ECT Induction Policy

Policy Code:	HR18
Policy Start Date:	October 2022
Policy Review Date:	October 2024

Carrying out progress reviews in terms where a formal assessment does not occur.
Informing ECTs following progress reviews of the determination of

Sharing progress review records with ECTs, the headteacher and the appropriate body.
Informing ECTs of the judgements to be recorded in the formal assessment record and inviting ECTs to give their comments.

Version:

5. Suitable Posts

exercise their right to appeal, or when the time limit for an appeal expires, the school will dismiss the ECT within 10 working days.

8.6. If the appeal is heard but not upheld, the school will dismiss the ECT within 10 days of receiving the outcome of the hearing. The name will then be held on the list of persons who have failed to satisfactorily complete an induction period by the TRA.

8.7. All records regarding ECTs will be kept in accordance with Records Management Policy.

8.8. Assessment forms will be signed by the headteacher.

11. Special Circumstances

11.1. To recognise the experience of ECTs who already have significant

induction period to a minimum of one term; however, the ECT can still serve a full induction if they wish. The appropriate body also has discretion to reduce the prescribed induction period to a minimum of one term. When considering reducing an induction period, the appropriate body will consider advice from the headteacher and ensure the ECT is in agreement with the decision.

11.2. If an ECT is absent for a total of 30 days or more, the induction period will be extended by the aggregate of total days absent.

11.3. ECTs who take statutory maternity leave, statutory paternity leave, statutory adoption leave, shared parental leave or parental bereavement leave during their induction period may decide whether their induction should be extended accordingly to meet this purpose. Any outstanding assessments will not be made until the ECT returns to work and has had the opportunity to decide whether to extend induction. If an ECT chooses to extend their induction in these circumstances, the request will be granted. If an ECT chooses not to extend the induction period, their performance will still be assessed against the relevant standards.

11.4. The appropriate body has the option to extend the period after induction has been completed where it would be unreasonable to expect the ECT to have demonstrated satisfactory performance. Reasons for this may include illness, personal crisis, disability, a lack of support during induction, etc.

11.5. In circumstances where records have been lost due to an error or a data loss which is through no fault of the concerned teacher, the appropriate body has the discretion to decide if the ECT can be exempt from induction. The appropriate body will ensure that every avenue has been explored to recover the missing data or identify an audit trail before making such a decision. In reaching its decision, the appropriate body will consider the strength of evidence that an error has occurred or that records are missing or lost.

11.6. The appropriate body will also account for any evidence that the teacher has demonstrated they have performed satisfactorily against the relevant

days of the induction period; each contract must meet the minimum period criteria.
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13.2. Any changes to this policy will be communicated to all employees.

Exemption	Explanation

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