

ECT Registration Process – Cohort 26-27

- For ECTs, you will need TRNs, DoBs, Contact details, Contract details and ITT Training details. (And any previous ECT Assessments, if relevant)
- For Mentors, you will need TRNs and DoBs

Action Step	Location	Complete?
Appropriate Body (Start as soon as you know about them, please!!!)		
A. Register ECTs on ECT Manager for us to monitor termly Progress Reviews and Assessments. (Ensure you select the correct Hub – see logo - there are several similar names in Leicestershire, ours is the only one which says RUTLAND)	Leicestershire & Rutland Teaching School Hub - ECT Paperless Induction and Assessment Management System (ectmanager.com)	
B. Upload any Progress Reviews / Assessments where an ECT has transferred from a previous School . ECT Manager has a useful walk through on this link: New ECT Registrations ECT Manager Help	(in their Documents section of ECT Manager) Please address an AB queries to ab@lirtshub.org.uk	
Early Career Teacher Programme (please note you need to both AB and ECTP registration separately)		
1. Register and link all ECTs and Mentors with DfE , this will then pull through to Ambition Institute as our ECF Provider. Ambition have produced a recording of their recent Registration and Onboarding Webinar, which you can watch on this link: Please ensure you input the correct TSHub at this stage – LEICESTERSHIRE AND RUTLAND	Register early career teachers - Register early career teachers - GOV.UK ECT - Registration and Onboarding Webinar - June 26	
2. Ensure ECTs and Mentors and you as Induction Tutor follow “ onboarding instructions ” in the automated email from Ambition Institute. Onboarding can also be found here: MyECTHome	(contact ectsupport@ambition.org.uk if there is a problem with onboarding – they will need to see a DfE Screenshot of Registration. & copy the Hub in (ecf@lirtshub.org.uk)	
3. As Induction Tutor, you will have oversight of their engagement, observations, steps, targets, and can send nudges/praises along the way.	Steplab (ambition.org.uk)	
4. Ensure your ECTs have weekly 10% additional ECT time (above PPA time) and Observations and Mentor Meetings . (ECT2s 5% ECT time)	Induction for early career teachers updated June 2026 (England)	
5. Ensure your ECTs and Mentors are booked onto our Conferences and Clinics as appropriate, once these are published.	Leicestershire and Rutland Teaching School Hub - Events (lirtshub.org.uk) (If you are Lionheart, LiFE or RISE Trust, please follow your Trust ECTP Dates)	