



Saffron  
Teaching School  
Hub

# **Saffron Appropriate Body**

## **Service Level Agreement**

## **Terms and Conditions**

**September 2025**

<https://www.saffronteachingschoolhub.net/>

## Service Description

This Service Level Agreement outlines the expected responsibilities of:

- the school employing Early Career Teachers (ECTs)
- the Saffron Teaching School Hub (hereafter referred to as the Saffron Appropriate Body (AB)) in ensuring a successful induction period for an ECT

Saffron AB is committed to providing the highest quality support possible to ensure the rapid development of ECTs registered with them. Unless otherwise agreed, the Service Level Agreement will run from 1 September 2025 for two years in relation to the ECT induction period. If you seek any clarification on any element of this agreement or need to register for a period of less than the term mentioned above please contact us to discuss this.

## Responsibilities of the school

By agreeing to this Service Level Agreement and registering their ECTs with the AB, employing schools agree to provide the ECT with a suitable post for induction as set out in paragraph 2.18 of the DfE Statutory Guidance [Induction for Early Career Teachers](#).

A suitable post is expected to:

- have a Headteacher/Principal in post who is able to make a recommendation about whether the ECT's performance against the Teachers' Standards is satisfactory
- have prior agreement with Saffron Appropriate Body to act in this role to quality assure the induction process
- provide the ECT with a programme of training and support based on the ITTECF
- provide the ECT with the necessary employment tasks and experience of teaching whole classes, as well as with the necessary support to enable them to demonstrate satisfactory performance against the Teachers' Standards throughout and by the end of the induction period
- include the appointment of an Induction Tutor who is expected to hold QTS
- include the appointment of a designated mentor who is expected to hold QTS
- provide the ECT with a reduced timetable to enable them to undertake activities in their induction programme
- not make unreasonable demands upon the ECT
- not normally demand teaching outside the age range and/or subject(s) for which the ECT has been employed to teach
- not present the ECT, on a day-to-day basis, with discipline problems that are unreasonably demanding for the setting
- involve the ECT regularly teaching the same class(es)
- involve similar planning, teaching and assessment processes to those in which other teachers working in similar substantive posts in the institution are engaged in
- not involve additional non-teaching responsibilities without the provision of appropriate preparation and support

Employing schools further agree:

- to ensure that this SLA is agreed for all ECTs regardless of starting point in the year. ECTs should be added to ECT Manager and the SLA updated with prior agreement from Saffron AB
- to ensure that Induction Tutors attend the Saffron AB annual briefing
- encourage Induction Tutors to engage with further [training provided by Saffron AB](#)
- to provide each ECT with an Induction Tutor who has the ability and sufficient time to carry out their role effectively; Saffron AB recommends 3 hours per ECT1 per half term and 1.5 hours per ECT2 per half term
- to provide each ECT with a mentor who has the ability and sufficient time to carry out their role effectively, ensuring that the mentor receives training through one of the following pathways:
  - A funded provider led programme – schools can choose to work with providers accredited by

- the DfE who will design and deliver a programme of face-to-face and online training
- Directly by the school where they deliver their own training programme (with the option to use freely available school-led materials and resources)
- where the school has chosen to use its own school based training programme in place of a DfE-funded training provider, the school must provide ITTECF fidelity-checking reports on time to Saffron AB (term 2 of each year of induction), and facilitate AB visits where requested (at least twice per annum - the first in the term before induction begins, and the second in term 3 of Year 1); furthermore, the school must engage fully with the AB's quality assurance processes, beginning with the submission of the proposed plan for programme delivery which must be approved by the AB before induction can begin
- to provide an in-school induction programme that complements the ITTECF-based induction where required to communicate school-specific policies and procedures
- to ensure that employees being registered as an ECT with the AB have been awarded QTS and are eligible for induction
- to observe the ECT within the first 4 weeks of induction and upload this observation and the resulting action plan to the ECT manager system
- to facilitate half-termly observations of each ECT's teaching, and termly professional reviews of progress in which the Induction Tutor outlines clear strengths and areas for development in reference to the Teachers' Standards
- to provide termly Progress Reviews and/or Formal Assessments on time
- to ensure all necessary staff are given access to the ECT Manager online platform and that this is used appropriately
- to immediately notify Saffron AB of any concerns or issues with registered ECTs, any contractual changes or of any periods of absence that will impact on the duration of induction
- to follow Saffron AB's [Escalation Policy](#) when an ECT is not on track
- to facilitate school visits by Saffron AB, when asked, and prepare appropriately; during such visits, the AB will seek to reassure itself that all appropriate support and entitlements are in place
- to abide by all expectations as set out in the Statutory Guidance [Induction for Early Career Teachers](#) (paying particular attention to sections 5.2 – ECTs; 5.3 to 5.5 – Headteachers and Principals; 5.6 – Induction Tutors; 5.7 - Mentors; 5.13 - Governing Body)
- to inform all ECTs of their named contact at the Saffron Appropriate Body

## Responsibilities of the Appropriate Body

As per paragraph 5.8- 5.12 of the [Induction for Early Career Teachers](#), the AB will ensure that:

- Headteachers/Principals (and governing bodies where appropriate) are aware of their responsibilities in respect of providing a suitable post for induction
- Headteachers/Principals (and governing bodies where appropriate) are aware of and are capable of meeting their responsibilities for monitoring, support and assessment and have put in place an ECTE induction programme for the ECT and that their programme of support is clearly based on the ITTECF
- the monitoring, support, assessment and guidance procedures in place are fair and appropriate
- where an ECT may be experiencing difficulties, action is taken to address areas of performance that require further development and support (see advice on additional support)
- where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns
- Induction Tutors are provided with training and support which enables them to carry out their role within their own setting
- mentors have the ability and sufficient time to carry out their role effectively
- Headteachers/Principals are consulted on the nature and extent of the quality assurance procedures it operates, or wishes to introduce
- the Headteacher/Principal has verified that the award of QTS has been made
- the school is providing a reduced timetable in addition to PPA time

- the ECT is provided with a named contact (or contacts) within the Appropriate Body with whom to raise concerns
- FE institutions (including sixth-form colleges) are supported in finding schools for ECTs to spend their mandatory ten days teaching children of compulsory school age in a school, the AB will, if requested, make introductions with relevant institutions with which FE institutions may wish to form partnerships to this end
- ECTs' records and assessment reports are maintained
- agreement is reached with the Headteacher/Principal and the ECT to determine where a reduced induction period may be appropriate or is deemed to be satisfactorily completed
- a final decision is made on whether the ECT's performance against the relevant standards is satisfactory or an extension is required and the relevant parties are notified
- if an ECT has completed part of their induction period at another school, to request a copy of their previous progress review(s) and/or assessment report(s)
- they provide the DfE's record inductions as an appropriate body service with details of ECTs who have started; completed (satisfactorily or not); require an extension; or left school partway through an induction period together with details of the type of induction an ECT is accessing

Saffron AB will contact ECTs at least once in their first term of induction, and again in their fourth term, to verify that they are receiving their full entitlement to ECF-based training, and that the role is a suitable post for induction as set out above. Additionally, each progress review and formal assessment invites ECTs to verify this.

## Induction Programme Offer

In addition to the above statutory requirements, Saffron AB offers a programme of support and development that is included in the service charge. This includes:

- Induction Tutor training prior to the induction period starting
- further training for Induction Tutors
- a simple and streamlined online process for submitting ECT assessments
- reminder emails in advance of deadlines for submission to the AB
- an online bank of documents and supporting resources including a lesson observation forms

## Registering ECTs and activating the agreement contract

ECTs are registered via Saffron ECT Manager.

If your school is not already on Saffron ECT Manager, the school must first be registered. Visit <https://saffron.ectmanager.com> and follow the instructions to register your school.

When we have authorised your school, or if you are already on Saffron ECT Manager, you should then register your ECT(s). You (the school) are responsible for adding to Saffron ECT Manager the correct employment details of each ECT for whom the service is being provided.

By registering your ECTs in ECT Manager, you are giving consent to registering your ECTs with the Saffron Teaching School Hub AB service (Saffron AB) and the terms of our Service Level Agreement (SLA). You will then receive an Excel file that details the payments for this service for each ECT. Once the Excel file is sent, we will then authorise your ECT(s) on Saffron ECT Manager and this authorisation activates the contract and the start of the ECT's induction.

If you have an existing SLA and recruit another ECT, the process is similar. Their details must be added to Saffron ECT Manager, Saffron AB will then send your updated Excel sheet as confirmation and authorise the start of the ECT's induction.

## Service fees

Schools are invoiced annually in advance for services to be provided. The costs are as follows:

ECTE training route chosen by the school	Cost payable to the Appropriate Body per ECT		
	Full 2-year induction Period	Partial induction period: 2 terms to 5 terms (transferring ECTs only)	Reduced induction period: 1 term (must be agreed with Saffron AB)
Provider-led training programme	£490	£170 - £415 (see table below)	£85
School-led training programme	Fidelity Check Costs (discuss with AB) +£490 for each ECT	Fidelity Check Costs (discuss with AB) + fee for each ECT	Fidelity Check Costs (discuss with AB) +£85 for each ECT

Invoices will be sent to schools from the Saffron Academy Trust, [finance@saffron.academy](mailto:finance@saffron.academy).

Our policy is that all part-time ECTs can be considered for early completion of their induction when they have completed six calendar terms. As such, the fee for part-time ECTs is payable in 2 instalments in calendar term 1 and calendar term 4.

The schedule of payments is as follows:

	Term 1	Term 2	Term 3	Term 4
ECT1 starting induction, 6 terms to complete	£245.00			£245.00
ECT1, 1 term completed, 5 terms to complete	£170.00		£245.00	
ECT1, 2 terms completed, 4 terms to complete	£85.00	£245.00		
ECT2, 3 terms completed, 3 terms to complete	£245.00			
ECT2, 4 terms completed, 2 terms to complete	£170.00			
ECT2, 5 terms completed, 1 term to complete	£85.00			

Fidelity Check payments are in one instalment.

If you have any questions regarding fees, please contact Kerry Walpole [kerrywalpole@saffron.academy](mailto:kerrywalpole@saffron.academy).

If an ECT resigns from their post partway through either year of induction, schools need to give notice to the AB. A refund will be considered for any whole term not completed.

## What is not included?

**Delivery of an ITTECF (Initial Teacher Training and Early Career Framework based training programme is NOT included within this Service Level Agreement).**

Saffron Teaching School Hub delivers an ITTECF-based training programme but **this service is separate from the AB services outlined in this Service Level Agreement**. Schools will need to inform us separately if they would also like to register with us for our Early Career Training Programme.

The Saffron ECTE-based training is not funded for Independent Schools but **is** available for an additional fee. This does require a Fidelity Check.

Please contact Paula Downes [pauladownes@saffron.academy](mailto:pauladownes@saffron.academy) for more details.

## Extended Period of Induction

If an ECT is required to extend the induction period, a further cost will be incurred for each term.

## Appeals

If a school or ECT decides to appeal the decision of the AB to the DfE, all costs associated with this appeal will have to be met by the employing school.

## Termination of agreement

There are instances whereby this agreement will be terminated for an individual ECT:

- if an ECT resigns from their post partway through either year of induction
- when the AB has decided that the ECT has satisfactorily completed the induction period and has reported this to the TRA
- in the event of extension or failure of the induction period, when any appeal process with the TRA has been concluded