Induction Tutor's End of Year Checklist – Summer 2024

Task	Appropriate Body Tasks	Complete?
1	**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	

2	**Progress Reviews & Assessments**
	• Check due dates for all ECTs (some may vary due to absence etc.)
	  o To do this, click on the overview of each ECT and you will see the latest report to be completed at the bottom.
	  o The deadline is **Friday the 28ᵗʰ of June for most** ECTs.
	  o 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.
	  o ECT Manager will convert this for you if you select that the ECT will not be remaining at the school.
	If you have any doubts email: martin.redfern@londondistricteast.org	

4	**ECTs leaving your school in Summer**
	• 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:
	  o sign in to the DfE Portal
	  o click on the "Manage mentors and ECTs" button.
	  o click on the participant's name and the link at the bottom of their record under the heading "No longer training?"
	• If you happen to be the new school and you register a 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	**New starters for September 2024 ECTs**	
	• Register Sept 24 Starter ECTs on ECT Manager • Register Sept 24 Starter ECTs and any **new Mentors** on the DfE Portal. • Portal opens: <mark>24 June 2024</mark>- **do not register new Sept 2024s before this date.** • Remember to link/pair the ECT and their Mentor (whether old or new) on the DfE Portal • You will need to have the ECT's: o TRN	

3.	○ DOB ○ Date of QTS ○ Full name ○ Details of their ITT training All ECTs must be registered by **the end of September.** **Registrations cannot be backdated.**	
6	**Registration of new ECTs on ECT Manager: Signatures** • 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	**ECTs transferring to you part way through their Induction Period**
	• 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:
	  ○ How many terms of Induction have been completed?
	  ○ Any areas of development for the ECT
	  ○ Any previous concerns
	Please delve into your new ECT's work history and make sure they tell you how many terms of induction that they have completed.
	If you have any questions – please let us know asap and we can help you investigate.	

8	**ECT Support Plans** • 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	

| Tasks	Ambition ECT Programme	Complete?
1.	**Withdraw Mentors** Withdraw any Mentors who are not going to be part of the ECT Programme from September. Fill in this form for each Mentor: Mentor Withdrawal Form	
2.	**Events Attendance – June and July** Ensure your staff attend: • **Mentor Conference 2** – happening in July – you should all have booked your Mentors going into Year 2 and if not, Rowena will have reminded you individually by email. • ECTs are currently attending **ECT Clinic 3** (Year 1) or **ECT Clinic 6** (Year 2) - all dates and links are on My Ambition.	
3.	**Look at the upcoming events for your school on My Ambition**	

	• You will be able to see events for the remainder of this year on My Ambition. • New dates for 24/25 Year 1 ECTs and Mentors will be added as we make the clinic groups • It allows you to see when your staff are booked onto their events. • You can also download this as a spreadsheet! • See Annex A below for guidance.	
4.	**September and October Conferences** All conferences dates are available to book now – please see events Matrix with embedded booking links. This is on our website and will be emailed to you.	
5.	**Year 2 ECTs** • Ensure that Year 2 ECTs have completed all modules once before the end of term. • Tell Year 2 ECTs that they must download their portfolios by going to their Profile tab on Steplab and going to 'export portfolio'	

Annex A

Participant Event Review for Induction Tutors – Guidance

Induction Tutors can now see the past and future events of the participants at the school(s) they oversee.

To do this Induction Tutors should navigate to the Events tab on My Ambition, and then select the Participant Events button.
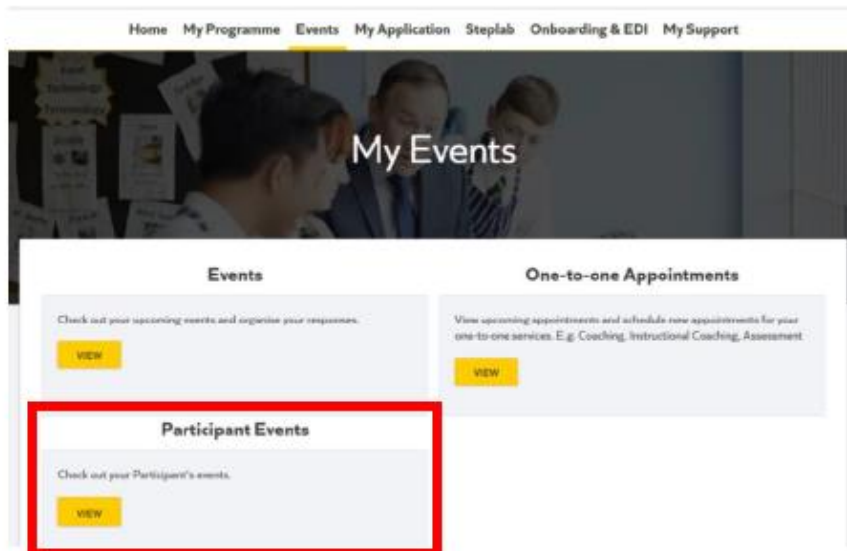

Here, Induction Tutors will get to see all historical AND future events that participants at schools they oversee were invited to.

From this screen, ITs can filter to just see events that recently took place (the last month), and whether the Delivery Partner has marked the participant as having attended or not. This is to support ITs in chasing and challenging non-attendance within their school.

The other filter option is for upcoming events in the next three months. They can see if participants have indicated they will or won't attend. 'Invited' means the participant has not responded to the RSVP on My Ambition. This is to support ITs in reminding and preparing their participants to attend upcoming events.
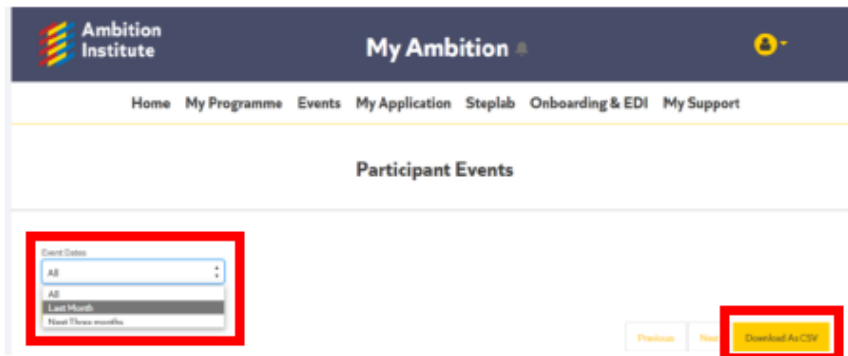
IT's are also able to download the data from this screen as a CSV, to be viewed and analysed in Excel. It is worth noting that the CSV download IS influenced by the filter on the left, so clicking 'Download as CSV' with the 'Last Month' filter on will download a CSV only showing the events from the last month.