



Windsor Academy Trust

Early Career Teacher Induction Policy

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Responsible Committee:	People and Culture Committee
Date revised by Board of Directors:	08/12/22
Implementation date:	January 2023
Next review date:	December 2024

Assessments of ECT performance

Completing the Induction Period

Roles and responsibilities

The ECT

The ECT is expected to:

- Provide evidence that they have QTS and are eligible to start induction.
- Meet with their school induction tutor to discuss and agree priorities for their induction programme and keep these under review.
- Agree with their school induction tutor how best to use their reduced timetable allowance and guarantee engagement with their ECF-based induction programme.
- Provide evidence of their progress against the Standards.
- Participate fully in the agreed monitoring and ECF Induction programme.
- Keep track of and participate effectively in the scheduled classroom observations, progress reviews and formal assessment meetings.
- Agree with their school induction tutor the start and end dates of the induction period/part periods and the dates of any absences from work during any period/part period.
- Retain copies of all assessment reports.

If concerns arise, the ECT is expected to:

- Raise any concerns with their school induction tutor as soon as practicable.
- Consult their NTA named contact at an early stage if there are, or may be, difficulties in resolving issues within the institution - school or trust.

Role of the headteacher.

Role of the Trust Central Team

The Trust:

- Will ensure compliance with the requirement to have regard to this guidance.
- Ensure ECTs, mentors and other key staff engage effectively with ECF Induction Programme
- Agree, in advance of the ECTs starting the induction programme, which body will act as the appropriate body.
- Agree, in advance of the ECTs starting the induction programme, how the ECF induction, support and training will be delivered.
- Ensure that the induction programme, underpinned by the ECF is effective and appropriate.
- Will ensure the headteacher is fulfilling their responsibility to meet the requirements of a suitable post for induction.
- Must investigate concerns raised by an individual ECT as part of the grievance procedures.
- Can seek guidance from the NTA

Monitoring arrangements