



Norfolk Appropriate Body (NAB)

# Service Provision for the Induction of Early Careers Teachers (ECTs)

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NAB has supported thousands of ECTs through induction. We work closely with local educational institutes, teaching school hubs, schools and academies to provide an up-to-date programme of support. Our service has been designed to support teacher recruitment and retention by giving ECTs high quality support and advice.

Please note this year's provision has been designed to incorporate additional support in light of the early **career framework reforms** from September 2021.

## Our support package;



## To meet our statutory obligations

To meet our statutory obligations, we have a rigorous quality assurance programme to ensure compliance against the statutory regulations, which includes:

- Tracking progress to provide the Teaching Regulation Agency (TRA) with all statutory data
- Carrying out routine checks and quality assurance visits
- Making and communicating decisions and recommendations regarding the successful completion, reduction or extension of the induction period
- Completing the 'sign-off' process on behalf of Schools
- Consulting with key stakeholders
- support from a highly experienced and dedicated team for vulnerable ECTs.

For more information contact

Denise Beckett (ECT Induction Adviser)

[denise.beckett@norfolk.gov.uk](mailto:denise.beckett@norfolk.gov.uk) or call 01603 638003

# To register your ECT

All schools/institutions using Norfolk Local Authority as the Appropriate Body need to register newly appointed ECTs on our electronic online system, ECT Manager. ECT Manager is a paperless system for recording data securely, submitting assessments, accessing resources, raising alerts and managing ECT during induction.

## To register;

Induction Tutors or Head teachers can access the system by following this link:

<https://norfolk.ECTmanager.com/Login.aspx>

To register, you need to have the following information:

- Teacher Reference Number (to ensure ECT is eligible to start induction)
- The ECTs last name, date of birth
- Details of Early Careers Framework programme of delivery; Full, Core or School Based.

## Charges

From September 2021 Schools will be charged £600 for each ECT. This charge covers both years. Where contracts differ Schools will be charged pro rata.

## Concessions

Schools with over five ECTs will receive a 10% reduction for each additional ECT registered.



## Support package for vulnerable ECTs

For those ECTs who need a higher level of support we can facilitate a personalised programme of support. We can also help mediate difficult situations to promote mutually agreeable resolutions.

- Once an alert is raised an initial meeting will take place to establish areas of challenge and agree the action for additional monitoring and support measures in accordance with the statutory guidance
- Continued monitoring and assessment of progress.
- Mediating difficult situations/conversations
- Representation and support with Appeals

## Support, advice and guidance

ECT Induction team are on call to answer all your questions and to offer advice and guidance on issues concerning induction

## Resources and CPD

- Essential training for Induction Tutors
- Induction Tutor resources pack
- Welcome briefings for ECTs
- Welcome packs for ECTs
- Handbook
- Dedicated helpline

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## What you told us we did well

“ Good use of course content during the training courses, which allows for constructive debates and thought provoking ideas related to the direction of education as a career, and from a health and well-being standpoint. ”

“Simple, concise & clear guidance provided, underlining the requirements throughout the induction process.”

“Quality assurance visit to teaching institution monitored the school’s role in providing high quality profession induction.”

“Always felt supported by Denise Beckett if an issue had arisen.”

“ Support when needed has always been provided. ”

“The online platform allows everything to be stored online and is easy to use. It’s very helpful when trying to find guidance information and to book courses. When I’ve needed to speak to someone on the phone about an ECT, I’ve been able to get in touch very quickly and easily.”

“Electronic system for the process is fantastic.”

“Reminders of due reports really useful.”

“ The induction sessions for both new mentors and ECTs have been informative and supportive. As an Induction Tutor, I have been grateful for the support I received when faced with a difficult position. ”

“Easy to contact.”

“Always willing to go above and beyond to help - e.g. coming out to our school to do mentor training.”

“Provided structured professional training courses which allows for valuable collaborative teaching experiences to be understood.”

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