



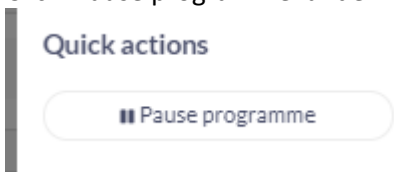
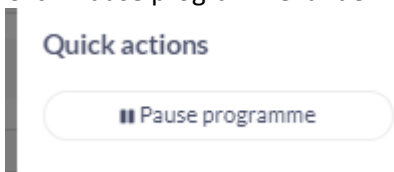
Induction Tutor's End of Year Checklist – Appropriate Body and ECF Programme

Task	Appropriate Body Tasks	Complete?
1	<p>ECT Manager Contacts Update Log into ECT Manager: https://londondistricteasttsh.ectmanager.com/Login.aspx and check that the contact details of the Head, Induction Lead, Tutors, and ECTs are correct</p>	
2	<p>Induction Tutors' Drop In Session Non-compulsory drop-in session for any Induction Tutors: come and ask any questions you may have:</p> <p>Join on your computer, mobile app or room device Click here to join the meeting</p> <p>Meeting ID: 312 865 740 409 Passcode: uj6xhW</p>	
3	<p>Progress Reviews & Assessments</p> <ul style="list-style-type: none"> • Check due dates for all ECTs (some may vary due to absence etc.) <ul style="list-style-type: none"> ○ To do this, click on the overview of each ECT and you will see the latest report to be completed at the bottom. ○ The deadline is Wednesday 6th December for most ECTs. ○ Examples are held in ECT Manager under the Resources tab. • NOTE: Note whether it is a <u>Progress Review</u>, <u>End of Year Assessment</u>, or <u>Final Assessment</u>. • NOTE: If an ECT is leaving your school, you MUST complete an Interim Assessment if the report would have been a Progress Review. <ul style="list-style-type: none"> ○ ECT Manager will do this for you as long as you select that the ECT will not be remaining at the school. 	
4	<p>ECTs leaving or joining your school at Christmas</p> <ul style="list-style-type: none"> • Make all necessary amendments to ECT Manager • On the DfE portal we have been instructed that this is how it now works: If the old school want to process and ECT transfer-out ahead of time, or if the new school is not known: <ul style="list-style-type: none"> ○ sign in to the DfE Portal ○ click on the "Manage mentors and ECTs" button ○ click on the participant's name and the link at the bottom of their record under the heading "No longer training?" • If you, as the new school, records the transfer, the old school doesn't need to do anything – the transfer happens automatically. • Shown in this demo video: DfE Manage training for early career teachers service walkthrough 3 - YouTube 	
5	<p>New January 2024 ECTs These tasks only need to be completed if you have appointed a new ECT starting in Jan 2024</p>	

	<ul style="list-style-type: none"> • Register Jan starter ECTs on ECT Manager • Register Jan starter ECTs and any new Mentors on the DfE Portal • Remember to link/pair the ECT and their Mentor on the DfE Portal • You will need to have the ECT's: <ul style="list-style-type: none"> ○ TRN ○ DOB ○ Date of QTS ○ Full name ○ Details of their ITT training • These ECTs and new Mentors will have their own pathway of Conferences and Clinics which will differ from the main September starting cohort. • Rowena will inform all Jan 2024 starting ECTs and Mentors of the clinic dates once the full cohort is registered. <p>All ECTs must be registered by the end of January. Registrations cannot be backdated, and the ECT will be delayed until the start of Summer.</p>	
6	<p>Registration of new ECTs on ECT Manager: Signatures</p> <ul style="list-style-type: none"> • Once the ECT registration is complete on ECT Manager, the Head Teacher must digitally sign it. • We cannot register an ECT without this, which can cause a delay in the start of the Induction Period. 	
7	<p>January 2024 ECTs transferring to you part way through their Induction Period</p> <ul style="list-style-type: none"> • If you have appointed an ECT who has already started their Induction Period before coming to your school, it is the schools' responsibility (Stat. AB Guidance 2023) that you contact the ECT's previous school and ask for copies of all reports completed there. • This should be done before the ECT starts. • Please then upload these reports to ECT Manager. • From this you will be able to ascertain: <ul style="list-style-type: none"> ○ How many terms of Induction have been completed ○ Any areas of development for the ECT ○ Any previous concerns 	
8	<p>ECT Support Plans</p> <ul style="list-style-type: none"> • If you are thinking about putting an ECT on a Support Plan – please let the Appropriate Body know in the first instance: martin.redfern@londondistricteast.org • After you have let us know 	

	Ambition ECT Programme	
	If you are also using the LDE Ambition ECT Programme – you also need to ensure you complete the following tasks:	
1	<p>Book all Year 1 ECTs onto the January Conferences</p> <ul style="list-style-type: none"> • Use this booking link: https://forms.office.com/e/Ra4WEgaPg6 • THANK YOU to all who have! • This must be completed by Friday 8th December 	
2	<p>Ensure all existing Year 1 ECTs are:</p> <ul style="list-style-type: none"> • Completing weekly self-study • Meeting with their Mentor weekly 	

	<ul style="list-style-type: none"> Nudge and Praise on your Lead Tab on Steplab <p>Ensure all Year 2 ECTs are:</p> <ul style="list-style-type: none"> Completing all self-study modules they did not complete in Year 1 Meeting their Mentor fortnightly and returning to any further self-study that agreed with their Mentor Completing the Year 2 Diagnostic Tool to find their knowledge and skills gaps Moving onto the Year 2 Stretch Modules when everything else is completed. 	
3	<p>Ensure any ECTs and Mentors who missed their Conferences and Clinics have completed their online catch up.</p> <ul style="list-style-type: none"> You can see this by looking in the ECT's Portfolio under Courses. 	
4	<p>ECTs transferring to you part way through their Induction Period</p> <p>In addition to formalities on ECT Manager:</p> <p>You must email rowena.johnson@londondistricteast.org if you have employed an ECT who has already completed terms of Induction elsewhere, as these ECTs needs to be slotted into existing Clinic and Conference groups at the right place on the ECT Programme.</p>	
5	<p>Mentors ceasing to be Mentors</p> <ul style="list-style-type: none"> Please fill in this form for all Mentors who will not be mentoring in Spring Term who need to be removed from Steplab: Mentor Change Form 	

Task	Reminders	Complete?
1	<p>Checklist for when an ECT goes on Maternity Leave or Extended Leave:</p> <ol style="list-style-type: none"> Email the Appropriate Body - martin.redfern@londondistricteast.org with an estimated return date and the AB will 'Hold' the ECT on ECT Manager for you. 'Pause' the ECT on the DfE Portal. 'Pause' the ECT on Steplab - please see guidance below. Notify the Appropriate Body when the ECT returns. <p>We will note all of this on our systems and we will reactivate the ECT when they return.</p> <p>There is a process we follow on the Ambition side, which we will action asap.</p>	
2	<p>This is how to pause a participant on Steplab (Induction Tutors only)</p> <ul style="list-style-type: none"> Click on the 'Manage' tab and then click 'Manage staff' Select 'Early Career Teacher' next to the ECT's name Click 'Pause programme' under 'Quick actions'.  <ul style="list-style-type: none">  	

3	Induction Tutor leaving or handing over <ul style="list-style-type: none">• If you are ceasing as the Induction Tutor – please let Rowena know: rowena.johnson@londondistricteast.org• Please arrange a full handover to the new Induction Tutor• Transfer over to the new Induction Tutor on ECT Manager AND the DfE Portal.	
---	---	--