

TSH Berkshire Early Career Training Programme Checklist

More information is available on our website [here](#).

Induction tutors

- **Register new ECTs and mentors** on the DfE online registration service and link mentors to the correct ECT.
- Local area coordinators will send the schedule of training sessions to you – **pass this information on to your ECTs and mentors**.
- Remind ECTs and mentors they need to **attend training sessions**. If there is an unavoidable clash (e.g parents' evening), ECTs should **contact the local area coordinator**. Mentors should contact Janet Roberts.
- ECTs and mentors need to be **accessing the materials on Extend regularly**. There is no need for them to record any other evidence for the programme – their engagement is tracked via Extend.
- **Part-time ECTs** can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on their FTE. **Contact your Appropriate Body** for more information about the length of induction for part time ECTs.
- See our **Guide for Schools** on our website [here](#) for more details of the routes through the programme for **January/April starters** and other FAQs.
- If there are any **changes to ECTs or mentors** during the programme e.g if an ECT leaves or a mentor changes, please tell your Local Area Coordinator, and Sue Watson (TSH Berkshire Operations Manager). You may also need to update the [DfE portal](#) if the ECT or mentor moves to another school.

Mentors

- You should meet **weekly** with your ECT in year 1 and **fortnightly** in year 2.
- The **materials to use in mentor meetings are on Extend**. If you have any issues accessing Extend, please contact Sue Watson (TSHB Operations Manager).
- You do not need to do every activity in every session/module – **use the module audit/formative assessment activity** at the start of each module to focus on your ECT's areas for development.
- If you miss a week for any reason, **you don't need to go back and catch up**, unless the content from the missed week was really key – if it was, go back and do that meeting, but then miss out one later to balance out.
- UCL expects that mentors will **contextualise** the material for their ECTs – so if the case study is primary and you are secondary, it is OK to adapt and use examples from your own context.
- If your ECT really needs to **discuss something urgently** one week, which means you have to divert from the planned activities, **that is fine**.
- **Mentors doing year 2 of the old mentor training programme:**
 - You will need to attend **one training session each term**. You will have a choice of 2 dates, one during the day and one after school.
- **Mentors doing the new one year training programme:**
 - You need to attend a whole day f2f training session in the Autumn term, and a half day f2f session in the second half of the spring term. There is a choice of dates and venues each time.
- There is **self-study** reading to do each half term – this is accessed via Extend. You can **read online, download and read offline, or listen to a sound file**. If you download the material, please remember to scroll down and click "mark as done" so that the system records your engagement
- If your ECT **started induction in January or April**, see our **Guide for Schools** on our website [here](#) for more details of the routes through the programme.
- If your ECT is **part-time** they can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on their part time ratio. They do not have to complete all the modules to pass induction.
- **If you stop being a mentor, please tell TSH Berkshire.**

ECTs

- You should meet **weekly** with your mentor in year 1 and **fortnightly** in year 2.
- The materials to use in mentor meetings are **on Extend**.
- There is a lot of content. **You do not need to do every activity in every session** – use the module audit/formative assessment at the start of each module to focus on your areas for development.
- If you really **need to discuss something urgently** with your mentor one week, which means you have to divert from the planned activities, **that is fine**.

- You will have **training sessions each half term** – ask your induction tutor for the schedule or contact your local area coordinator.
- If you are unable to attend a live session because of an unavoidable clash, **contact your local area coordinator**.
- There is **independent study** to do each half term – this is accessed via Extend. You can **read online, download and read offline, or listen to a sound file**. If you download the material, please remember to scroll down and click “mark as done” so that the system records your engagement.
- If you have any **issues accessing Extend**, please contact Sue Watson (TSHB Operations Manager).
- If you **started induction in January or April**, see our **Guide for Schools** on our website [here](#) for more details of the routes through the programme.
- If you are **part-time** you can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on your part time ratio.

Contacts

Who	Details	What
Janet Roberts Teaching School Hub Director TSH Berkshire	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8368 janetroberts@lgs.slough.sch.uk	General queries about the programme.
Sue Watson Operations Manager, TSH Berkshire	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8350 susanwatson@lgs.slough.sch.uk	Administrative queries, including registration, new starters and leavers and Extend queries.
Local Area Coordinator	See table below	Operational queries about local programmes, including dates and times of sessions, absences etc.

Local Area Coordinators for 2025-26 are as follows:

Area	Name	School	email
Slough	Stacy Mason	Langley Grammar	StacyMason@lgs.slough.sch.uk
RBWM	Aoife Noctor	St Edward's	anoctor@sterf.org.uk
Reading/Wokingham (secondary)	Rob Buck	Maiden Erlegh Trust	r.buck@maidenerleghtrust.org
Reading/Wokingham/Bracknell Forest (primary)	Alex Powley	The Keys Academy Trust	DL@keysacademytrust.org
West Berkshire (primary)	Karen McDowell	The Downs School	KMcDowell@thedownsschool.org
West Berkshire (secondary)	Kathy Hersh	St Bartholomew's School	Kherh@stbarts.co.uk
S7 Sixth Form Colleges Group	Sharon Kemp Anna Loveday	S7	Contact Sharon Kemp Officer@s7colleges.com
Bracknell Forest Secondary			Contact your school induction tutor