



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

ECT INDUCTION

IT Meeting Schedule and overview for Year 1 and Year 2



Induction Tutor Meeting - Programme Schedule Year 1

Agree dates and times for meetings between the induction tutor and ECT for the year and note them in the table.

There should be a minimum of **1 formal meeting each half term** following a lesson observation.

Lesson observation forms should be uploaded to the documents area on ECT Manager.

	Date, time and location	Focus	Documentation
Autumn Term - Meeting 1		Agree targets from ITT and arrange a lesson observation for the autumn term 1. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
Autumn Term - Meeting 2		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
		Review Teachers' Standards Evidence Form. Discuss Progress Review.	Teachers' Standards Evidence Form Progress Review 1 – ECT Manager
Spring Term - Meeting 3		Review targets and arrange a lesson observation for the spring term. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
Spring Term - Meeting 4		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
		Review Teachers' Standards Evidence Form. Discuss Progress Review.	Teachers' Standards Evidence Form Progress Review 2 – ECT Manager



Summer Term - Meeting 5		Review targets and arrange a lesson observation for the summer term. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
Summer Term - Meeting 6		Lesson observation feedback meeting	Lesson observation form Teachers' Standards Evidence Form
		Review Teachers' Standards Evidence Form. Discuss first assessment.	Teachers' Standards Evidence Form Assessment Form 1 – ECT Manager



Induction Programme Meeting Schedule Year 2

Agree dates and times for meetings between the induction tutor and ECT for the year and note them in the table. There should be a minimum of 1 formal meeting each half term.

	Date, time and location	Focus	Documentation
Autumn Term - Meeting 7		Agree targets and arrange a lesson observation for the autumn term. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
Autumn Term - Meeting 8		Review Teachers' Standards Evidence Form. Discuss Progress Review.	Teachers' Standards Evidence Form Progress Review 1 – ECT Manager
Spring Term - Meeting 9		Review targets and arrange a lesson observation for the spring term. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
Spring Term - Meeting 10		Review Teachers' Standards Evidence Form. Discuss Progress Review.	Teachers' Standards Evidence Form Progress Review 2 – ECT Manager
Summer Term - Meeting 11		Review targets and arrange a lesson observation for the summer term. Discuss Teachers' Standards Evidence form.	Meeting Notes Teachers' Standards Evidence Form
Summer Term - Meeting 12		Review Teachers' Standards Evidence Form. Discuss first assessment.	Teachers' Standards Evidence Form Assessment Form 1 – ECT Manager

