United Learning Early Career Teachers (ECT) Policy

Scope

The policy and procedure set out in this document applies to all United Church Schools Trust (UCST) and United Learning Trust (ULT) teaching staff; including fixed-term, part-time, full-time, permanent and temporary staff, who are in their first two years of the profession.

The two companies (UCST and ULT) are referred to in this policy by their trading name, 'United Learning'.

As a values-led organisation our values of ambition, confidence, creativity, respect, enthusiasm and determination are key to our purpose and underpin all that we do.

1. Early Career Teachers (ECT)

1.1 United Learning is committed to providing new entrants to the teaching profession with high quality support, guidance and encouragement. The first years of teaching are exciting, challenging and sometimes daunting. United Learning welcomes teachers who undertake their Induction Period in our schools, recognising the very special skills and talents brought by this group of people – their enthusiasm, their commitment and their fresh approach to young people and the learning process.

1.2 All teachers who have obtained QTS (i.e. completed their Initial Teacher Training) who wish to continue to teach in a maintained sector school or in non-maintained special schools in England are required to satisfactorily complete an induction period.

1.3 This requirement includes those who have trained on employment-based routes to QTS. Those whose training took place in countries other than England will need to refer to the Regulations in more detail. DfE guidance on the Early Career Framework and induction for Early Career Teachers can be found **here.**

1.4 United Learning Academies (ULT) and Independent Schools (UCST) are independent schools. United Learning considers, however, that the statutory induction process for ECTs is an important and valuable programme of accreditation. For this reason, ECTs within United Learning schools are required to complete the induction period as set out for teachers within the maintained sector.

1.5 Each school has a named Appropriate Body which, along with the Headteacher, is responsible for each ECTs training, support, guidance and supervision during induction. The Appropriate Body for ECTs within United Learning Academies will usually be the Swindon and Wiltshire Teaching School Hub.

1.6 Schools will be required to ensure their ECT receives a programme of induction. Further information and details of the support available from United Learning can be found on the United Hub.

2. Induction Period

2.1 The Induction Period is a period in which the teacher benefits from a programme of professional development and monitoring at the end of which they are assessed against national Teachers' Standards.

2.2 The Induction Period normally lasts 6 school terms or an equivalent period. The length of the Induction Period for part time teachers is pro rata. For example, the Induction Period for a teacher whose part time fraction is 50% is 12 terms.

2.3 Teachers whose are employed as supply teachers, who work in more than one school or who have a break of service during the Induction Period should refer to the Regulations.

2.4 During the induction period ECTs will normally receive:

a) A 10% reduction in their teaching timetable in year 1 and a 5% reduction in year 2. This release time is over and above any other protected time set aside for planning, preparation, reporting and assessment. The release time should not be used to cover for absent colleagues.

b) A programme of professional development which meets the requirements of the Early Career Framework.

c) The support of an Induction Tutor with the day-to-day responsibility for the induction programme.

d) Access to a subject or phase mentor who they will meet with regularly to support their professional development and engagement.

e) Regular and frequent reviews of their progress, the purpose of these reviews being primarily developmental.

f) A formal assessment review towards the end of each year (Terms 3 and 6 (or equivalent for part time ECTs)) with the Induction Tutor and the Headteacher. This provides an opportunity for a summative review of the year to take place and for objectives and developmental goals for the forthcoming year to be agreed, similar to the normal PDR approach.

2.5 The role of the Induction Tutor is to:

a) Support, monitor and guide the progress and performance of the ECT.

b) Provide the ECT with an appropriate induction programme and have day-to-day responsibility for the implementation of that programme.

c) Be trained as an Induction Tutor and be familiar with statutory induction arrangements and with national Teachers' Standards.

2.6 <u>Successful completion of induction period</u>

a) The ECT must complete the time required by their induction period.

b) During the formal assessment meetings the Headteacher will make a judgement about the ECT's current rate of progress and whether it is likely that they will meet the Teachers' Standards at the end of the induction period. The outcomes of those assessment meetings are recorded and forwarded to the named contact at the Appropriate Body.

c) After the final formal meeting, which will take place towards the end of the induction period but, in any case, within 10 days of the completion of the induction period, the Headteacher will make a report to the Appropriate Body about whether the national Teachers' Standards have been met. For most people this will take place at the end of the summer term in their second year.

d) On receiving the Headteacher's report, the Appropriate Body will make the decision as to whether the teacher has met the requirements for the satisfactory completion of induction.

2.7 Progress that is less than satisfactory

a) If an ECT fails to make satisfactory progress, they will be provided with guidance and support to help them improve. Where such concerns arise, it is expected that the Headteacher and Induction Tutor will respond to the issues as soon as possible rather than waiting until the formal assessment meeting. It is important that any shortfalls in performance are actively managed in a timely manner.

b) If there is doubt as to whether the Teachers' Standards will be met, the named contact in the Appropriate Body will be informed as soon as this becomes apparent.

c) As set out in contracts of employment, if it becomes apparent during the first year of the induction period that the ECT is not meeting and is unlikely to meet the national Teachers' Standards, United Learning may terminate their contract of employment by not less than four weeks' notice in writing. Under these circumstances, United Learning capability procedures do not apply. During the second year of induction, the appropriate teaching notice periods will apply.

d) ECTs have the right to appeal against a decision taken by the Appropriate Body that they have failed to complete the induction satisfactorily.

3. Professional Teacher (PT1 and PT2)

3.1 Teachers in their first two years post qualification of professional experience are classified as Professional Teacher 1 and Professional Teacher 2 (PT1 and PT2) within the United Learning Academy Teachers' Pay and Performance structure.

3.2 During these two years, teachers are provided with additional training, support, guidance and supervision.

3.3 PT1 and 2 teachers are entitled to have their pay increased on 1st September during each of the first two years after they have qualified.

3.4 Such increases will be applied automatically unless:

a) The teacher is the subject of a formal capability procedure in which case an increment may be withheld or delayed;

b) The teacher fails to complete the induction period satisfactorily.

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UCST/ULT/Both:	Both		Reason for version change:	Sept 2021: Early Career Framework Sept 2013: Removal of April increments
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