this case the ECT will update the appropriate body on ECT manager with an appropriate forwarding email address.

3.4 At-risk procedures

If it becomes clear during a termly progress review or at the first formal assessment point that the 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 it to review.

If there are concerns about the ECT's progress during their subsequent progress reviews or formal assessment, as long as it is not the final formal assessment, the induction tutor or headteacher will discuss this with the ECT, updating objectives as necessary and revising the support plan for the next assessment period. The appropriate body should be informed (Arthur Terry Teaching School Hub).

If the ECT's progress is still unsatisfactory in subsequent progress reviews, this will be referred to the appropriate body who will determine whether the induction period is extended or to fail the ECT's induction.

In the event of serious capability problems, it may be necessary to instigate capability procedures at a stage before the end of the induction period, which may lead to dismissal before the end of the induction period. If this is the case, for as long as the ECT remains at the institution the induction process must continue in parallel with the capability procedure. The appropriate body should be informed.

4. Roles and responsibilities

4.1 Role of the ECT

The ECT will:

- Provide evidence that they have QTS and are eligible to start 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 ECTE-based induction
- Provide evidence of their progress against the relevant standards
- Participate fully in the monitoring and development programme: Engage and remain up to date with the weekly self-directed study materials, provided through our Teaching School Hub and attend the after-school professional learning sessions as directed by the Induction Tutor.
- 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 the 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 school

4.2 Role of the headteacher

The headteacher 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 section 4.1 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 the ECT
- Make a recommendation to the appropriate body on whether the 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

4.3 Role of the ECT induction tutor

The induction tutor will:

- Provide further mentor training to ECT mentors
- Quality assure the role of the ECT mentor through drops ins during mentor meetings
- 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 terms where a formal assessment doesn't occur
- Inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, headteacher and relevant body
- Inform the 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 the ECT's teaching is observed and feedback is provided
- Make sure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school
- Take prompt, appropriate action if the 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

4.4 Role of the ECT mentor

The induction mentor will:

- Conduct regular drop ins, with an agreed focus, which will form the basis of feedback during the weekly mentor meeting for ECT+1 and fortnightly mentor meeting for ECT + 2
- Meet with the ECT for structured mentor sessions to provide targeted feedback using the instructional coaching model
- Work with the ECT, and colleagues within the school who are involved in the ECT's induction, to help make sure the ECT receives a high-quality ECTE-based programme
- Complete the online ECT mentor study modules
- Attend all mentor training events
- Provide, or arrange, effective support – including subject-specific, phase-specific, coaching and/or mentoring
- Keep the ECT induction tutor up to date with the ECT's ongoing progress, through regular communication
- Be the first point of contact for ECT's if they appear to be having difficulties
- Act promptly and appropriately if the ECT appears to be having difficulties and pass any concerns onto the ECT induction tutor

4.5 Role of the governing board

The governing board will:

- Make sure the school complies with statutory guidance on ECT induction
- Be satisfied that the school has the capacity to support the ECT
- Make sure the headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- Investigate concerns raised by the ECT as part of the school's grievance procedures
- If it has any concerns or questions, 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 it wishes, request general reports on the progress of the ECT on a termly basis

5. Monitoring arrangements

This policy will be reviewed **annually** by the Induction Tutor and the Headteacher. At every review, it will be approved by the full governing body.

6. Links with other policies

This policy links to the following policies and procedures:

- Appraisal
- Capability
- Disciplinary
- Grievance
- Pay