



Three Towers
An Alternative Provision Academy
Expanding Horizons

Early Career Teacher (ECT) Induction Procedures

Adopted: September 2026

Review period: Annually

Statutory: No

Required on website: No

THREE TOWERS



Policy Document Version Control

Responsibility for Procedures:	<i>Professional Mentor</i>
Procedures adopted date:	<i>September 2026</i>
Frequency of Review:	<i>Annually</i>
Next Review date:	<i>August 2027</i>
Related Policies/Procedures:	<i>Grievance Policy; Pay Policy; Performance Management Policies; Teachers Standards.</i>
Minor Revisions:	
Major changes	
Full re-write	



THREE TOWERS

'Expanding Horizons'

1 Introduction

It is important to us that the school is a learning environment for the adults within it as well as the children – we are all learners. Staff development is essential to ensure that they have the skills, knowledge and understanding to deliver the school's aims effectively. We value all our staff, who are our greatest asset and we actively encourage their professional and personal development. All staff have an entitlement to high-quality induction and continuous professional development.

We also recognise that continuous professional development (CPD) promotes high morale, self-esteem and collegiality in the workforce. These procedures outline how Three Towers will support the development of early careers teachers – ECTs. It applies to all ECTs who have started, but not completed, their induction period.

2 Aims

We aim to:

- run an ECT induction programme that meets all of the statutory requirements underpinned by the Initial Teacher training and Early Career Framework (ITTECF);
- provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teachers;
- ensure all staff understand their role in the ECT induction programme.

3 Legislation & Statutory Guidance

These procedures are based on:

- The Department for Education's (DfE's) statutory guidance [Induction for early career teachers \(England\)](#)
- The [Initial Teacher Training and Early Career Framework \(ITTECF\)](#)
- [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.

4 Roles and Responsibilities

4.1 The headteacher will:

- ensure the school complies with statutory guidance on ECT induction;
- be satisfied that the school has the capacity to support the ECT;
- ensure the assistant 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;
- 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 necessary;
- request general reports on the progress of the ECT on a termly basis if they wish.

4.2 The assistant 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;
- ensure the:
 - the ECT's post is suitable according to statutory guidance (see section 5.1);
 - the induction tutor is appropriately trained and has sufficient time to carry out their role effectively;
 - the induction mentor is appropriately trained and has sufficient time to carry out their role effectively;
 - an appropriate ECT entitlement programme is in place;
 - the ECT's progress is reviewed regularly, including through observations and feedback of their teaching;
 - that formal assessments are carried out and reports completed and sent to the appropriate body;
 - that all monitoring and record keeping is done in the least burdensome and most streamlined way;
- maintain and keep accurate records of employment that will count towards the induction period;
- make the Trust 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;
- ensure that all relevant documentation, evidence and forms are kept on file for 6 years.

4.3 The induction mentor will:

- regularly meet with the ECT for structured mentor sessions to provide targeted feedback;
- 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 ECF-based programme;
- provide, or arrange, effective support – including subject-specific, phase-specific, coaching and/or mentoring;
- act promptly and appropriately if the ECT appears to be having difficulties.

4.4 The induction tutor will:

- 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 does not occur;

- inform the ECT following progress reviews of their progress against the relevant standards, and share records with the ECT, headteacher and appropriate 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;
- ensure that the ECT's teaching is observed and feedback is provided;
- ensure 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;
- ensure 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;
- notify the appropriate body after each progress review as to whether the ECT is making satisfactory progress.

4.5 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 ECT entitlement;
- provide evidence of their progress against the relevant standards;
- participate fully in the monitoring and development programme;
- 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.

If/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.

5 The ECT Induction Programme

The induction programme will be underpinned by the ITTECF, enabling ECTs to understand and apply the knowledge and skills set out in the ITTECF.

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 1 term of continuous employment may count towards completion of the induction period.

The programme is quality assured by **Generate Teaching Hub** our 'appropriate body.'

5.1 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.

Each ECT will **not**:

- be given additional non-teaching responsibilities without appropriate preparation and support;
- have unreasonable demands made upon them;
- normally teach outside the age range and/or subjects they have been employed to teach;
- be presented with unreasonably demanding discipline problems on a day-to-day basis (context accepted).

5.2 Support for ECTs

We support ECTs with:

- their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments;
- their designated induction 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;
- opportunities to observe experienced teachers, either within the school or at another school with effective practice.

5.3 Assessments of ECT performance

ECTs are *exempt from normal performance management procedures* during their induction period.

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's induction tutor or in their absence by the Headteacher.

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 ECT and 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 1 term or more but before the next formal assessment would take place, the induction tutor or headteacher should complete an interim assessment to ensure that the ECT's progress and performance since the last assessment is captured.

5.4 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:

- continue to deliver process reviews;
- revise the ECT's objectives and support plan in line with the Teachers' Standards;
- share these with the ECT, headteacher and appropriate body.

5.5 Capability procedures

In the event of serious capability concerns, the headteacher can decide to instigate capability procedures in line with our capability policy. They will inform the appropriate body when these procedures are instigated.

The ECT's induction process will continue alongside these capability procedures for as long as the ECT remains at the school, or the procedures are concluded.

6 Monitoring

This policy is reviewed annually by the Headteacher and Induction Mentor. After every review, it will be shared with the LGC.