

Manor Teaching School Hub ECF and Appropriate Body Information Meeting

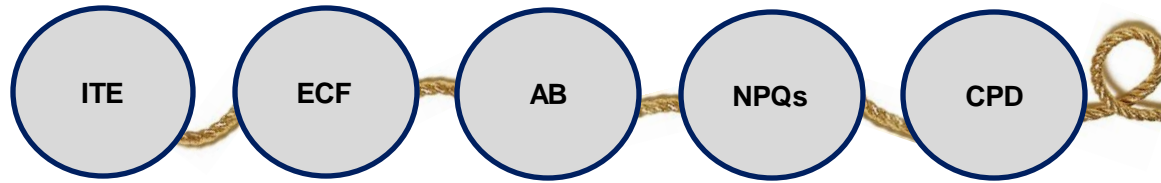


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*Proudly serving South Staffordshire,
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- Initial Teacher Education – *“bringing excellent new teachers into the profession”*
- Early Career Framework and Appropriate Body services – *“the statutory induction services and CPD for new teachers that will help them to be better prepared and supported for their career”*
- National Professional Qualifications – *“providing support for leadership at all levels in school covering specialist areas such as behaviour, teaching, Literacy and Early Years”*
- Wider CPD opportunities – *“linking best practice in the area through the curriculum hubs and peer to peer expertise”*.



Reaching out at scale

131 local schools
engaged in
development

Over 500 ECTs and
Mentors on the full
programme

280 ECTs being
supported through AB
services

243 leaders and teachers
on NPQs in 2021-22

265 leaders and teachers
on NPQs in 2022-23

150 leaders successfully
passed their NPQ
assessment – 98.6%

198 booked on wider offer /
network sessions

Meeting Agenda



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- Role of Manor Teaching School Hub
- Clarity regarding ECF and AB services
- Meet the team
- Roles and Responsibilities of mentor, induction tutor, ECT and Headteachers
- The ECF programme – input from Ambition Institute
- The Appropriate Body services
- What you need to do next
- ✓ Induction Process and documentation – Progress Reviews, Assessments, Entitlement Checks and key ECT/Induction Tutor documentation.
- ✓ ECT Manager – Online Portal
- ✓ ECT Induction Reduction
- ✓ ECT Support and Action Plan

Questions throughout and at the end



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

Dylan William (2012)



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ECF Vs Appropriate Body – Clarity



The **Early Career Framework** is a CPD entitlement for every ECT in their first two years.

Conferences, Clinics, online learning and most importantly mentor sessions are all part of the programme of support. Year 2 content is becoming more flexible.

Updated mentor engagement to reduce workload



Delivers ECF and oversees work with Mentor

Schools also need to sign up with an **Appropriate Body** for statutory sign-off of competence for ECTs

Assessment is now over 2 years against the Teacher Standards
Support is provided for ECTs not progressing at a satisfactory pace.

All new ECTs to be registered with TSHs from Sept 2023 with current providers completing the year 2 of those currently registered.

Oversees the ECT induction process and oversees work with induction tutor

Meet the Manor Teaching School Hub ECT Team

Manor Teaching School Hub
ECT Appropriate Body

Cheryl Heaton



Manor Teaching Hub
Appropriate Body
Support Lead for
Primary ECTs for
Walsall

Contact:
c.heaton@ryders-hayes.co.uk
PHONE
01922 683008

Louise Wedge



Manor Teaching Hub
Appropriate Body
Lead for Primary ECTs
for Wolverhampton
and South Staffs

Contact:
lwedge@manorprimary.com
PHONE
01902 558901

Felicity Callanan



Manor Teaching Hub
Appropriate Body
Support Lead for
Secondary ECTs

Contact:
fcallanan@matrixacademytrust.co.uk
PHONE
0121 366 6600



Our National Lead Provider choice



Lesley Darby and Liz Marson

Contact:
info@manorteachingschoolhub.com
PHONE: 01902 558901

Appropriate Body Team and Support Leads

What is the Role of Manor Teaching School Hub Appropriate Body?



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Manor Teaching School Hub is the Appropriate Body for ECT Induction.

With Barr Beacon Secondary School and Ryders Hayes Primary School as partnership and support leads, Manor Teaching School Hub Appropriate Body (AB) is **responsible for the administration, monitoring of support and assessment and quality assurance of the ECT induction process.**

It is the AB that makes **the final decision** whether the ECTs performance against the statutory Teacher Standards is satisfactory or not.



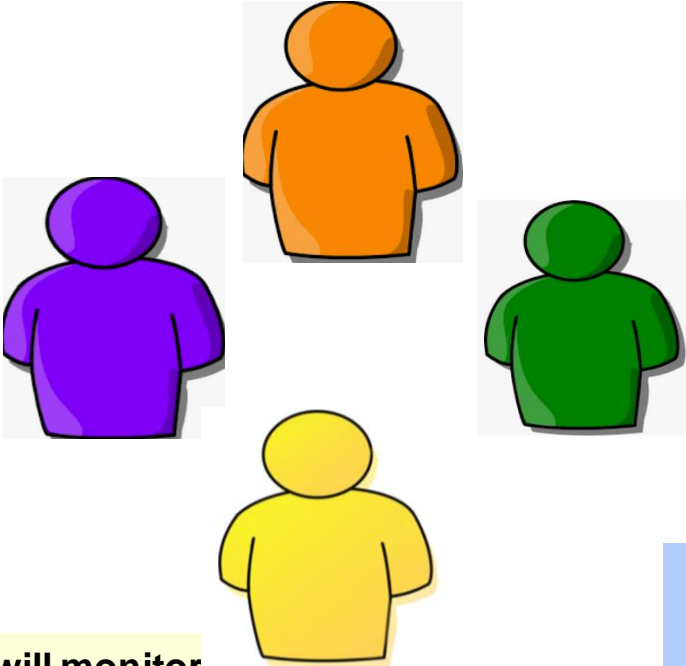
Roles and Responsibilities within the ECT Induction



Early Career Teacher

Mentor to support and coach the ECT and deliver the Early Career Framework with DFE funded programme.

Mentor



Induction Tutor

Monitor and assess the ECT and complete progress reviews and assessments against the Teacher Standards.

Involved in this process and will monitor and assess ECT progress through observations and signing off the end of year 1 and year 2 assessments.

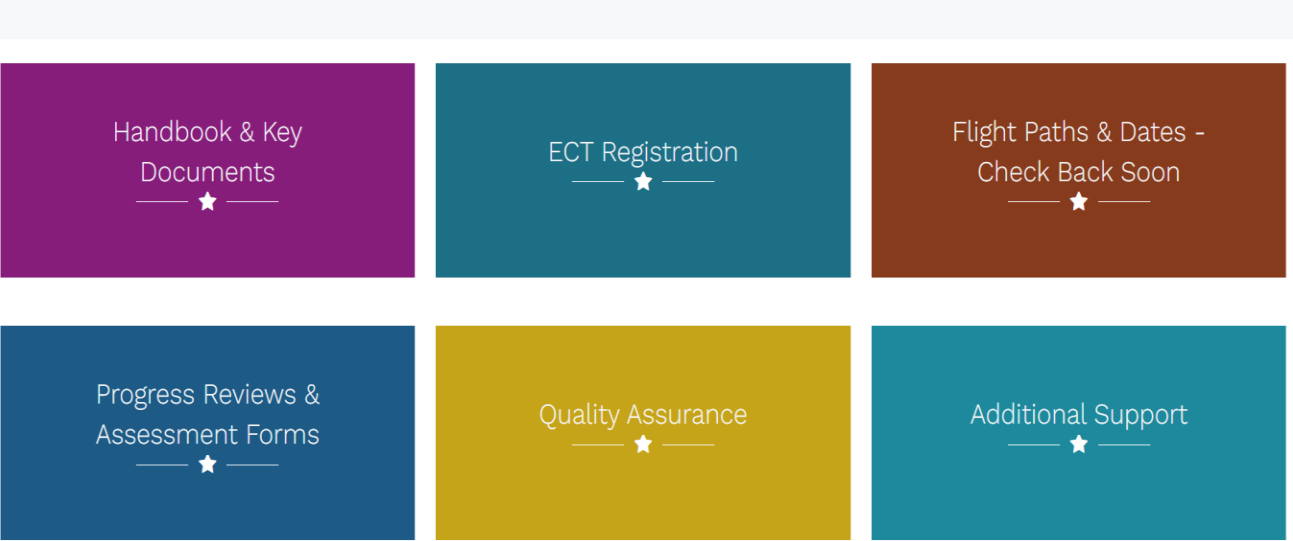
Headteacher

Manor TSH Appropriate Body monitor, review and quality assure the ECT induction of all its ECTs through entitlements checks, progress reviews and assessments and undertake quality assurance and support visits to schools

Harriet Boyle from Ambition Institute
to give an overview of ECF provision



Induction Process



The image shows the cover of the 'Early Career Teacher Appropriate Body HANDBOOK 2023-2024'. At the top left is the MANOR Teaching School Hub logo, which features a stylized figure with arms raised inside a yellow circle with stars. To the right of the logo, the text reads 'MANOR TEACHING SCHOOL HUB' in large blue letters, with 'Proudly serving South Staffordshire, Walsall and Wolverhampton' in smaller text below. The title 'Early Career Teacher Appropriate Body HANDBOOK 2023-2024' is centered in bold black text. Below the title, it says 'Manor Teaching School Hub Strategic Partners' and lists three partner logos: Barry Beacon School, MANOR Teaching School Hub, and Pipers Forge School. At the bottom, there is a navigation bar with four icons: 'Collaboration' (orange), 'Integrity' (red), 'Innovation' (green), and 'Impact' (blue).

ECT Manager – online Portal for Registrations, reviews and assessment

The screenshot shows the ECT Manager dashboard for East Park Academy. At the top left is the logo for MANOR TEACHING SCHOOL HUB, which includes the text 'Proudly serving South Staffordshire, Walsall and Wolverhampton'. To the right of the logo are two buttons: 'Log Out' and 'Help & Support'. Below the logo is a dark navigation bar with seven menu items: 'Your ECTs', 'Assessments', 'Tutors', 'School', 'Resources', 'My Account', and 'Help & Support'. The main content area is titled 'Dashboard - East Park Academy' and contains seven interactive cards, each with an icon and a description of a function.

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Log Out Help & Support

Your ECTs Assessments Tutors School Resources My Account Help & Support

Dashboard - East Park Academy

- Upcoming Assessments**
See assessment status and due dates for **one year ECTs**.
- Upcoming Reports**
See report status and due dates for **two year ECTs**.
- Register ECT**
Add a new ECT, or transfer an existing one to your school.
- Update My Login Details**
Change your login, email address and your password.
- Update My Personal Details**
Change your name, email address and phone numbers.
- Helpdesk**
Add a helpdesk ticket if you are having problems using the site.
- User Manuals**
Manuals to help guide you through the ECT process.

Induction Process – ECT Registration

ECT Registration on ECT Manager and the DfE portal so that an ECT can be ‘claimed’ by an AB and begin their training.



Please note the deadlines for registration with the Appropriate Body for statutory induction below:

13th September 2022 (for a 2022 autumn term start)

11th January 2023 (for a 2023 spring term start)

23rd April 2023 (for a 2023 summer term start)



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Towards end of term, IT completes
progress check via ECT Manager

ECT Manager

Check that ECTs are engaging in the
programme and attending all conferences and
PD sessions with your delivery partner

IT or Head teacher conducts
half termly formal lesson
observations

Ensure your ECT has a reduced
timetable

- 10% in year 1
- 5% in year 2

Ensure all Mentors have release time to carry
out lesson drop ins and instructional coaching

- Weekly in year 1
- Fortnightly in year 2

Registration of Early Career Teachers, Mentors and
Induction Tutors on ECT Manager and DfE
[Manage training for early career teachers](https://www.gov.uk/manage-training-for-early-career-teachers)
([education.gov.uk](https://www.gov.uk/education.gov.uk))

Check that ECTs, Mentors and
Induction Tutors have access to your
ECF provider network

Overview of ECT Year 1 and 2

Autumn Term

ECT Registration

At least two formal observations against the TS (one in each half term)

At least 2 meetings with Induction tutor (one in each half term)

ECT to engage in ECF Programme – entitlement

Progress Review

Spring Term

At least two formal observations against the TS (one in each half term)

At least 2 meetings with Induction tutor (one in each half term)

ECT to engage in ECF programme – entitlement

Progress Review

Summer Term

At least 2 meetings with Induction tutor (one in each half term)

At least two formal observations against the TS (one in each half term)

ECT to engage in ECF Programme – entitlement

End of year assessment



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Professional Associations



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We recommend that ECTs give serious consideration to joining a union.



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What to do next

DfE is undertaking a rewrite of their portal to smooth out some of the issues that occurred last year.
THE DFE PORTAL WILL NOT BE AVAILABLE TO REGISTER ECTS AND MENTORS **UNTIL EARLY JULY 2023 SO BEFORE THEN**

Update your Induction Coordinator's details on the DFE Manage Training for Early Career Teacher site

Register ECTs now for Appropriate Body Services with your local TSH

If you are a new school email us

If you are an existing school you can make the changes direct on ECT Manager

Choose your Mentors

It is worth remembering that if someone has been an ECF mentor before they will not have to do the ECF mentor training again; but also, your school will not get the funding for the mentor's training time.

What to do next

Then in **EARLY JULY 2023**.

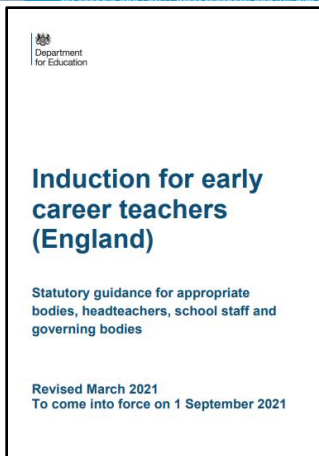
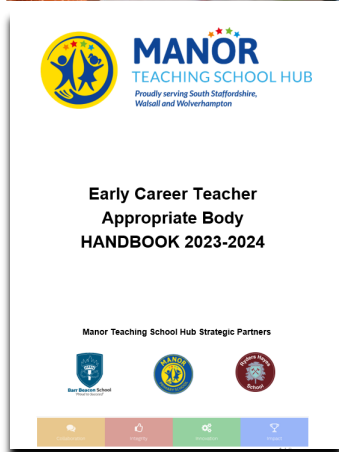
Register your new ECTs and Mentors on the
DFE Manage Training for Early Career Teacher site.

Chose Ambition Institute and Manor TSH as your provider
This flows through automatically to a registration for the ECF support

Update any changes in ECTs (leavers) or mentors (changing) on the DFE portal

Check you have ECT Manager access and that your ECT is registered there correctly

Further information.....



Contact us!

Appropriate Body: Manor Teaching School Hub AB, Ettingshall Road, Coseley, West Midlands WV14 9UQ

ECT Website: [Early Career Framework - Manor Teaching School Hub](#)

Or leave a message on the helpdesk on ECT Manager [Helpdesk Administration \(ectmanager.com\)](#)

General Enquiries – info@manorteachingschoolhub.com or Liz Marson 01902 558901

Wolverhampton and South Staffs Primary Schools – Lou Wedge:
Appropriate Body Leader: lwedge@manorprimary.com 01902 558901

Walsall Primary Schools –: Cheryl Heaton c.heaton@ryders-hayes.co.uk
01922 683008

Secondary Schools –Felicity

Callanan fcallanan@matrixacademytrust.co.uk 0121 366 6600



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Thank you for your time

Any questions for the team ?

ECT – Concerns and additional support

ECTs at risk of not meeting the Teachers' Standards will require additional support.

ECTs, induction tutors and headteachers must raise an '**Alert**' with the appropriate body as soon as possible if they have any concerns about whether the ECT will be able to meet the Standards by the end of the induction period. Alternatively contact the appropriate body by email or telephone.

Raising an Alert on ECT Manager

1. Log in to ECT Manager
2. Place cursor over 'Your ECTs'
3. Select 'Alerts'
4. Complete Alert form

Action must not be delayed until a formal progress review or assessment meeting has taken place. It is important that the ECT is made aware of where they need to improve their practice, and given every opportunity to improve their performance as soon as a concern has been identified.

ECTs at risk of not meeting the Teachers' Standards must have an Manor TSH Personal Support Plan. The Personal Support Plan is completed by the induction tutor in consultation with the ECT and must then be approved by AB. Please alert Manor TSH AB before completing a Personal Support Plan.

ECT Induction Reduction – Giving Up the Entitlement!

Even though some teachers already have significant teaching experience when they enter the maintained sector for the first time, they are still required to serve statutory induction. In such cases, appropriate bodies have discretion to reduce the length of the induction period to a minimum of one term (based on a school year of three terms) to recognise this experience.

Examples of where the AB will consider reducing the induction period:

Significant teaching experience as a teacher in:

- An independent school
- An Academy or Free School
- An FE institution
- A British School overseas
- Any other institution where induction may be served

and/or

Significant teaching experience as:

- An unqualified teacher
- A teacher in a school where induction cannot normally be served
- A teacher in a school that did not register them for induction
- A teacher in an overseas school
- A part-time teacher who has completed a period covering but not equivalent to two full years

