



Saffron Appropriate Body Service: A Summary for Headteachers

Saffron Appropriate Body Service, provided by the Saffron Teaching School Hub, is the designated Appropriate Body (AB) within Braintree, Chelmsford, Epping Forest, Harlow and Uttlesford. We have a well-established track record of expert local delivery and provide an outstanding offer of AB service and support. Please note that this is a charged service (further details on our website). This document provides a summary of our service. For full details, please refer to our handbook, available on our website.

Registering ECTs

- You can register your ECTs with Saffron AB as soon as they are appointed.
- Our role as the Appropriate Body is to quality-assure the induction process.
- To register your ECTs with Saffron AB Service, complete the registration form on our website [here](#).
- Once you have completed our registration form, we will send you a Service Level Agreement to sign.
- On receipt of the completed Service Level Agreement, we will invite you to register your ECTs on ECT Manager, via the Saffron AB ECT Manager link.
- ECT Manager contacts the TRA to check that your ECTs have achieved QTS prior to beginning the induction process.
- As well as registering ECTs with an Appropriate Body, schools must also register ECTs, mentors and your Induction Tutor with the DfE Online Service (open from 3rd July 2023). As part of this you will choose how you will provide an Early Career Framework (ECF) based Early Career training programme (see section below).
- For schools **not** choosing the DfE-funded route, we will need to check that your Early Career training programme has been designed with fidelity to the ECF **before the start of induction**. We will then determine the start date for induction.

The Induction Service

- Registration of the ECT and returns to the TRA
- Fidelity Checking of ECF-based training programme route (an additional cost for schools choosing NOT to follow the Full Induction Package)
- Induction Tutor/Mentor Training
- Quality-assuring the process of your in-school support
- Providing termly progress review documents
- Monitoring termly progress review reports to identify ECTs requiring additional support
- Providing or brokering external support if required
- Providing formal end of Year 1 and Year 2 assessment documents
- Monitoring of all end of Year 1 and Year 2 reports for ECTs
- Making the final decision as to whether or not an ECT's performance, against the relevant standards, is satisfactory, drawing on the recommendation of the headteacher

ECF-based Early Career training programme

From September 2021, Appropriate Bodies will be expected to check that all ECTs have access to an induction programme based on the Early Career Framework (ECF). Schools will be expected to opt for one of three approaches to delivery of an ECF-based induction:

- **Full Induction Programme:** a funded provider led programme offering high quality training for ECTs and their mentors alongside professional development materials.
- **Core Induction Programme:** schools can draw on the content of the high-quality professional development materials accredited by the DfE to deliver their own ECT and mentor support.
- **School-based programme:** school can design and deliver their own induction programme, based on the ECF.

Schools that choose the Core Induction or School-based programme will be subject, at additional cost, to a 'ECF Fidelity Check' to ensure quality of the planned programme.

Early Career Framework Responsibilities

- **Appropriate Body:** check school's plans for delivering an ECF-based induction and verify that this has been received by the ECT.
- **Headteacher:** ensure that an appropriate ECF-based induction is in place for the ECT and submit induction plans to the Appropriate Body.
- **Induction Tutor:** support the Headteacher in planning an ECF-based induction as required. Ensure that mentor and ECT are aware of the plans for an ECF-based induction.
- **Mentor:** work collaboratively with the ECT and other colleagues involved in the ECT's induction within the same school to help ensure the ECT receives a high quality ECF-based induction programme.

Assessment of ECT performance

- Headteachers and Induction Tutors will need to assess an ECT's performance at the end of their induction period using the Teachers' Standards.
- Brief progress checks will be carried out by the Induction Tutor and sent to the Appropriate Body termly. We will provide forms to facilitate this process.
- You will need to make a formal assessment at the end of Year 1 and Year 2. Copies of the assessments must be sent to the Appropriate Body. We will provide forms to facilitate this process. Adherence to confidentiality and data protection requirements will be ensured.
- As the Appropriate Body, we will make the final decision as to whether or not an ECT's performance against the relevant standards is satisfactory, drawing on your recommendation as the Headteacher. The Teaching Regulation Agency will then be informed of the outcome within a strict time frame.

Additional support for ECTs

Where the Induction Tutor determines during the progress review that the ECT is not making satisfactory progress against the Teachers' Standards, they should state this clearly within the progress review record and clearly outline the support plan they have put in place to assist the ECT to get back on track. The Induction Tutor is expected to notify the Appropriate Body of this determination and share both the progress review record and support plan for the Appropriate Body to review.

The first monitoring visit is included in the charge for the Induction Service. We will be available to provide the equivalent of 2 days SLE support or broker additional support for your ECT. As an Appropriate Body it will be our responsibility to quality-assure the further development and support that is offered to your ECT. If an ECT requires additional time to complete their induction or if the ECT fails to complete their induction adequately, as an Appropriate Body we will inform the ECT of their right of appeal.

Completing the induction period

An ECT completes their induction period when they have served:

- The full-time equivalent of two standard school years (usually six terms, based on a school year of three terms); or
- A reduced period of a minimum of one term (as agreed with the appropriate body) based on previous teaching experience (see Statutory Guidance); or
- A reduced period of induction for part time teachers covering but not equivalent to two years (as agreed with the appropriate body); or
- An extension to that period, as a consequence of absences occurring during the period; or
- An extension following a decision by the Appropriate Body or the Appeals Body.
- The Appropriate Body makes the final decision as to whether or not an ECT's performance against the relevant standards is satisfactory, drawing on the recommendation of the Headteacher.

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