

Being an Induction Tutor



Agenda

- Welcome and Introductions
- The role of the Induction Tutor
- ECT Manager and Key Dates
- Key Set up Tasks
- Overview of Conferences
- Next Steps
- Q&A



Be great.

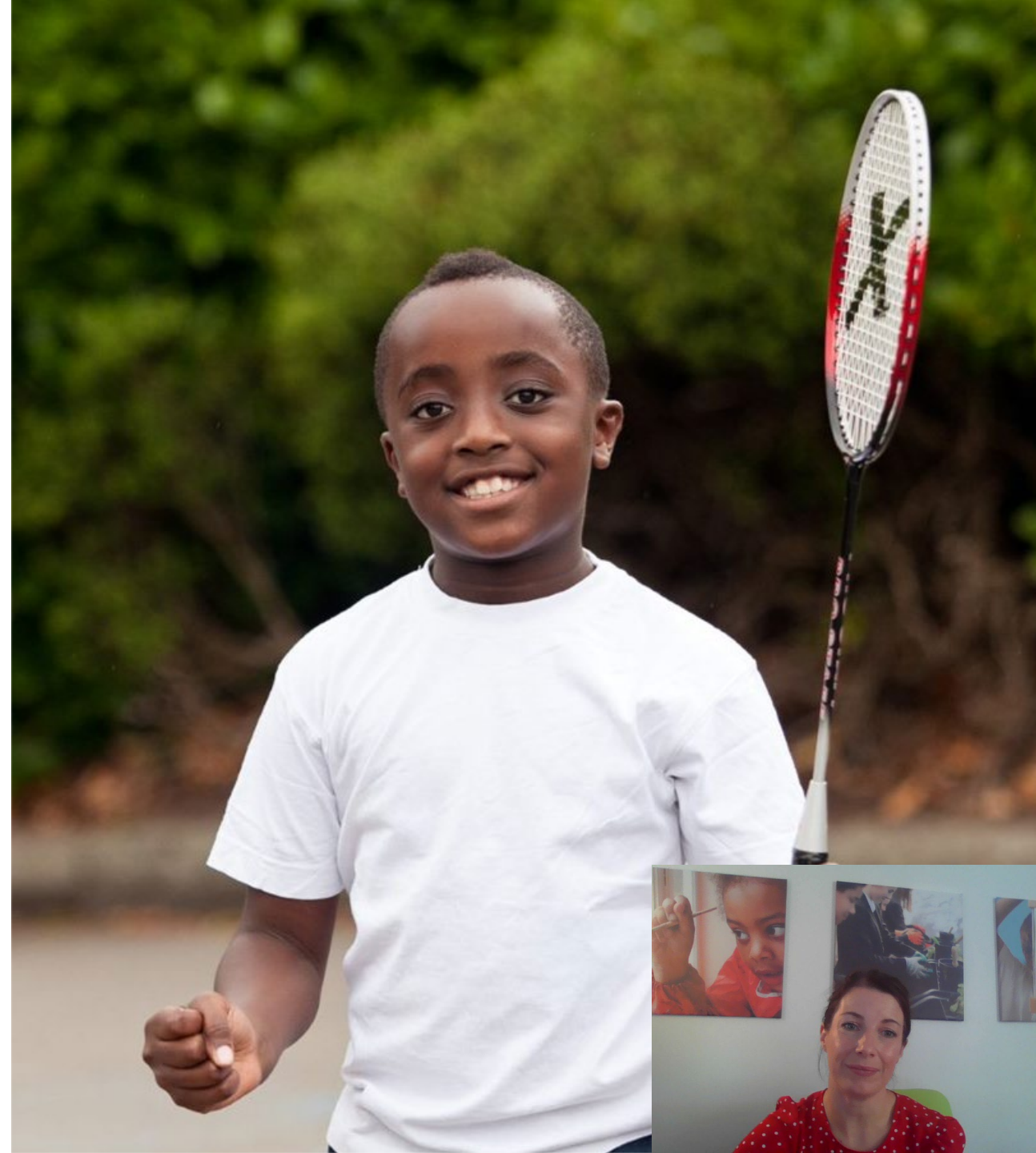
“Every teacher needs to improve, not because they are not good enough, but because they can be even better”

- Dylan William 2019

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Educators at *every level* know
how and what to access through the
hub to be great. Teachers
learn, develop and thrive
with us.



Key Terminology

Key term	Definition
Early career framework (ECF)	Department for Education (DfE) published framework of standards to help early career teachers succeed at the start of their careers.
Early Career Teachers (ECT)	Programme run by Ambition Institute, funded by the DfE to deliver the Early Career Framework in schools.
Delivery partner	Organisations working with Ambition Institute to support the delivery of the ECT programme across their network. These partners may also work with us in delivering National Professional Qualifications (NPQs).
Early career framework lead	Individual within the delivery partner with responsibility for overseeing the ECT programme in their network. The equivalent role for NPQ programmes will be called an NPQ Lead.
Delivery partner lead	Ambition Institute employee and main point of contact for delivery partners.
Visiting Fellow	Exceptional teachers from delivery partners who will deliver the ECT programme.
Induction coordinator	An experienced middle leader or senior leader who oversees the successful implementation of the ECT programme at a school level.
Mentor	Participants responsible for developing and directly coaching one or more early career teachers.
Early career teacher	Teachers in their two-year induction period. This timeframe maybe extended in some circumstances, for example part-time working arrangements. N. B. This term replaces newly qualified teacher (NQT).



What is the difference between AB and ECF?

Appropriate Body

- Is the assessment of teachers against the Teachers Standards.
- Will take the recommendation of the headteacher to award full status as a teacher after the two year induction period.
- Is statutory.
- Will support any teachers failing to meet the teacher standards – any issues or concerns should come to the appropriate body.

Early Career Framework

- Is a support framework for new teachers.
- Is not an assessment tool.
- Provides support and training for both early career teachers and their mentors.
- Can be accessed through a number of providers and does not have to be through the same hub/provider as AB.



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The role of the induction tutor



- To support the registration and 'onboarding of ECTs and mentors.
- Promote engagement with the ECF within school.
- Monitor participant engagement
- Hold mentors and early career teachers to account.
- Act as a liaison between your ECF and Appropriate body provider.



Mentor

Profile: An experienced, practicing classroom teacher keen and able to support the teacher to develop.

Role: Directly supports the teacher in their development.

Responsibilities on the programme: Ensuring that the teacher understands and successfully embeds their learning into their classroom practice through effective coaching and learns about effective coaching.

Induction Co-ordinator

Profile: A member of the school's senior leadership team.

Role: Is the main point of contact for the programme.

Responsibilities on the programme: Responsible for ensuring the programme runs effectively across the school and that teachers and mentors are supported and held to account for their responsibilities. Tracking and improving the implementation of the programme over time.





Non- ECF mentor tasks:

- School safeguarding training
- Setting up your ECT with a meeting with the SENCo
- Introduction to key staff members in the school.
- Phone calls home – model what you expect from both a positive and negative phone call home.
- Parents evenings – make sure your ECT knows how to schedule in parents evening slots and run through a typical conversation.
- Key school dates – make sure your ECT knows about book scrutiny's, learning walks, key assemblies, fancy dress days etc.
- Encourage your ECT to observe good practice – give them a list of people to watch who are brilliant at certain things and observe if possible.



Key set up tasks



ECT Manager: Login

www.lrtshub.org.uk

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Teaching School Hub

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Every *Great* school
needs great *Teachers*

At the Leicestershire and Rutland Teaching School hub we know that great teachers can open doors to exciting paths for pupils, which is why we are committed to supporting educators at every level be truly great and to continue to learn, develop and thrive with us. Evidence and collaboration are the foundation of our hub, and together with our fantastic Key Partners we offer development to anyone looking to be great at what they love.

Start your journey now

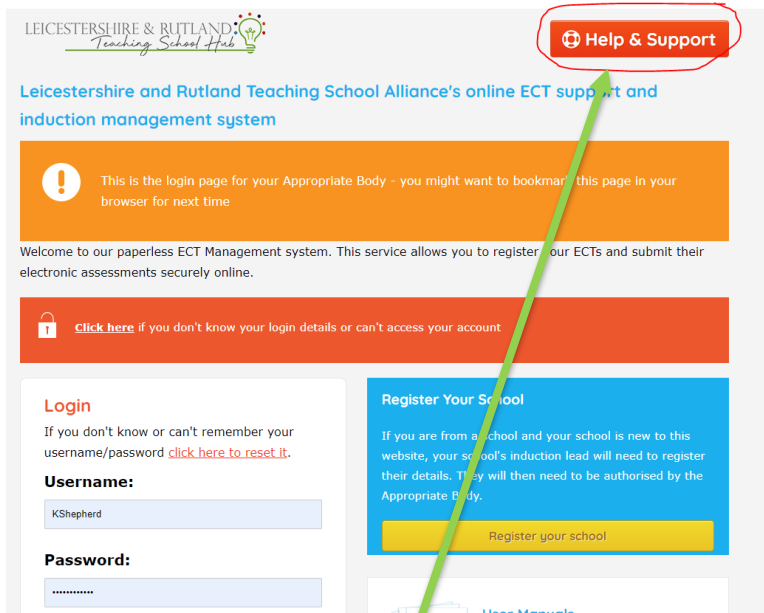
www.ectmanager.com

Please [click here](#) to login to ECT Manager

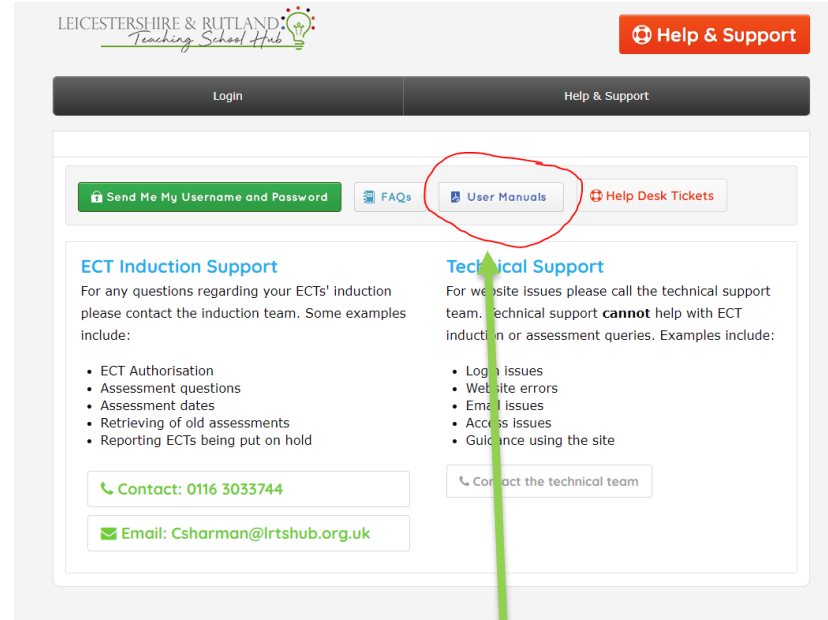
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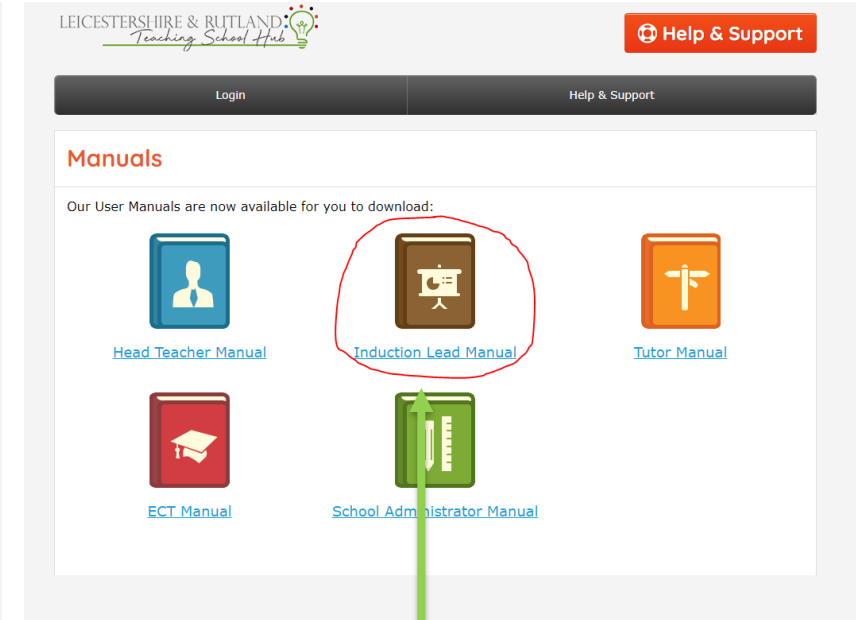
ECT Manager: support



1. On the home page click on the help and support button



2. Click on the user manual button



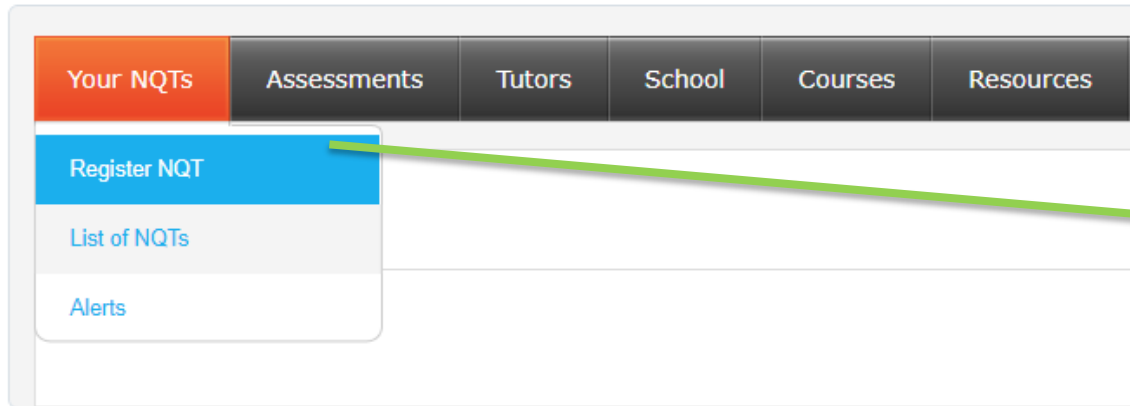
3. Click induction lead manual



ECT Manager: Register your ECTs and Mentors (tutors)

Register an ECT

- 1 From the top grey menu move your mouse pointer over NQTs. A drop down menu will appear.



NQT Registration - Step One - Personal Details

National College for Teaching and Leadership Registration Information

These details must be **exactly** the same as those registered with the National College for Teaching and Leadership, including middle name(s) where those were registered.

Title:

First Name:

Last Name:

Previous Surname: (if applicable)

Email Address:

Date of Birth:

Teacher Ref. No: (seven digit number without the '/')

☐ This NQT did their training outside of England and does not have a TRN

National Insurance:

Registration Type

Please select the registration type that best suits your NQT:

- ☒ A new NQT, starting their first term of induction
- ☐ An existing NQT who has already partially completed induction at this school
- ☐ An existing NQT who has partially completed induction at a different school

[→ Continue](#)



ECT Manager: reporting dates 2021/22

Reporting window opens	Final deadline
1 st November 2021	1 st December 2021
18 th February 2022	18 th March 2022
6 th June 2022	6 th July 2022





Induction co-ordinators

- Assign coaching relationships between your mentors and early career teachers.
- Review the term dates set for your school and edit if necessary.
- Discuss, sign off and action any strand changes that mentors submit – if applicable.
- Familiarise yourself with the key tools Steplab provides you with to track and support engagement.
- Support the programme to become embedded in the wider



Mentors and ECTs

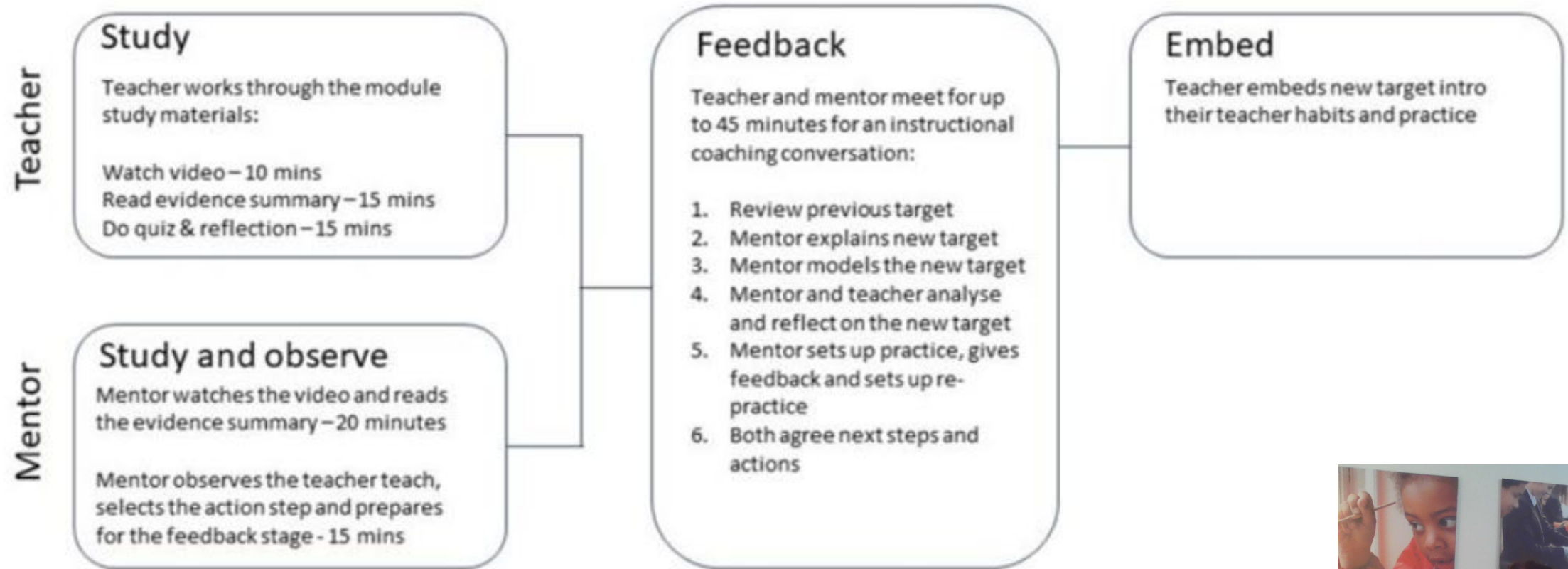
- Mentors access the pre and post-conference orientation courses on Steplab.
- For mentors with experience of the programme, the contracting and contextualisation modules are optional.
- Mentors lead a contracting or ways of working meeting with their teacher to discuss how they will work together moving forward so they know what to expect from working with each other.
- Arrange to drop into their teacher's lessons to see how they are settling in.
- For early career teachers, the key tasks are to complete the orientation course on Steplab and meet their mentor.



Ambition Institute



Weekly sequence



ECT conference

Programme Overview

The power of effective teaching

The science of learning

Habits of planning

Reflection



Mentor conference

The Early Career Framework

How people learn

The Early Career Teachers programme

Instructional coaching

Reflection and planning



Next Steps

Completion window	Task	Complete?
July	Schedule time to meet with senior leaders to share information on the programme, including <u>'Introduction to the ECF and ECT programme'</u> PowerPoint if appropriate	
July	Ensure timetable allows mentors and early career teachers allocated time off timetable, including opportunities for weekly coaching meetings	
July-September	Complete Onboarding form	
July-September	Register all mentors and early career teachers via the DfE portal	
July-September	Ensure all mentors and early career teachers complete onboarding process and are able to access Steplab	
July-September	Sign up to and attend induction conference	
July-September	Ensure all mentors and early career teachers complete sign up to and attend conference 1	
September	Ensure all new early career teachers are registered for statutory induction with the appropriate body and that provision is in place for any compulsory assessment	
September	Under the 'administrate' section of Steplab, set your school's term dates	
September	Under the 'administrate' section of Steplab, assign your mentors and early career teachers to one another to allow them to begin coaching	
September	Meet with your mentors and early career teachers to ensure they are confident in their roles and ready to begin the programme	



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Questions?

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Thank you



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