



MANOR
TEACHING SCHOOL HUB
*Proudly serving South Staffordshire,
Walsall and Wolverhampton*

ECT INDUCTION PROGRESS REVIEW GUIDANCE

Manor Teaching School Hub Strategic Partners



Completion of Progress Reviews

The ECT updates their Teachers' Standards Evidence Form and shares it with their induction tutor in advance of the formal progress review meeting. The induction tutor should review it and any other evidence e.g. lesson observations.



The ECT and induction tutor have the formal progress review meeting during which they discuss the ECT's progress. The induction tutor must confirm with the ECT that their performance indicates that he/she **is**, or **is not**, making satisfactory progress against the Teachers' Standards. Remember, the statutory guidance states that there should be **nothing unexpected**.



The induction tutor completes the progress review form on **ECT Manager**.



The ECT adds their comments to the progress review form on **ECT Manager** and digitally signs form.



The induction tutor digitally signs the progress review form.



The appropriate body receives, reads and reviews the progress review form and provides feedback.

Progress Review Submission dates

In the case of full time ECTs, who began on the first day of the autumn term in year 1, progress reviews will be due over 5 working days before the end of the autumn and spring terms of year 1 and the autumn and spring terms of year 2. The actual dates for this year can be found on the Manor TSH website.

The submission dates for progress reviews for part-time ECTs, or those beginning mid-year, will be automatically calculated by **ECT Manager** and may be viewed online in the ECT's individual record.



Completing and Submitting Progress Reviews on ECT Manager

All progress review forms must be submitted to the appropriate body using ECT Manager.

<https://manortsh.ectmanager.com>

All ECTs, induction tutors and headteachers should already have received an email with login details for ECT Manager when the ECT was registered with Manor TSH Appropriate Body for induction. ECTs and induction tutors should email info@manorteachingschoolhub.com if they have lost or forgotten login details.

The screenshot shows the homepage of the Manor Teaching School Hub's online ECT support and induction management system. At the top left is the logo for MANOR TEACHING SCHOOL HUB, with the tagline 'Proudly serving South Staffordshire, Walsall and Wolverhampton'. To the right is a 'Help & Support' button. The main heading reads 'Manor Teaching School Hub's online ECT support and induction management system'. Below this is a welcome message: 'Welcome to our paperless ECT Management system. This service allows you to register your ECTs and submit their electronic assessments securely online.' There is a red banner with a lock icon and the text 'Click here if you don't know your login details or can't access your account'. Below the banner are two main sections: 'Login' and 'Register Your School with Manor Teaching School Hub'. The 'Login' section includes the text 'If you don't know or can't remember your username/password [click here to reset it.](#)' and 'Appropriate Body:'. The 'Register Your School' section includes the text 'If you are from a school and your school is new to Manor Teaching School Hub, your school's induction lead will need to register their details. Once registered, they will'.

1. Induction tutors' login to ECT Manager.

The induction tutor will be taken to their dashboard, which provides links to any tasks that need completing.

When progress reviews are ready for completion, these will appear on the dashboard with the ECT's name, along with the status of that task, e.g. due or overdue and the due date. Induction tutors should click on **Fill in** and they will be taken to the progress review form.

The screenshot shows the 'Dashboard' page of the ECT Manager. The heading is 'Dashboard'. Below it is a section titled 'ECT Reports that Need Completing' with the text 'The following reports are due or overdue and need completing or signing.' Below this is a table with the following data:

Name	Type	Status	Due	Fill in	Read
Fred Jones	Progress Review	Due	10/10/2021	Fill in	Read

Below the table is a note: 'Report **cannot** be signed until comments are completed by the **tutor** and **ECT**'.



2. Confirmation of contract details

The induction tutor must confirm the ECT's contract details for the term to which the progress review relates. If the details are incorrect, please update them, click **Save** and return to the dashboard to complete the progress review form.

The induction tutor should also confirm that the ECT will be continuing at the school for the next induction period and then click **Continue**.

Progress Review Form - Details for Term 1 - Fred Jones

This term's contract details:

Before completing the form, please confirm contract details for the term below. When you press 'Continue', you will then be taken to the form.

Contract Type: Permanent

Days Per Week: 5

If any of these details are incorrect, please [click here to update them](#) before continuing.

Continuing Next Term

Will this ECT be remaining at this school for all or part of the next report period?

Yes

No

← Back

→ Continue

Would you like to see what questions you will be asked?

[Click here to view a read only version of this form.](#) **Do Not** fill this in - this is to help you gather the information before you fill in the online version by clicking 'Continue' above.

If the ECT is not remaining at the school and the induction tutor has clicked **No**, an interim assessment will be required rather than a progress review.

Create Interim Assessment

As you have indicated that your ECT will be leaving at the end of this report period, you should complete an interim assessment rather than a progress review.

Interim assessments should **only** be created when your ECT is leaving your school outside of a normal assessment period.

If you are sure that you wish to add an interim assessment, click the 'continue' button below.

← Back

→ Continue



Collaboration



Integrity



Innovation



Impact

Click **Continue** and an interim assessment will be created.

3. Days served and days absent during this induction period

Enter the number of days served during this induction period. Part-time ECTs' days will need to be counted in accordance with their contract. Then enter the number of days absent during the induction period.

Progress Review Form - Details for Term 1 - Fred Jones

Days served between 01/09/2021 and 17/10/2021

The number of days that the ECT has worked **during this period**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 32 days if no contract changes.

Days employed during this period:

(including absences)

Days absent between 01/09/2021 and 17/10/2021

The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Has this ECT had any absences during this period?

Absences prior to this period

0

4. Support and Entitlements

The induction tutor should confirm that the ECT has received an ECF based induction programme and their statutory entitlements.

Support and Entitlements

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

[Show Statutory Entitlements](#)

Received Support and Entitlements?

If not, explain why.

Support and Entitlements

Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

[Show Statutory Entitlements](#)

Received Support and Entitlements?

If no, please explain why an ECF-based induction has not been accessed or why statutory entitlements have not been met.

Reasons



5. Recommendation

The induction tutor will now be asked to make a recommendation about whether, based on current performance and rate of progress, the ECT is on track to successfully complete induction or not. If you are unsure about which to select, please contact Manor TSH - info@manorteachingschoolhub.com

Recommendation

At formal assessment points and to successfully complete induction, the ECT's performance against the Teaching Standards will be assessed. Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?

- The ECT is on track**
Based on current performance and rate of progress, the ECT **is on track** to successfully complete induction by the end of their induction
- The ECT is not on track**
Based on current performance and rate of progress, the ECT **is not on track** to successfully complete induction by the end of their induction

If the ECT is marked as **on track**, induction tutors should **comment on three to four strengths and provide a specific example of practice that exemplifies each strength**. These should be focused on the Teachers' Standards. Examples of comments can be found in Appendix A at the end of this guidance document. Please make sure that you view the examples before submitting the form. If the guidance is not followed, the form will be rejected.

If the ECT is not on track, the induction tutor should **state why and list the Teachers' Standards that are a cause for concern and how the evidence supports that concern**. Examples of comments can be found in Appendix B at the end of this guidance document. Please make sure you view the examples before submitting the form. If the guidance is not followed, the form will be rejected.

There are two additional questions about ensuring that the ECT has been informed if they have been marked as not on track and that a personal support plan has been put in place. The personal support plan (on the Manor TSH AB proforma, found on the website under *Additional Support*) must be uploaded to ECT Manager. If the ECT is on track, please select **N/A**.

Teaching

Before completing this section, please read the document Guidance on Completing Progress Reviews on the OTSA Early Career Teacher website (<https://nqt.org.uk/nqt-assessment-forms>) and in particular the example comments. These will exemplify what is required. Thank you.

Reasons for your recommendation:
If the ECT is on track, please comment on three to four strengths and provide a specific example of practice that exemplifies each strength. These should be focused on the Teachers' Standards. Please note the form may be rejected if the Guidance on Completing Progress Reviews is not followed.
If the ECT is not on track, please state why and list the Teachers' Standards that are a cause for concern and how the evidence supports that concern. Please note the form may be rejected if the Guidance on Completing Progress Reviews is not followed.

If the ECT is not on track, has the ECT been informed?:


If the ECT is not on track, has an OTSA Personal Support Plan been drafted and shared with the ECT? Please note, the Personal Support Plan must be uploaded to ECT Manager.:



6. Evidence

The induction tutor should now list the evidence used to inform the recommendation. This should be a list of, for example, dates of lesson observations, meeting notes, Teachers' Standards Evidence Form, lesson plans etc.

Evidence:
Please list the evidence used to inform the above judgements (e.g. dates of lesson observations, meeting notes, assessment information, Teachers' Standards Evidence Form, lesson plans etc.)


 Save




7. Targets for next term.

The induction tutor now adds two to three development targets for the next period of induction and must **reference them to the Teachers' Standards**. Then click **Save and Continue**.

Targets

State the two to three agreed development targets for the next period of induction.:
Development targets must be referenced to the Teachers' Standards.

 Save

 Back  Save  Save & Continue

8. Confirmation of next term's contract details

The induction tutor must confirm the ECT's contract details for the next term.



Next Term's Contract Details for - Fred Jones



Details saved successfully.

Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term. Next term's contract details will be:

How Many Days per week:

5.0 days per week

(Please contact your Appropriate Body to make any changes to this information)

Contract Type:

Permanent

← Back

→ Continue

Click **Continue**.

At this point you can either choose to complete the progress review at a later date or continue to completion.

Have you finished this Progress Review?

Please select one of the options below

If you have **not yet completed** all of the Progress Review and wish to **make further changes**, then select this option.

I have not yet finished this Progress Review and I will come back to complete it later

If you have completed all of your part of the Progress Review and now you would like the ECT to comment, then select this option.

I have completed my part of the Progress Review and it is ready for the ECT to add their comments

← Back

→ Continue

If you have completed the progress review, please select the 'I have completed ...' checkbox and click **Continue**.

The following message will appear:





Progress Review Saved Successfully.



Important: Please read the information below.

ECT Comments

The ECT can now login in and add their comments. Please let them know the form is ready for them. They have their own login details to add their comments. If they do not know them, they can use the 'send me my username and password' button on the login page to have them sent through to them. Alternatively, you can click the button below to send them their login details now.

[Send Login Details](#)

Signing the form

Please note that you **will not be able to sign the form until the ECT has entered their comments**. Once the ECT has added their comments, you will be able to login and sign the form. Once the ECT comments have been added, a link to do so will be on the first page that you come to after logging in.

9. ECT's Comments

Once the induction tutor has completed the progress review, the ECT will receive an email notifying them that the progress review has been completed.

The ECT should login into ECT Manager. They will be taken to their overview screen and the progress review will be shown at the bottom under **Progress Reviews and Assessments**.

Overview - Fred Jones

- ECT Overview
- Personal Details
- Training Information
- Tutor & Mentor
- Contract Details
- ECF Details
- Print Details
- Registration Questions
- Previous Schools
- Documents

! Your tutor has completed your Progress Review and you will now be able to leave your comments [here](#)

Induction Type: Two year ECF induction (starting on or after 1st Sept 2021)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DfE): 8888888 **Contract FTE:** 1

Date QTS was Awarded: (Not Verified) **Remaining FTE:** 6

DOB: 26/09/1997 **Reports Completed:** 0

Start Date of Induction: (at this school) 02/09/2021 **Next Report Due:** 10/10/2021

School: [12345] Test School **Estimated End Date:** Not Available

Tutor: Kate Baker **Number of Days Absence:** 0

Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1	P	1	01/09/2021 - 17/10/2021 Due: 10/10/2021	ECT to Comment	Comments Print

The ECT should click on **Comments**.



A new screen will open which asks the ECT to confirm the information provided by the induction tutor: recommendation; start date; end date; days served; days of absence. If the ECT is happy with this information, they should click **Confirm**.

If any of the information is incorrect, they should contact their induction tutor.

ECT Confirmation

Below is a list of information supplied by your tutor. Please verify that this information is correct before leaving your comments. **If any of this information is incorrect, please contact your tutor to ensure that this gets updated.** [Click here to view the full form](#)

Confirm Details

If you are happy with the information below, please click on the 'confirm' button to move to the next step and add your comments.

Recommendation: **The ECT is on track**
Based on current performance and rate of progress, the ECT is on track to successfully complete induction by the end of their induction

Start Date: 01/09/2021
End Date: 17/10/2021
Days Served: 32
Days of Absence: 0

[← Back](#) [✔ Confirm](#)

Once the ECT has clicked on **Confirm**, a new screen will open which asks for the ECT's comments. The ECT should click **Preview Form** in order to see the progress review form that has been completed by their induction tutor. The ECT should respond to the questions listed by selecting **Yes** or **No** from the dropdown menu and then make additional comments in the **Comments** box. We would like to read about the ECT's successes and any challenges they face and we encourage them to reflect on their practice and the progress they are making.

ECT Review

View Form: [Preview Form](#)

ECT Comments

ECT Comments

Are you having weekly meetings with your mentor, focused on the ECF?:

Are you having half-termly meetings with your induction tutor, focused on meeting the Teachers' Standards?:

Are you clear about the actions and documents that need to be completed as part of your ECF programme?:

Are you clear about the actions and documents that need to be completed as part of your statutory ECT induction?:

Are you clear about your strengths and targets?:

Comments:
We would like to read about your successes and any challenges you face and we encourage you to reflect on your practice and the progress you are making.

Click **Save & Continue**.



10. Confirm Contact Information

The ECT should now confirm that their contact details are correct.

Confirm Contact Information

Email Address:	<input type="text" value="nqt@otsa.org.uk"/>
Mobile:	<input type="text"/>


[← Back](#) [Save](#) [→ Save & Continue](#)

Click *Save & Continue*.

11. *Digital Signature - ECT

The following screen will appear and the ECT should tick the box to digitally sign the progress review and then click **Confirm**.

Digital Signature

 ECT Comments saved successfully.

Current Signatures

- Signed By Tutor
- Signed By ECT

Review Progress Review

If you wish to, you can review again now before signing.

View Form: [Preview Form](#)

Sign Progress Review

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything. Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Fred Jones**, role **ECT**

To digitally sign, just tick the box below and then click the 'Confirm' button.

Tick this box to Digitally Sign this Progress Review.


[Confirm](#)

The following confirmation screen will appear.



Overview - Fred Jones

ECT Overview
Personal Details
Training Information
Tutor & Mentor
Contract Details
ECF Details
Print Details
Registration Questions
Previous Schools
Documents

 You have successfully added your digital signature to this Progress Review.

Induction Type: Two year ECF induction (starting on or after 1st Sept 2021)

Status: Authorised **Completed FTE:** 0

Teacher Ref No. (DfE): 8888888 **Contract FTE:** 1

Date QTS was Awarded: (Not Verified) **Remaining FTE:** 6

DOB: 26/09/1997 **Reports Completed:** 0

Start Date of Induction: (at this school) 02/09/2021 **Next Report Due:** 10/10/2021

School: [12345] Test School **Estimated End Date:** Not Available

Tutor: Kate Baker **Number of Days Absence:** 0

Progress Reviews and Assessments

Term	Type	FTE	Term	Status	Actions
1	P	1	01/09/2021 - 17/10/2021 Due: 10/10/2021	Needs Digital Signatures	Sign Comments Print

12. *Digital Signature - Induction Tutor

Once the ECT has added their comments to the progress review and digitally signed the form, the induction tutor will receive an email notifying them that the ECT has added their comments and that they should digitally sign the progress review.

The induction tutor will need to login to ECT Manager.

A list of ECT forms to be signed will appear on the dashboard.

Dashboard

ECT Reports that Need Completing

The following reports are due or overdue and need completing or signing.

Name	Type	Status	Due	Actions
Fred Jones	Progress Review	Needs Signatures	10/10/2021	Amend Read Sign

Signed By Tutor: ✘ Signed By ECT: ✔

The induction tutor should click on **Read** and they will be able to read the ECT's comments. When ready to sign, click **Sign** and the following screen will appear.



Digital Signature

Current Signatures

- ✘ Signed By Tutor
- ✔ Signed By ECT

Review Progress Review

If you wish to, you can review again now before signing.

View Form: [Preview Form](#)

Sign Progress Review

Your digital signature is a very important part of the ECT process. Rather than using paper forms, we require you to digitally "sign" the forms, without ever having to put pen to paper or post anything.

Digitally signing the assessment is considered the same as signing a paper copy in legal terms. Only the signatory themselves must use their digital signature.

You are currently logged in as **Kate Baker**, role **Head**. **You are also the Tutor.**

To digitally sign, just tick the box below and then click the 'Confirm' button.

- Tick this box to Digitally Sign this Progress Review.**

✔ Confirm

The induction tutor should tick the box to digitally sign the progress review and then click **Confirm**.

* The Digital Signature

The digital signature is a very important part of the ECT induction progress review and assessment process and is considered the same as signing a paper copy in legal terms. Only the signatory themselves may use their digital signature.



Appendix A

If the ECT is marked as **on track**, induction tutors should **comment on three to four strengths and provide a specific example of practice that exemplifies each strength**. These should be focused on the Teachers' Standards.

Example comments by the induction tutor for an ECT who is on track

Example A

Sanita continues to make good progress towards meeting the Teachers' Standards.

It is evident from lesson observations that she sets very high expectations of both behaviour and effort in her classroom. As a result, lessons are purposeful, and the classroom provides a safe environment in which learning takes place and this was evident in a recent lesson observation (TS1, TS7).

Student books show that she is giving regular feedback (TS2) and students are encouraged to reflect on their work and the progress that they are making. For example, students in her year 9 class have responded to her marking comments and made improvements to their work.

Sanita has demonstrated a good understanding of the assessment requirements for the GCSE course and is implementing the department policy of regular low stake assessments and formal summative assessments in both KS3 and KS4 (TS6).

Sanita undertakes two duty slots a week, and often raises concerns about inconsistencies in the enforcement of school rules regarding uniform and conduct. She has developed strong links with the SEND team and works well with support staff (TS8).

Example B

Fred is a valued member of the school, and he sets high standards to inspire and motivate our children and he has a great relationship with all pupils in his class, as demonstrated in a recent lesson observation (TS1).

He has worked closely with the SENCO to establish where the children in his class need further support, and this has helped to promote good progress and outcomes for the children (TS2).

Fred's rigorous planning demonstrates his very good subject knowledge and he is able to adapt his lessons, when required (TS3, TS5) Fred differentiates to suit the different ability requirements in his mixed ability class and he has identified gaps and planned how to fill these with the support of other staff (TS6, TS8).

A recent drop in lesson observation saw Fred deploying a variety of behaviour management strategies (TS7) and there was a very good learning atmosphere in the classroom.



Appendix B

If the ECT is not on track, the induction tutor should **state why and list the Teachers' Standards that are a cause for concern and how the evidence supports that concern.**

Example comments by the induction tutor for an ECT who is not on track

Example C

Lesson observations and scrutiny of pupil's work have highlighted concerns about Tom's progress towards meeting the Teachers' Standards.

TS2 – Lesson observations and phone calls from parents have highlighted a disconnect between what students are doing and what Tom is doing in lessons. Tom must focus the lesson on the students and the tasks they are completing, making sure that he is circulating, listening and responding to them.

TS5 – Drop in observations and exercise books show that Tom is not making appropriate adaptations to his lessons, particularly for low prior attainers, in order to allow them to progress and acquire knowledge. Tom must ensure that all students in his classes are able to access the work.

TS6 – Exercise books are not being marked in line with school policy. Tom must mark books regularly to ensure that he is monitoring progress and planning accordingly.

TS7 – Lesson drop in observations and discussions with Tom have shown that he is not following the school behaviour for learning policy. Tom has not managed to develop positive relationships with all his classes through praise and strong and effective planning. Although he attended safeguarding training at the start of the year, he is not following safeguarding protocols regarding student safety and well-being.

Example D

TS1 – Lesson observations and student books indicate that Jane is not consistently challenging children appropriately and some children are not being given more challenge or extension tasks when they have finished their work.

TS3 – Planning showed that Jane was not clear about some grammatical rules in English that she was going to be teaching to her class. Her planning needs to be more thorough and researched to ensure clear understanding of what is going to be taught and potential areas for misconceptions.

TS4 – A lesson observation raised a concern about Jane's lesson delivery. She must plan and teach well-structured lessons with appropriate pace, pitch and challenge and there needs to be clear explanations and modelling in each lesson.

TS8 – At a parents meeting, Jane was not prepared and was not able to give a clear picture of each child's achievement. Parental complaints indicated an inappropriate manner with parents. Jane must revise her way of communicating with parents so that accurate information is communicated effectively and as intended.

