

ECT Appropriate Body Service Level Agreement 2023/24

Description of the service

The service will provide the statutory function of the Appropriate Body as outlined in the statutory guidance for Early Career Teachers (ECTs) (*Induction for early career teachers, (England), statutory guidance for Appropriate Bodies, Headteachers, school staff and governing bodies, 2021*). It will provide support to schools in the event that an ECT may be at risk of not meeting the standards and support for the ECT where required.

Service Level Agreement for Schools 2023 - 2024

This agreement relates to instances where STEP (Shropshire & Telford Education Partnership) agrees to act as the Early Career Teacher (ECT) Induction Appropriate Body (AB) for schools that meet the criteria, in respect of the ECT (2021 regs).

Background

1. Requirement to complete an induction period:

Statutory induction is a legal requirement to teach in the maintained sector. All teachers who have obtained Qualified Teacher Status (QTS) after 7 May 1999, by whatever route must complete an induction period if they are to work in a maintained school or non-maintained special school.

2. Eligibility to start induction with STEP as your AB. Induction cannot begin until:

- QTS has been awarded
- The ECT has been registered for induction by the employing school with STEP as AB and their eligibility verified by the AB
- The AB has agreed to act
- For those following the ECT Route support package from September 2021 the employing school has either:
 - a) Confirmed they are following the Early Career Framework Full Induction Programme **Or Submitted and passed** the AB's fidelity check of their own Early Career Framework following the core induction materials, or their own ECF programme. (See later for extra charges for this service)

3. Confirmation of agreement – schools and AB:

- Schools wishing to subscribe to the Induction Service should indicate this by registering their ECTs for induction with STEP AB using the standard proforma on ECT Manager. You will receive acknowledgement of the ECTs registration form and check the appropriate box to indicate you agree to the terms and conditions, this will then activate the contract.

4. The Service Provided:

STEP Appropriate Body will fulfil those statutory functions, and in particular that of quality assurance, which are required of an Appropriate Body. These are identified in Section 5 paragraphs 5.8-5.12 of *Induction for ECTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2021)*. The service described below constitutes the Service Level Agreement for **maintained schools and academies** for the academic year 2023 – 2024.

The ECT Induction Route (for all those commencing induction from September 2021, following the ECF and 2021 regs).

Please note, it is the employing school's responsibility to register each ECT on the DfE's Manage Training for Early Career Teachers service at: <https://manage-training-for-early-career-teachers.education.gov.uk/> AND also register them with the STEP's ECF Lead Provider (Best Practice Network) on https://ccms.bpnsystems.net/ecf_application/

STEP expects all schools to provide the ECT with a structured opportunity to observe best practice across their school, as well as be observed and receive feedback at least once per half term. This is necessary to inform the employing school of the ECT's progress against the Teacher Standards and allow them to accurately assess their ECTs.

ECF Option	Cost per ECF	Level of support and service
FIP Full Induction Programme (DfE funded route)	£175 <u>Per ECT per year</u>	<ul style="list-style-type: none"> • AB will register ECTs onto the TRA system, report completion of interim reports and completion of ECF induction period. • This option includes telephone/email support for schools in registering and completing the appropriate body forms, then quality assurance of these forms. STEP will act as the appropriate body for your ECT. • The AB can provide telephone/email support for schools who have concerns regarding their ECTs progress • This option covers schools who may be selected to receive a quality assurance visit from the AB Senior Leader • If the school is following STEP's ECF FIP programme the school will be made aware if the ECT or Mentor falls behind with completion of the ECF. • Ensure ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessment points at the end of year 1 and 2 of induction
CIP Core Induction Programme (using DfE accredited materials for schools to deliver their own programme)	£350 per year Fidelity Checks plus £175 per ECT <u>per year</u> plus Travel expenses where applicable	<ul style="list-style-type: none"> • AB conducts Fidelity check prior to the start of the induction period (Schools to provide detailed breakdown of the programme for years 1 and 2 showing how the ECF statements are sequenced for the induction period). • Checks to include the materials and sessions are in line with the statutory guidance for induction and meet the ECF standards for both mentors and ECTs • AB will register ECTs onto the TRA system. • Ensure ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessment points at the end of year 1 and 2 of induction. • Provide further support for ECTs who are targeted to not meet the Induction Standards by the end of year 1 and 2.
School Based Programme	£700 per year Fidelity Checks plus	<ul style="list-style-type: none"> • AB conducts Fidelity check prior to the start of the induction period. Assuring new teachers receive a programme of support and training based on the ECF by checking that the induction's design covers the evidence-based

<p>(schools design and deliver their own programme)</p>	<p>£175 per ECT per year plus Travel expenses where applicable</p>	<p>statements in the ECF and that ECTs have received planned elements of the induction.</p> <ul style="list-style-type: none"> • Checks to include the materials and sessions are in line with the statutory guidance for induction and meet the ECF standards. • AB will register ECTs onto the TRA system. • Ensure ECTs are fairly and regularly assessed through collection of monitoring reports and formal assessment points at the end of year 1 and 2 of induction. • Schools to provide detailed breakdown of the programme for years 1 and 2 showing how the ECF statements are sequenced for the induction period. <p><i>ABs will be expected to check in a greater level of detail where schools have opted to design their own school based programme due to the greater risk that a school based induction could diverge from the ECF when DfE accredited materials are not used as the basis for an induction programme. 'DfE April 2021'</i></p>
<p>Observations of trainees NOTE: this fee is not included in the FIP, CIP or School based programme fees</p>	<p>For those wishing to purchase additional observations of their ECT these will incur an additional charge of £50 per hour.</p>	<p>These will provide the employing school with additional verification of its own internal observations.</p>
<p>Where an ECT may be experiencing difficulties – NOTE: this fee is not included in the FIP, CIP or School based programme fees</p>	<p>An additional charge of £50 per hour will be incurred.</p>	<ul style="list-style-type: none"> • Provide additional external support (AB Senior Lead, Subject specialist or SLE Support). Where this is required a £50 per hour visit for schools within Shropshire and Telford & Wrekin will apply. For any ECTs outside of this area please contact the AB for costs. • Support action planning and target setting with ECT Co-ordinator or Induction Tutor at an additional charge of £50 per action plan drawn up collaboratively. • Convene case conference meetings with school/Professional Associations, HR etc as relevant and support these, an additional charge of £50 per hour will be charged. • Validate school's judgement of progress towards meeting the Teachers' Standards, an additional charge of £50 an hour will be charged.

Additional Financial Information

The above fees will be invoiced annually when the Appropriate Body receive the registration form confirming the appointment of an ECT.

Where an ECT is employed for one or two terms only, on a short term contract, the appropriate fee will be charged e.g. £58 per term.

Where an ECT is employed part time the school will be charged the same FIP, CIP or School Based ECF rate e.g. £175. But please be aware it may take longer than two years for them to complete. Should the induction period span more than two academic years there would be no further cost to the school/academy.

5. Termination of agreement:

For each ECT registered, this agreement terminates:

- If the ECT resigns from the post before the end of the induction period
- When the ECT comes to the end of their contract with the employing and registering school
- When the AB has decided that the ECT has satisfactorily completed the induction period and has reported this to the TRA
- In the event of failure of the induction period, when any appeal process with the TRA has been concluded.
- In the event of an ECT leaving the school before the end of the academic year the AB will provide an appropriate refund or credit note e.g. If the ECT leaves in the Spring term a refund or credit note can be provided for the Summer Term of £58, **please note this must be requested by the school and within the same academic year.**
- In order to guarantee continuity of provision in subscribing to STEP Appropriate Body ECT Route Induction Services schools are required to give **one terms** notice should they wish to cease their subscription to this service.

6. Complaints

Formal complaints will be considered by the Teaching School Director. They should be addressed to:

Director of Teaching School
The Priory School,
Longden Road,
Shrewsbury
SY3 9EE

7. Indemnity:

The client school shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statute or at common law in respect of any damage to persons, any injury to persons including any injury resulting in death: except where this is due to any act of neglect on the part of the service provider. The parties shall be liable for any acts of negligence or omissions by it or its staff, servants or gents arising in connection with the provision of the service under this Agreement including any breach thereof of the terms of this Agreement.

The client school will be liable to meet all costs incurred when an ECT lodges an appeal with the TRA against the Head Teacher and Appropriate Body decision.

Any work undertaken by the Appropriate Body in respect of the Appeal will be charged at the additional visit rate of £400 per day.

8. Contacts:

The STEP Appropriate Body ECT Induction Service can be contacted through:

Rhian de Winter, ECF/AB Lead Administrator on: rhian.dewinter@pri.318education.co.uk
Lucie Jenkins, AB Administrator on lucie.jenkins@pri.318education.co.uk