

TSH Berkshire Overview of the Year 2025-26 for induction tutors

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/weeks 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 Early Career Training Programme (ECTP) 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 here . Deadline for registration for September starters 30.09.25.	Register ECTs and mentors on DfE online system here . Please do this asap as your ECTs and mentors will not have access to UCL materials until they have been registered.	Programme commencement agreement Wk 1 Module formative assessment - quiz and mentor meeting	08.09.25 Read Practitioner Inquiry Handbook 15.09.25 Module Audit
Autumn half term 1 Training Sessions	01.10.25 3.30-4.00pm Induction tutor drop in session – informal opportunity to ask any questions, get informal updates. Join the meeting via this link here . 07.10.25 4.00-5.30pm TSH Berkshire Appropriate Body Welcome Meeting (online) for ECTs. If you are a new induction tutor, or you are new to working with TSH Berkshire as your Appropriate Body and didn't attend the session in July it would be useful for you attend. The	ECTs and mentors need to attend induction conferences at the start of each year of the programme. ECT Year 1 – induction conference and M1 is a half day f2f training session in September. There is also an online session just before Oct half term. ECT Year 2 – training session in early October.	Wk 2 Workload and wellbeing Wk 3 Understanding teachers as role models Wk 4 Effective professional development Week 5 Working effectively with colleagues	22.09.25 NA 29.09.25 NA 06.10.25 Evidence of the effects on pupils of setting high expectations 13.10.25 NA 20.10.25 Report back to mentor on inquiry

	session is optional for experienced induction tutors who have worked with the hub previously. Sign up here. Circulate sign up link to ECTs as well.	Mentors on one year training programme – whole day f2f training either 15.09.25 or 23.09.25. Year 2 mentors – no additional training sessions beyond the induction conference this half term. 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. 01.10.25 3.30-4.00pm Induction tutor drop in session – informal opportunity to ask any questions, get informal updates. Join the meeting via this link here. 01.10.25 4.00-5.30pm An introduction to the new UCL Early Career Teacher Programme (repeat of July session) for induction tutors Formal presentation explaining the programme and the requirements and expectations for schools. Sign up here	Week 6 Establishing the learning environment. Week 7 Building professional relationships Module evaluation Training sessions: Effective professional development Building professional relationships	Module evaluation
Autumn half term 1 Documentation	ECT/induction tutor may use progress tracker from ECT manager as record of evidence against the Teachers' Standards. This is optional and not statutory.	Learning log/tracker on Extend for ECTs/mentors but this is optional. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions. End of module evaluation to be completed online via Extend – ECTs		

		and mentors in both years to complete. Deadline TBC		
Autumn half term 1 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole long term.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.		
Autumn half term 1 Meetings	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 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly . Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
October Half Term				
Autumn half term 2 Training Sessions	13.11.25 4.00-5.30pm Induction tutor support session on writing end of term progress reviews Sign up here	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.	Week 1 Module formative assessment - quiz and mentor meeting Week 2 Managing behaviour Week 3 Understanding pupils as learners	03.11.25 Module Audit 10.11.25 NA 17.11.25 What impact are you having on your pupils in your focus area?
Autumn half term 2 Documentation	Progress Review submitted on ECT manager. To be completed by induction tutor, with comments added by the ECT. Deadline 05.12.25.	Learning log/tracker on Extend for ECTs/mentors but this is optional . No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions.	Week 4 Meeting individual needs and balancing work-load Week 5 Literacy and learning	24.11.25 What might be a useful alteration to ECT's teaching? 01.12.25 Reflecting on change to practice

		End of module form to be completed online via Extend – ECTs and mentors in both years to complete. Deadline TBC	Week 6 Supporting the most vulnerable pupils	08.12.25 Making judicious use of practical skills
Autumn half term 2 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole term, with verbal and written feedback.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.	Week 7 Exploring yourself as a role model Module evaluation Training sessions: Understanding disadvantage Exploring yourself as a role model	15.12.25 Module evaluation
Autumn half term 2 Meetings	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 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly . Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
Christmas Holiday				
Spring half term 1 Training Sessions		19.01.25 Online induction for any new ECTs joining the programme in January. Register via this link 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. Choice of 20th/21 st Jan.	Week 1 Module formative assessment - quiz and mentor meeting Week 2 Prior knowledge, memory and misconceptions Week 3 Consolidation of learning Week 4 Curriculum and subject knowledge Week 5	05.01.26 NA 12.01.26 Module 8 Audit + Evaluative Inquiry 19.01.26 Evidence and effects 26.01.26 From evidence, what might be useful alteration to ECT's teaching?

	28.01.26 4.00-5.00pm Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link here.	One year mentor training programme – no sessions this half term. 28.01.26 4.00-5.00pm Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link here.	Subject knowledge and key concepts Week 6 Module Evaluation Training sessions: Curriculum, knowledge and learning The role of powerful disciplinary knowledge	02.02.26 NA 09.02.26 Structured reflection
Spring half term 1 Documentation	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 optional. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions. Module evaluation form to be completed online via Extend – ECTs and mentors in both years to complete. Deadline TBC		
Spring half term 1 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole long term.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.		
Spring half term 1 Meetings	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 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		

February Half Term

Spring half term 2 Training Sessions	02.03.26 4.00-5.30pm Induction tutor support session focus on term 2 reports and supporting ECTs not on track to meet the standards Sign up here.	ECT Year 1 – training session in late Feb and online session just before the end of term. ECT Year 2 – training session in early March. This is the final training session of the programme. Mentors on one year training programme – half day f2f session – choice of 3 rd /11 th /19 th March. Year 2 Mentors – no training sessions this half term.	Week 1 Module formative assessment - quiz and mentor meeting Week 2 Implementing effective modelling Week 3 Introducing new material in steps using exposition and questioning Week 4 Modelling metacognitive strategies Week 5 Developing high quality classroom talk Week 6 Module Evaluation Training sessions Learning through practice/questioning Collaborative Learning	23.02.26 NA 02.03.26 Mentor developmental observation and feedback 09.03.26 What is evidence telling us? 16.03.26 Sharing claims 23.03.25 NA
Spring half term 2 Documentation	Progress Review submitted on ECT manager. To be completed by induction tutor, with comments added by the ECT. Deadline 13.03.26.	Learning log/tracker on Extend for ECTs/mentors but this is optional . 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 for Year 1 ECTs and mentors. Deadline TBC		
Spring half term 2 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole term, with verbal and written feedback.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.		

Spring half term 2 Meetings	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 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
Easter Holidays				
Summer half term 1 Training Sessions	30.04.26 4.00-5.00pm Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link here.	27.04.26 Online induction for any ECTs joining the programme in the summer term. Register via this link ECT Year 1 – training session in late April and online session just before half term. ECT Year 2 – no training session this half term. Mentors – no sessions this half term. 30.04.26 4.00-5.00pm Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link here.	Week 1 Module formative assessment - quiz and mentor meeting Week 2 Using groupings to support specific needs Week 3 Building on pupils' prior knowledge through formative assessment Week 4 Making new concepts accessible through targeted support Week 5 Planning effective, manageable marking and feedback Week 6 Module Evaluation Training sessions Understanding the role of key professionals in helping to meet the needs of all learners	13.04.25 Checking for negative consequences 20.04.26 Considering the fuller range of emergent evidence 04.05.26 The impacts on the ECT and planning to present 11.05.26 Present finding to mentor Module evaluation
Summer half term 1 Documentation	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 optional. 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. Deadline TBC		

Summer half term 1 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole long term.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.	Effective use of adaptive teaching.	
Summer half term 1 Meetings	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 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly. Mentors should work through the UCL materials on Extend, but there is no requirement to keep formal records or meeting notes.		
May Half Term				
Summer half term 2 Training Sessions	09.06.26 4.00-5.30pm Induction tutor support session on writing end of year assessment reports. Sign up here. 24.06.26 4.00-5.30pm Introduction to TSH Berkshire Appropriate Body service For induction tutors new to working with us as the Appropriate Body. Sign up here.	ECT Year 1 – training session in early June and online session just before the end of term. ECT Year 2 – no training sessions. Year 2 Mentors – online training session 15th/17th June (choice of dates) Year 2 ECTs undertake 2 school visits. Year 2 ECT Celebration Event -can count for one school visit. Week beg 29th June 2025 TBC 09.07.26 4.00-5.30pm New to working with TSHB ECF programme/introduction to year 2 of the new ECTP for induction tutors. Sign up here.	Week 1 Module formative assessment - quiz and mentor meeting Week 2 Fundamental principles of effective assessment (2) Week 3 Applying good assessment practice in the classroom Week 4 Giving high-quality feedback Week 5 Putting effective marking and feedback into practice. Week 6 Reflection and research in professional development	01.06.26 Professional Development School visit completion form 08.06.26 Effective working relationships 15.06.26 Workload & Wellbeing 22.06.26 Planning for Year 3 School visit completion form 29.06.26 NA 06.07.26 Module evaluation 13.07.25

Summer half term 2 Documentation	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 03.07.25.	Learning log/tracker on Extend for ECTs/mentors but this is optional. No formal paperwork needs to be completed but ECTs/mentors might choose to keep their own notes from sessions. Year 2 ECTs complete questionnaire about schools visits on Extend – deadline 19.07.26 End of module form to be completed online via Extend – ECTs and mentors in both years to complete. Deadline 16.07.26	Week 7 Revisiting professional development. Module evaluation Training sessions Fundamental principles of effective assessment (1) Assessment and patterns of performance	NA
Summer half term 2 Observations	ECT Year 1 to have one formal observation this half term with verbal and written feedback. ECT Year 2 to have one formal observation in the course of the whole long term.	Mentors may carry out developmental observations of their ECTs as per the UCL programme. It is not necessary to write these up formally and they should not be part of the assessment process.		
Summer half term 2 Meetings	The induction tutor should meet with each ECT individually to discuss progress towards the Teachers' Standards and targets, prior to writing the end of year assessment report.	Year 1 ECTs should meet weekly with mentors and Year 2 ECTs should meet fortnightly. 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
Registration of mid-year starters (ECTs and mentors)	If you have ECTs who start later in the year, please register them on ECT manager system here .	Register ECTs and mentors on DfE online system here . Please do this asap as your ECTs and mentors will not have access to UCL materials until they have been registered. ECTs can only join the ECF programme at the start of each full term (i.e. September, January, April).
ECT and mentors leaving the programme	If an ECT leaves before the end of term, you need to write an interim report on ECT manager before the ECT leaves . Contact JR to set up the assessment on the system.	Let us know if any ECTs or mentors leave the programme by emailing Sue Watson, TSH Berkshire Operations Manager via susanwatson@lgs.slough.sch.uk and copy in your Local Area Coordinator.
Engagement with the Early Career Training programme		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.
Maintain oversight of ECT's progress	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 Handbook** available in the resources section on ECT manager.
- TSH Berkshire **ECF Guide for Schools** and **Checklist** available on our website [here](#).
- Other support materials, including slides and recordings from training sessions available on ECT manager or the relevant pages on our [website](#).