

A - Registration questions:

1. What about a new Year 2 ECT joining the school in September?

*For all **new** ECTs (starting at your school in September 2023), regardless of whether they are in yr 1 or 2 of their induction period, DfE recommends they are registered with your local TSH Appropriate Body Service. LA Appropriate Body services will not be able to register an ECT who wasn't serving an induction period in your institution immediately before 1 September 2023.*

2. We have used the UCL Programme but not used TWL as AB - does what we have to do for Year 1 ECT's change? Do we have to reregister with TWL?

Registration with an Appropriate Body (AB) is required in addition to registration/enrollment with an ECF Programme. Irrespective of whether or not you work with Teach West London for the ECF FIP training, you will need to register your ECTs with an AB. If you wish to register your ECTs with the Teach West London Appropriate Body, [click here](#).

For the ECF FIP (the training your ECTs are given), ECTs must be registered on the [DfE Portal](#) (from 3rd July). You will be prompted to select your Lead Provider and Programme. If you work with Teach West London, you select UCL Full Induction Programme (FIP).

For more information, please refer to our [Key ECT Registration document](#) which lays out the three steps to register your ECTs.

3. I have an ECT who still has 5 terms left. Will Hounslow AB continue with her in 2024-2025?

We have an agreement with current AB providers in our four boroughs that they will continue to work with any ECTs already registered with them. During the next academic year we will make arrangements to transfer ECTs across to TWL AB if they will not have completed their induction by July 2024. Hounslow AB will not be able to act as an Appropriate Body for them in 2024/2025.

- 4. I have an ECT who is returning in January from maternity leave. She has already completed 1 term and is registered with the borough awarding body. Is it worth re-registering her with the new AB (hub) as she will be joining back in year 1.**

They can remain with their current AB for 2023/24. We have an agreement with current AB providers in our four boroughs that they will continue to work with any ECTs already registered with them. During the next academic year we will make arrangements to transfer ECTs across to TWL AB if they will not have completed their induction by July 2024.

- 5. When do schools have to register with you by?**

As soon as you are able to do so. Once an ECT has been appointed, the headteacher/principal must notify the appropriate body in advance of the ECT taking up post. Failure to do so may delay the start of the induction period.

- 6. I have an ECT Manager account for TWL. Do I use this to register ECT's?**

*ECT Manager is making some technical improvements to allow schools to use an existing login to register your new ECTs with Teach West London. ECT Manager have stated that this will be available **from 5th July**. As soon as we have further instructions we will alert our registered schools. In the interim, [please click here to register your school with the Teach West London Appropriate Body service](#).*

B - Mentor questions:

- 1. What about training for new mentors?**

TWL Appropriate Body training does not include specific training for mentors. We will offer training to Induction Tutors on how to lead mentors in their schools. Click [here](#) for our full programme of training.

The Full Induction Programme (ECF programme) includes a funded 2 year programme for Mentors. As well as the UCL learning portal where the Mentors and

ECTs follow the Programme and access the materials, there are local dedicated facilitated sessions for Mentors. When ECTs are registered on the DfE portal, you will also be prompted to register their Mentor.

2. Do the mentor sessions continue in year 2

Yes, there are 3 Mentor sessions across year 2 if you are registered for the Full Induction Programme.

3. Should mentors have an allocation reduction to account for mentoring responsibilities and does the DfE pay for this?

Yes. Schools receive DfE funding to cover time off timetable. You can find further detail of this on the [DfE website here](#).

C - ECF questions:

1. Will there still be facilitator schools who will provide the half termly training for ECTs?

Yes. The cluster groups are an essential and hugely popular and effective part of the Teach West London FIP. To accommodate school requirements and to ensure all ECTs have access to training, some clusters have adjusted the schedules in Year 1 so the sessions will only take place once a term.

2. We need to be clear on the scheduled days of the week and times of day for ECTs this year so that we can schedule their ECT time appropriately. We need this for Year 1 ECTs and Yr2 ECTs. When will this be available as we are now putting non-contact schedules together for next year?

Schedules for the individual cluster groups have been completed and will be sent out on Monday 3rd July.

D - Fidelity check questions:

1. Could you explain the fidelity checks further?

Since September 2021, schools have been able to opt for one of three approaches to delivery of an ECF-based induction:

- Using a training provider to deliver ECF-based training (provider-led programme): a funded provider-led programme offering high-quality training for ECTs and their mentors alongside professional development materials. (This is the FIP - Full induction programme)
- Using DfE-accredited materials to deliver ECF-based training: schools can draw on the content of the high-quality professional development materials accredited by the DfE to deliver their own ECT and mentor support. (This is the CIP - Core induction programme)
- Designing and delivering their own training programme based on the ECF: school can design and deliver their own induction programme, based on the early career framework. (This is the SIP - School based induction programme)

An Appropriate Body is only required to carry out fidelity checks if you have chosen CIP or SIP.

TWL does offer a fidelity check service. The fidelity check charges are **per school** and includes three fidelity checks over the two years.

- * At the planning stage: before the start of induction where possible, an appropriate body is expected to check that an induction has been designed with fidelity to the ECF.
- * Review point 1: before the end of term 3, an appropriate body should check implementation of the school's plans.
- * Review point 2: before the end of induction, an appropriate body should check actual delivery of the planned ECF-based induction.

The fidelity check service also includes preparation time pre-visit, time spent in school, time spent post-visit writing up any findings and any follow up support for schools if required.

I would be very happy to give you a call to provide you with further detail should you require it. Please email AB@teachwestlondon.org.uk, with a contact number and I will call you.

2. What does FIP stand for?

Full Induction Programme

E - ECT Induction entitlements questions

1. Can an induction tutor also be a mentor?

The statutory guidance states that: The mentor and the induction tutor are two discrete roles with differing responsibilities and it is expected that these roles should be held by different individuals. In exceptional circumstances it may be necessary for the headteacher to designate a single teacher to fulfil both roles, which may be the headteacher/principal themselves. Where this is the case the headteacher should ensure that the induction tutor understands that they are fulfilling two discrete roles and that adequate safeguards are put in place to ensure that the mentoring support offered to the ECT is not conflated with assessment of the ECT against the Teachers' Standards.

2. Can mentors complete formal observations?

The statutory guidance states that: The mentor and the induction tutor are two discrete roles with differing responsibilities and it is expected that these roles should be held by different individuals. In exceptional circumstances it may be necessary for the headteacher to designate a single teacher to fulfil both roles, which may be the headteacher/principal themselves. Where this is the case the headteacher should ensure that the induction tutor understands that they are fulfilling two discrete roles and that adequate safeguards are put in place to ensure that the mentoring support offered to the ECT is not conflated with assessment of the ECT against the Teachers' Standards.

*In summary: The mentor provides mentor **support** for an ECT whereas the Induction Tutor (amongst other things) makes an **assessment** of the ECT against the Teachers' Standards.*

*For this reason, we would advise that formal observations are **not** carried out by mentors as formal observations are used to **assess** the ECT against the Teachers' Standards.*

*Mentors will carry out **informal** lesson observations and provide feedback to ECTs.*

3. So to confirm, ECT/mentor meetings shouldn't be after school?

No, they are expected to be timetabled during teaching hours

4. Mentor meetings: is this teaching hours as in contact time, or within directed time?

ECT and mentor sessions are expected to be timetabled during teaching hours and so they should be scheduled during the normal teaching hours of the day.

5. How often are the assessment meetings?

Progress review meetings take place once in term 1, 2, 4 and 5. Formal assessment meetings take place once in term 3 and 6.

F - Question asked to the group:

1. How are you "ensuring that all monitoring and record keeping is done in a streamlined way"?

Responses:

-We have a shared google document between mentors and induction tutor that is added to weekly.

-we have a shared folder on our system that Mentor/Induction Tutor and ECT have access to and can update

G - Appropriate Body training questions:

1. Where in the borough would induction tutor training happen?

Ealing Induction tutor training will take place at Ada Lovelace CofE High School. Venues for Harrow, Hillindon and Hounslow meetings are still to be confirmed. Please get in touch if your school would be happy to host TWL for this important training.

If you are not able to attend the training session, session slides and FAQs will be available after the event.

H – Padlet questions / concerns

1. All the information that is needed before we can sign up ECTs is really taking a long time in terms of Admin - Is there a way around this?

Unfortunately not. We need all of this information so we can complete our return to the Teaching Regulation Agency with details of ECTs who have started their induction period. If this information is passed onto your HR department, perhaps they could collect all this information when an ECT is offered a position at your school / during interview stages.

2. Perhaps concerns that with so many schools over 4 boroughs, will they get in touch with us quickly if we express concerns.

Yes we will. Lesley (AB Lead), Lucy (Operational Lead) and our AB administrator will be able to respond quickly to any questions you have. TWL AB will also be working with local partners to support the delivery of our service, enhancing our capacity to respond to your needs. We will also hold regular Q&A drop-in sessions where you can put your questions to Lucy and/or Lesley. Please feedback to us if there any any issues with our response rate from September 2023.

3. Can we have advance notification of the deadlines for the reports to ensure planning and deadlines are met?

Yes, all deadlines for progress reviews and assessment reports will be available on our website from September 2023.