



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

# **ECT INDUCTION**

## **Meeting Notes and Log Forms for Year 1 and Year 2**



## ECT Induction Programme Meeting Notes

Meeting No:	Year _____ Term _____	Date:
Present:		
Focus: (Highlight the focus for the meeting)		
<ul style="list-style-type: none"> <li>• Share feedback from lesson observation</li> <li>• Agree targets for the term.</li> <li>• Arrange a lesson observation of the ECT for the following term.</li> <li>• Ensure ECT understands the Teachers' Standards Evidence Form.</li> <li>• Ensure ECT is engaging with the ECF Programme with their mentor.</li> <li>• Ensure ECT is aware of internal and external CPD opportunities.</li> <li>• Ensure ECT is aware of school safeguarding procedures.</li> <li>• Offer Support and guidance for ECT wellbeing and workload management</li> <li>• Targets from Progress Review discussed.</li> <li>• Discuss end of term assessment</li> <li>• Discus targets for year 2</li> </ul>		

Confirmation of discussion:	Tick	Comments/Actions (Optional)
Agree targets for the autumn term.		
A lesson observation has been arranged in the autumn term.		
ECT is engaging with the ECF Programme with their mentor. <ul style="list-style-type: none"> <li>• Completing self study</li> <li>• Attending ECT training sessions</li> <li>• Weekly mentor session (Year 1)</li> <li>• Fortnightly mentor sessions (Year 2)</li> </ul>		
ECT understands how to complete the Teachers' Standards Evidence Form.		
Internal and external CPD opportunities were discussed.		CPD attended...
Safeguarding procedures were discussed.		
Support and guidance for ECT wellbeing and workload management discussed with ECT		



