

# THE DRIVE PRIMARY SCHOOL



## Early Career Teacher (ECT) Induction Policy

Linked to Northern Lights Appropriate Body

**Policy Holder:** Mrs Rebecca Farren (Headteacher)

**Appropriate Body:** Northern Lights Teaching School Hub

**School Name:** The Drive Primary School

**Date Approved:** September 2025

**Review Date:** September 2026

## Policy Purpose

This policy sets out how **The Drive Primary School** provides statutory induction for Early Career Teachers (ECTs) in accordance with:

- The **Early Career Framework (ECF)**
- The **Teachers' Standards**
- The **Education (Induction Arrangements for School Teachers) (England) Regulations**
- The requirements of the **Northern Lights Teaching School Hub Appropriate Body**

The policy ensures that ECTs at **The Drive Primary School** receive a well-structured, supportive and monitored induction programme that enables them to meet the Teachers' Standards and successfully complete induction.

## The Appropriate Body: Northern Lights Teaching School Hub

Northern Lights Teaching School Hub acts as the **Appropriate Body (AB)** for **The Drive Primary School**.

As stated by Northern Lights Teaching School Hub:

*"All schools that offer a statutory induction are required to have an Appropriate Body for their Early Career Teachers (ECTs) to ensure they are accessing all aspects of the Early Career Framework and progressing towards meeting all Teachers' Standards."*

Northern Lights Teaching School Hub is school-led and, as both an Early Career Framework provider and Appropriate Body:

*"...ensures that schools are maintaining fidelity to the ITTECF."*

## Statutory Role of the Appropriate Body

In line with Northern Lights Teaching School Hub and DfE guidance, the Appropriate Body:

- Assures the quality of statutory induction at **The Drive Primary School**
- Ensures:
  - Staff understand their induction responsibilities
  - Monitoring, support, assessment and guidance are fair and appropriate
- Oversees:
  - Progress reviews
  - Formal assessments
  - Decisions relating to completion, extension or failure of induction
- Reports induction outcomes to the **Teaching Regulation Agency (TRA)**

## Roles and Responsibilities

### Headteacher

The Headteacher of **The Drive Primary School** is responsible for ensuring that:

- Statutory induction requirements are met
  - All ECTs are registered with **Northern Lights Teaching School Hub**
  - ECTs receive:
    - **A 10% reduced timetable in Year 1**
    - **A 5% reduced timetable in Year 2**
  - Appropriate mentoring and support are in place
  - Required documentation is submitted accurately and on time
-

## Induction Tutor

The Induction Tutor at **The Drive Primary School**:

- Coordinates induction in school
- Acts as the main point of contact with Northern Lights Teaching School Hub
- Completes progress reviews and formal assessments
- Uses Northern Lights' paperless induction system
- Raises concerns promptly and implements support plans where necessary

## Mentor

The Mentor:

- Provides instructional coaching aligned to the ECF
- Meets regularly with the ECT (Weekly in Year 1 and fortnightly in Year 2)
- Supports professional learning
- Provide, or arrange, effective support - including subject-specific, phase-specific, coaching and/or mentoring
- Does **not** carry out formal assessment

## Early Career Teacher

ECTs at **The Drive Primary School** are expected to:

- Meet with their induction tutor at the start of the programme to discuss and agree priorities, and keep these under review
- Agree with their induction tutor how best to use their reduced timetable allowance and guarantee engagement with their ECF-based induction
- Provide evidence of their progress against the relevant Teachers' Standards
- Participate fully in the monitoring and development programme
- Participate in mentoring, training and review meetings

When the ECT has any concerns, they will:

- Raise these with their induction tutor as soon as they can.

## Role of the governing board

The governing board will:

- Make sure the school complies with statutory guidance on ECT induction
- Make sure the Headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post
- If it has any concerns or questions, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process

## Induction Programme

- Induction lasts **two academic years**
- Part-time induction is completed on a pro-rata basis
- The programme maintains **fidelity to the ITTECF**, as required by Northern Lights Teaching School Hub

## Monitoring and Assessment

- Regular progress reviews
- Statutory formal assessments at required points
- Documentation submitted to Northern Lights Teaching School Hub
- Clear written feedback provided to ECTs

## Cause for Concern

If an ECT at **The Drive Primary School** is not making satisfactory progress:

- Concerns are raised early
- Northern Lights Teaching School Hub is informed
- A formal support plan is implemented
- Progress is closely monitored

# Equality, Safeguarding and Wellbeing

The Drive Primary School ensures induction is:

- Fair, inclusive and transparent
- Supportive of wellbeing
- Compliant with safeguarding, equality and data protection legislation

## Record Keeping

- Records are stored securely
- Information is shared with Northern Lights Teaching School Hub as required
- Retention follows statutory guidance

## Policy Review

This policy will be reviewed annually or in response to updates from **Northern Lights Teaching School Hub** or changes in statutory guidance.

---

**Approved by: Governing Body**

**Date: September 2025**

**Next Review: September 2026**