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| Shape  Description automatically generated | Saffron Appropriate Body |

**Registering your Early Career Teacher (ECT) for Statutory Induction**

Please complete the following information to formally register each ECT with our Appropriate Body for ECT induction. Once completed, please return the form to:

Caroline Duncombe (ECT Administrator) at [adminPLN@lyonshall.org.uk](mailto:adminPLN@lyonshall.org.uk)

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| **School/Academy Details** | | | | | |
| Name | |  | | | |
| Address | |  | | | Post code: |
| Local Authority District | |  | | | |
| URN | |  | | | |
| Telephone Number | |  | | | |
| Headteacher’s name | |  | | | |
| Headteacher’s email address | |  | | | |
| **ECT Details** | | | | | |
| Title and Forename(s) | |  | | | |
| Surname | |  | | | |
| Previous Surname (if applicable) | |  | | | |
| Date of Birth | |  | | | |
| Email address | |  | | | |
| National Insurance Number | |  | | | |
| Teacher Reference Number | |  | | | |
| Start Date | |  | | | |
| Primary: Year group(s) taught **OR** Secondary: Subject(s) taught | |  | | | |
| Contract type | | Permanent/Temporary | | Full time/Part time | |
| If part time state proportion | |  | | | |
| Induction partly completed? | | Yes/No  Has the ECT completed any period(s) of induction elsewhere before gaining employment within your school? If YES, please forward copies of progress reviews and assessment forms and confirm start/end dates and number of terms completed | | | |
|  | **School/Academy Induction Tutor\*** | | **School/Academy Mentor\*\*** | | |
| Full Name |  | |  | | |
| Email address |  | |  | | |
| Holds QTS | Yes/No | | Yes/No | | |
| **Early Career Framework being followed** | | | | | |
| Full Induction Programme/Core Induction Programme/School Based Induction Programme (Please Highlight) | | | | | |
| For Full or Core please highlight Provider: Ambition Institute / Best Practice Network / Capita / Education Development Trust / Teach First / UCL Early Career Consortium | | | | | |

\*The Headteacher/Principal must identify a person to act as the ECT’s Induction Tutor. The Induction Tutor must hold QTS and have the necessary skills and knowledge to work successfully in this role and should be able to assess the ECT’s progress against the Teachers’ Standards. This is a very important element of the induction process and the Induction Tutor must be given sufficient time to carry out the role effectively and to meet the needs of the ECT. The induction tutor will need to be able to make rigorous and fair judgements about the ECT’s progress in relation to the relevant teacher standards. They will need to be able to recognise when early action is needed in the case of an ECT who is experiencing difficulties. It may, in some circumstances, be appropriate for the Headteacher to be the Induction Tutor.

\*\*The Headteacher/Principal should also identify a person to act as the ECT’s mentor. The mentor must hold QTS and have the necessary skills and knowledge to work successfully in this role, providing regular, effective coaching and mentoring. Mentoring is a very important element of the induction process and the mentor is expected to be given adequate time to carry out the role effectively and to meet the needs of the ECT.