







ECT Appropriate Body Check list – 2023-24

Autumn 1	
Date	Task
September 2023	✓ Ensure all ECTs, Mentors and ITs are registered on ECT Manager and the DfE
Week Beginning Monday 9 th October 2023	✓ Appropriate Body Entitlement Checks All ECTs will complete an online survey
Prior to half term	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Autumn 2	
Prior to progress reviews	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Week Beginning Monday 27 th November 2023.	✓ ECT Progress Checks available on ECT Manager 
Friday 8 th December 2023	✓ ECT Progress Checks due on ECT Manager  ✓ Discuss progress review with ECT
Spring 1	
Between January and February 2024	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Week beginning Monday 5 th February 2024	✓ Appropriate Body Entitlement Checks All ECTs will complete an online survey
Spring 2	
Prior to progress reviews	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Week Beginning Monday 4 th March 2024.	✓ ECT Progress Checks available on ECT Manager 
Friday 15 th March 2024	✓ ECT Progress Checks due on ECT Manager  ✓ Discuss progress review with ECT
Summer 1	
Between April and May 2024	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Summer 2	
During June 2024	✓ Appropriate Body Entitlement Checks 10% ECTs will be visited at school to Quality Assure the provision for induction
Prior to end of year assessments	✓ Full lesson observation of ECT teaching carried out by IT or Head, followed by feedback and target setting
Week Beginning Monday 1 st July 2024.	✓ ECT end of year assessments available on ECT Manager 
Friday 12 th July 2024	✓ ECT Progress Checks due on ECT Manager  Discuss progress review with ECT