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**ECT/NQT Appropriate Body Service Level Agreement 2022/23**

**Description of the service**

The service will provide the statutory function of the Appropriate Body as outlined in the statutory guidance for NQT induction (*Induction for QTS (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2018*)) and 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 NQT/ECT may be at risk of not meeting the standards and support for the NQT/ECT where required.

**Service Level Agreement for Schools 2022 - 2023**

This agreement relates to instances where STEP (Shropshire & Telford Education Partnership) agrees to act as the Newly Qualified Teacher (NQT) / Early Career Teacher (ECT) Induction Appropriate Body (AB) for schools that meet the criteria, in respect of NQT (2018 regs) Induction and ECT (2021 regs). We will provide two separate support packages: The NQT Route: for those who have already started their induction under 2018 regs and The ECT Route: for those who start their induction after September 2021.

Background

1. Requirement to complete an induction period:

Subject to certain exemptions (see Annex A of *Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2021),*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.

1. Eligibility to start induction with STEP as your AB. Induction cannot

 begin until:

* QTS has been awarded
* The NQT/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:
1. 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)
2. **Confirmation of agreement – schools and AB:**
* Schools wishing to subscribe to the Induction Service should indicate this by registering their NQTs/ECTs for induction with STEP AB using the standard proforma.

The AB will acknowledge receipt of a registration form and this will activate the contract.

1. 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 5.7 - 5.9 of Induction for NQTs (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (2018) and 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 2022 – 2023.

**Description of service included in the service charges:**

**The NQT Route (for those who have already started induction under 2018 regs)**

In discharging this role the Appropriate Body will:

* Act as the Appropriate Body;
* Register each NQT with the TRA
* Track, monitor and confirm induction status at the end of the induction period, process relevant paperwork including regular statutory assessment reports and keep the TRA informed as required;
* Provide paper forms for easy use by schools;
* Provide each Headteacher/Principal or Induction Tutor and NQT with an Induction Handbook;
* Respond to requests from schools for information, advice and guidance;
* Keep schools updated on induction arrangements via e-shots and the STEP Hub and Salop Teaching Partnership websites and provide signposting to DfE core Early Career Framework materials and appropriate CPD;
* Assess requests to reduce / increase the length of the induction period including QA and validation of progress against The Teachers’ Standards.

**STEP Newly Qualified Teacher Route** offers a tiered range of support according to your needs. (Please note this route is only for those NQTs who have already started their induction year under 2018 regs)

STEP expects all schools to provide the NQT 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 NQT’s progress against the Teacher Standards and allow them to accurately assess their NQTs.

**Tier 1 Support** - **NQT Appropriate Body** - £150 per NQT. This tier 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 NQT. A personal telephone call to all NQTs and Induction Tutors by a dedicated NQT support tutor to check progress and offer assurance as the AB.

**Tier 2 Support** – same as tier 1, with the addition of 1 observation from a subject specialist or SLE. Two hour visit to school £300 per NQT.

**Bespoke Support** - please contact the Teaching School to discuss your specific needs.

Where an NQT may be experiencing difficulties:

* Provide additional external support (AB lead, Subject specialist or SLE Support). Where this is required, a £50 per hour visit to schools within Shropshire and Telford & Wrekin will be charged. For any NQTs outside of this area please contact the AB for costs.
* Support action planning and target setting with NQT Co-ordinator or Induction Tutor at a small 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 as per the visit rates above.
* Validate school’s judgement of progress towards meeting the Teachers’ Standards.

Where an NQT is undertaking an extended period of induction:

* Provide additional support, monitoring and validation of progress – extension periods do not incur an additional charge.
* Support the school with preparation for any induction appeal/dismissal proceedings – rates are charged as above.

**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/**](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/**](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.

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| **ECF Option** | **Cost per ECF** | **Level of support and service** |
| **FIP (Full Induction Programme)** | **£150 per year** | * AB will register ECTs onto the TRA system, report completion of interim reports and completion of ECF induction period.
* This tier 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. A personal telephone call to all ECTs and Induction Tutors by a dedicated ECT support tutor to check progress and offer assurance as the AB.
* If the school is following STEP’s ECF FIP programme we will provide updates to the school if the ECT or Mentor falls behind with completion of the ECF.
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| **Core Induction Programme (CIP)** | **£425**To include FIP:£150 standard support charge **per year.** Plus:half day check at SLE rate: £175Desktop check of programme: £100 | * 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.
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| **In School Programme (DIY)** | **£950**To include FIP: £150 standard support charge **per year**Plus:Two day check at SLE rate: £700 during the yearDesktop check of programme: £100 | * 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 statements in the ECF and that ECTs have received planned elements of the induction.
* 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.

***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’** |
| **Observations of trainees – NOTE: this is not included in the above fees** | For those wishing to purchase additional observations of their trainee these will be charged at £50 per hour with a standard flat fee of £150 (two hours) for one observation.  | These will provide the employing school with additional verification of its own internal observations. |
| **Where an ECT may be experiencing difficulties.** |   | * Provide additional external support (AB 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 a small 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 as per the visit rates above.
* Validate school’s judgement of progress towards meeting the Teachers’ Standards
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1. **What is not included within this Service Level Description:**

CPD events for NQTs / ECTs or Induction Tutors/mentors are charged separately unless schools opt to be part of the Early Career Framework Full Induction programme (please note the ECF is not statutory for those who have already started their induction before September 2021). All ECTs commencing from September 2021 will benefit from the fully funded ECF (please note schools will need to register separately for this support – please contact STEP Teaching School Hub at the contact addresses given below for more information.

1. **Termination of agreement:**

For each NQT or ECT registered, this agreement terminates:

* If the NQT/ECT resigns from the post before the end of the induction period
* When the NQT/ECT comes to the end of their contract with the employing and registering school
* When the AB has decided that the NQT/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 NQT/ECT leaving the school before the end of the registration period the school will be refunded for any unused portion of the service charge rounded up to the nearest half-term – e.g. £25 per half term on Tier 1. Where an NQT/ECT is employed for one or two terms only on a short term contract, the appropriate fee will be charged - £50 per term for 1 term on Tier 1, rather than a refund applied later.  If your NQT/ECT is part time, please be aware it may take longer than a year for them to complete.

In order to guarantee continuity of provision in subscribing to STEP Appropriate Body, NQT/ECT Route Induction Services schools are required to give **two terms** notice should they wish to cease their subscription to this service.

1. **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

1. **Indemnity:**

The client school shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statue 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 NQT / 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 (equivalent to SLE full day rates).

1. **Contacts:**

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

Rhian de Winter, ECF/AB Administrator on: mailto:rdw@tpstrust.co.uk

Ruth Shaw ECF/AB Strategic Lead on: rshaw@williambrookes.com

Please return this form to Rhian de Winter, Shropshire and Telford Education Partnership, STEP, The Priory School, Longden Road, Shrewsbury SY3 9EE, or scan and email to: mailto:rdw@tpstrust.co.uk

**Service Level Agreement for the provision of the Appropriate Body function for**

**Newly Qualified Teachers or Early Career Teachers from September 2022 to September 2023**

**Name of school or academy**

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We would like STEP (Shropshire and Telford Education Partnership) under the lead of The Priory School, Shrewsbury to act as the Appropriate Body for the induction of NQTs for the academic year September 2022 to August 2023.

Please circle which AB route your teachers’ require:

1. NQT Induction Route
2. ECT Induction Route

**NQT Induction Route**

We agree to the fee of **(please delete tiers as appropriate):**

 £150 Tier 1 / £450 Tier 2 per NQT for which we will be invoiced when the Appropriate Body receive the registration form confirming the appointment of an NQT.

Should the induction period span more than one academic year there would be no further cost to the school/academy.

Even if we have no NQTs in a particular year we are still entitled to attend briefings free of charge and will receive notifications from the Appropriate Body as necessary.

**ECT Induction Route**

FIP £150 **per year**/ CIP £425/ DIY £950 (please delete tiers where appropriate)

If following the FIP route please indicate here which Teaching School Hub and/or provider your ECTs are registered with for the ECF:

Should the induction period span more than two academic years there would be no further cost to the school/academy.

Even if we have no ECTs in a particular year we are still entitled to attend briefings free of charge and will receive notifications from the Appropriate Body as necessary**.**

**We will not share or sell your information with 3rd parties or commercial companies.**

Signed: ………………………………………………………………….………. Headteacher/Principal

Name: …………………………………………………………………………..

Date: ……………/………………../……………..

Contact for further correspondence (telephone and email):

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Invoice to be emailed to (name and email address of Finance Officer)

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