

## TSH Berkshire Induction Tutor Overview of the Year 2023-24

### Please note:

- The statutory induction **observation schedule** here is a suggestion only. Your school may have a different pattern of lesson observations for ECTs. There is more information about observation of the ECT in [sections 2.46-2.47](#) of the statutory guidance.
- The **deadlines** for reports and assessments are for **full time ECTs who start induction at the beginning of the school year**. If you have part time ECTs, or ECTs who start induction at a different point in the year, the deadlines may be different for them.
- The ECF timeline and topics here are **only for UCL's programme**.
- If TSH Berkshire is not your **Appropriate Body** for Statutory Induction, please ignore the second column, and follow any information sent by your Appropriate Body.
- The dates in the final 2 columns are **suggested by UCL**, but there is **flexibility** to work these around your own school calendar and term dates.

	TSH Berkshire Appropriate Body for Statutory Induction	TSH Berkshire UCL ECF Programme	UCL ECF Programme Year 1 (mentor sessions/ECT self study)	UCL ECF Programme Year 2 (mentor sessions/ECT self study)
Autumn half term 1  Registration of ECTs and mentors	Register ECTs on ECT manager system <a href="#">here</a> . <b>Deadline for registration for September starters 30.09.23.</b>	Register ECTs and mentors on DfE online system <a href="#">here</a> . <b>Please do this asap as your ECTs and mentors will not have access to UCL materials until they have been registered.</b>	04.09.23 Module Audit  11.09.23 Understanding teachers as role models	04.09.23 Read Practitioner Inquiry Handbook  11.09.23 Module Audit
Autumn half term 1  Training Sessions	<b>05.10.23 4.00-5.30pm</b> TSH Berkshire Appropriate Body Welcome Meeting (online) – for ECTs and optional for induction tutors. <b>Circulate sign up link to ECTs <a href="#">here</a>.</b>	ECTs and mentors need to attend induction conferences at the start of each year of the programme.  ECT Year 1 – training session in late September and online session just before Oct half term.  ECT Year 2 – training session in early October.  Mentors – no additional training sessions this half term, apart from induction conference.	18.09.23 Establishing the learning environment  25.09.23 Supporting the most vulnerable children  02.10.23 Understanding pupils as learners  09.10.23 Managing behaviour	18.09.23 NA  25.09.23 NA  02.10.23 Evidence of the effects on pupils  09.10.23 NA  16.10.23 Report back to mentor on inquiry

		<p><b>Circulate training schedule to ECTs and mentors and remind them to attend sessions. If they can't attend a live session, check they have watched a recording on Extend.</b></p> <p><b>12.10.23 3.30-4.00pm</b> Induction tutor drop in session – informal opportunity to ask any questions, get informal updates. Joining link <a href="#">here</a>.</p> <p><b>12.10.23 4.00-5.30pm</b> Introduction to the ECF for new induction tutors (repeat of session run in July). Formal presentation explaining the programme and the requirements and expectations for schools. Sign up via the link <a href="#">here</a>.</p>	<p>16.10.23 Exploring yourself as a role model</p>	
<p><b>Autumn half term 1</b></p> <p><b>Documentation</b></p>	<p>ECT/induction tutor may use progress tracker from ECT manager as record of evidence against the Teachers' Standards. This is <b>optional and not statutory</b>.</p>	<p>Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b>. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.</p> <p>End of module form to be completed online via Extend – ECTs and mentors in both years to complete. <b>Deadline 08.11.23</b></p>		
<p><b>Autumn half term 1</b></p> <p><b>Observations</b></p>	<p>ECT Year 1 to have one formal observation this half term with verbal and written feedback.</p>	<p>Mentor to carry out a developmental observation for Year 1 ECTs as per the UCL ECF programme in <b>week beg 18.10.23</b> and discuss with ECT in mentor meeting.</p>		

	ECT Year 2 to have one formal observation in the course of the whole long term.	<b>It is not necessary to write this up formally and it should not be part of the assessment process.</b>		
<b>Autumn half term 1 Meetings</b>	TSHB recommend that the induction tutor meets with each ECT individually to discuss progress towards the Teachers' Standards and targets. The progress tracker on ECT manager can be used to record evidence against the standards.	Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
<b>October Half Term</b>				
<b>Autumn half term 2 Training Sessions</b>	<b>16.11.23 4.00-5.30pm</b> TSH Berkshire session for induction tutors on writing progress reviews. Register for the session <a href="#">here</a> .	ECT Year 1 – training session in early November and online session just before the end of term.  ECT Year 2 – training session in early November.  Mentors – no training sessions this half term.	30.10.23 Module Audit  06.11.23 Prior Knowledge, memory, and misconceptions  13.11.23 Literacy and Learning	30.10.23 Module Audit  06.11.23 NA  13.11.23 What impact are you having on your pupils in your focus area?
<b>Autumn half term 2 Documentation</b>	<b>Progress Review submitted on ECT manager. To be completed by induction tutor, with comments added by the ECT. Deadline 09.12.23.</b>	Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b> . No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.  End of module form to be completed online via Extend – ECTs and mentors in both years to complete. <b>Deadline 10.01.24.</b>	20.11.23 Consolidation of Learning  27.11.23 Curriculum & Subject Knowledge  04.12.23 Subject Knowledge and key concepts	20.11.23 What might be a useful alteration to their teaching?  27.11.23 Reflecting on change to practice  04.12.23 Making judicious use of practical skills
<b>Autumn half term 2 Observations</b>	ECT Year 1 to have one formal observation this half term with verbal and written feedback.	There are no observations scheduled as part of the ECF, but mentors and ECTs are welcome to organise their own informal, developmental	11.12.23 Review of Module 2 audit	11.12.23 NA

	ECT Year 2 to have one formal observation in the course of the whole term, with verbal and written feedback.	observations if they feel this would be helpful.		
<b>Autumn half term 2 Meetings</b>	The induction tutor should meet with each ECT individually to discuss progress towards the Teachers' Standards and targets, prior to writing the end of term progress review.	Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
<b>Christmas Holiday</b>				
<b>Spring half term 1 Training Sessions</b>		ECT Year 1 – training session in early January and online session just before half term.  ECT Year 2 – training session in mid-January.  Year 2 Mentors – online training session end of January  Year 1 Mentors – no sessions this half term.  <b>16.01.24</b> Induction tutor drop in session – informal opportunity to ask any questions, get informal updates. Joining link <a href="#">here</a> .	08.01.24 Module Audit  15.01.24 Implementing effective modelling  22.01.24 New material in small steps  29.01.24 Modelling metacognitive strategies  05.02.24 Developing high quality classroom talk  12.02.24 Reviewing the learning for Teacher Standard 4	08.01.24 NA  15.01.24 Module 8 Audit + Evaluative Inquiry  22.01.24 Evidence and effects  29.01.24 Alteration  05.02.24 NA  12.02.24 Structured reflection
<b>Spring half term 1 Documentation</b>	ECT/induction tutor may use progress tracker from ECT manager as record of evidence against the Teachers' Standards.	Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b> . No formal paperwork needs to be completed but ECTs/mentors might		

		<p>choose to keep their own notes from sessions.</p> <p>Interim module form to be completed online via Extend – ECTs and mentors in both years to complete. <b>Deadline 01.03.24</b></p>		
<b>Spring half term 1</b> <b>Observations</b>	<p>ECT Year 1 to have one formal observation this half term with verbal and written feedback.</p> <p>ECT Year 2 to have one formal observation in the course of the whole long term.</p>	<p>There are no observations scheduled as part of the ECF, but mentors and ECTs are welcome to organise their own informal, developmental observations if they feel this would be helpful.</p>		
<b>Spring half term 1</b> <b>Meetings</b>	<p>TSHB recommend that the induction tutor meets with each ECT individually to discuss progress towards the Teachers' Standards and targets. The progress tracker on ECT manager can be used to record evidence against the standards.</p>	<p>Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly.</p> <p>Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.</p>		
<b>February Half Term</b>				
<b>Spring half term 2</b> <b>Training Sessions</b>	<p><b>29.02.24 4.00-5.30pm</b> TSH Berkshire session for induction tutors – sharing good practice, feedback from December progress reviews and how to write second round of progress reviews. Register for the session <a href="#">here</a>.</p>	<p>ECT Year 1 – training session in late Feb and online session just before the end of term.</p> <p>ECT Year 2 – training session in early March. This is the final training session of the programme.</p> <p>Year 1 Mentors – online training session mid March.</p> <p>Year 2 Mentors – no training sessions this half term.</p>	<p>26.02.24 Role of key professionals</p> <p>04.03.24 Grouping</p> <p>11.03.24 Prior knowledge and formative assessment</p> <p>18.03.24 New concepts</p>	<p>26.02.24 NA</p> <p>04.03.24 NA</p> <p>11.03.24 What is evidence telling us?</p> <p>18.03.24 Sharing claims</p>

<p><b>Spring half term 2</b></p> <p><b>Documentation</b></p>	<p><b>Progress Review submitted on ECT manager.</b>  <b>To be completed by induction tutor, with comments added by the ECT.</b>  <b>Deadline 21.03.24.</b></p>	<p>Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b>. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.</p> <p>End of module form to be completed online via Extend – ECTs and mentors in both years to complete.  <b>Deadline 17.04.24.</b></p>	<p>25.03.24 Individual Needs</p>	<p>25.03.24 NA</p>
<p><b>Spring half term 2</b></p> <p><b>Observations</b></p>	<p>ECT Year 1 to have one formal observation this half term with verbal and written feedback.</p> <p>ECT Year 2 to have one formal observation in the course of the whole term, with verbal and written feedback.</p>	<p>Mentor to carry out a developmental observation for Year 1 ECTs as per the UCL ECF programme <b>by week beg 14.03.24</b> and discuss with ECT in mentor meeting.  <b>It is not necessary to write this up formally and it should not be part of the assessment process.</b></p>		
<p><b>Spring half term 2</b></p> <p><b>Meetings</b></p>	<p>The induction tutor should meet with each ECT individually to discuss progress towards the Teachers' Standards and targets, prior to writing the end of term progress review.</p>	<p>Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly.  Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.</p>		
<p><b>Easter Holidays</b></p>				
<p><b>Summer half term 1</b></p> <p><b>Training Sessions</b></p>		<p>ECT Year 1 – training session in late April and online session just before half term.</p> <p>ECT Year 2 – no training session this half term.</p>	<p>15.04.24 Module Audit</p> <p>22.04.24 Principles</p>	<p>15.04.24 Inquiry Process</p> <p>22.04.24 Impact</p>

		<p>Mentors – no sessions this half term.</p> <p><b>23.04.24 4.00-5.00pm</b>            Induction tutor drop in session – informal opportunity to ask any questions, get informal updates. Joining link <a href="#">here</a>.</p>	<p>29.04.24 Application</p> <p>06.05.24 High quality feedback</p> <p>13.05.24 Effective marking</p> <p>20.05.24 Putting it into practice</p>	<p>29.04.24 Impact-planning to present</p> <p>06.05.24 NA</p> <p>13.05.24 Inquiry Presentation</p> <p>20.05.24 NA</p>
<p><b>Summer half term 1</b></p> <p><b>Documentation</b></p>	<p>ECT/induction tutor may use progress tracker from ECT manager as record of evidence against the Teachers’ Standards.</p>	<p>Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b>. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.</p> <p>End of module form to be completed online via Extend – ECTs and mentors in both years to complete.  <b>Deadline 05.06.24</b></p>		
<p><b>Summer half term 1</b></p> <p><b>Observations</b></p>	<p>ECT Year 1 to have one formal observation this half term with verbal and written feedback.</p> <p>ECT Year 2 to have one formal observation in the course of the whole long term.</p>	<p>There are no observations scheduled as part of the ECF, but mentors and ECTs are welcome to organise their own informal, developmental observations if they feel this would be helpful.</p>		
<p><b>Summer half term 1</b></p> <p><b>Meetings</b></p>	<p>TSHB recommend that the induction tutor meets with each ECT individually to discuss progress towards the Teachers’ Standards and targets. The progress tracker on ECT manager can be used to record evidence against the standards.</p>	<p>Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.</p>		
<p><b>May Half Term</b></p>				

<p><b>Summer half term 2</b></p> <p><b>Training Sessions</b></p>	<p><b>10.06.24 4.00-5.30pm</b> TSH Berkshire session for induction tutors – writing end of year assessment reports. Register for the session <a href="#">here</a>.</p>	<p>ECT Year 1 – training session in early June and online session just before the end of term.</p> <p>ECT Year 2 – no training sessions.</p> <p>Mentors – online training session mid June (both years).</p> <p>Year 2 ECTs undertake 2 school visits.</p> <p>Year 2 ECT Celebration Event (TBC) -can count for one school visit.</p>	<p>03.06.24 Module Audit</p> <p>10.06.24 Workload &amp; Wellbeing</p> <p>17.06.24 Reflection &amp; Research</p> <p>24.06.24 Parental Engagement</p> <p>01.07.24 Professional relationships</p>	<p>03.06.24 Professional Development</p> <p>10.06.24 Relationships</p> <p>17.06.24 Workload &amp; Wellbeing</p> <p>24.06.24 Planning for Year 3 End of programme</p> <p>01.07.24 NA</p>
<p><b>Summer half term 2</b></p> <p><b>Documentation</b></p>	<p><b>End of year assessment report submitted on ECT manager. To be completed by induction tutor, with comments added by the ECT. End of year assessments also need to be signed by the Headteacher. Deadline 05.07.24.</b></p>	<p>Learning log/tracker on Extend for ECTs/mentors but this is <b>optional</b>. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.</p> <p>Year 2 ECTs complete questionnaire about schools visits on Extend – <b>deadline 12.07.24</b>.</p> <p>End of module form to be completed online via Extend – ECTs and mentors in both years to complete. <b>Deadline TBC</b></p>	<p>08.07.24 Professional Development</p> <p>15.07.24 Review</p>	<p>08.07.24 NA</p> <p>15.07.24 NA</p>
<p><b>Summer half term 2</b></p> <p><b>Observations</b></p>	<p>ECT Year 1 to have one formal observation this half term with verbal and written feedback.</p> <p>ECT Year 2 to have one formal observation in the course of the whole long term.</p>	<p>There are no observations scheduled as part of the ECF, but mentors and ECTs are welcome to organise their own informal, developmental observations if they feel this would be helpful.</p>		
<p><b>Summer half term 2</b></p>	<p>The induction tutor should meet with each ECT individually to discuss progress towards the Teachers'</p>	<p>Year 1 mentors to meet weekly with ECTs and Year 2 mentors meet fortnightly.</p>		



<b>Meetings</b>	Standards and targets, prior to writing the end of year assessment report.	Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
-----------------	--	---	--	--

## Ongoing over the year:

	TSH Berkshire Appropriate Body for Statutory Induction	TSH Berkshire UCL ECF Programme
<b>Registration of mid-year starters (ECTs and mentors)</b>	If you have ECTs who start later in the year, please register them on ECT manager system <a href="#">here</a> .	Register ECTs and mentors on DfE online system <a href="#">here</a> . <b>Please do this asap as your ECTs and mentors will not have access to UCL materials until they have been registered.</b>  <b>ECTs can only join the ECF programme at the start of each full term (i.e. September, January, April).</b>
<b>ECT and mentors leaving the programme</b>	If an ECT leaves before the end of term, you need to write an interim report on ECT manager <b>before the ECT leaves</b> . Contact JR to set up the assessment on the system.	Use this <a href="#">Microsoft form</a> to let us know if any ECTs or mentor leave the programme.
<b>Engagement with the ECF programme</b>		Monitor ECT and mentor attendance at sessions and remind them to watch a recording if they are unable to attend a live session.  Remind ECTs and mentors to complete the end of module forms and check that mentors are working through the UCL materials in mentor meetings.  Drop in to Mentor meetings occasionally if possible – this is a good way to monitor engagement with the ECF and also QA the standard of mentoring.
<b>Maintain oversight of ECT's progress</b>	Check in with subject lead/year lead regularly on ECT's progress. This is particularly helpful before report writing occasions.	

## Other useful materials for induction tutors:

- **Appropriate Body Induction Tutor Handbook** available in the resources section on ECT manager.
- TSH Berkshire **ECF "Guide for Schools"** available on our website [here](#).
- TSH Berkshire **ECF Checklist** available on our website [here](#).