

TSH Berkshire Overview of the Year 2026-27 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 ECTP timeline and topics here are **only for UCL's programme**.
- If TSH Berkshire is not your **Appropriate Body** for Statutory Induction, please ignore this column, and follow any information sent by your Appropriate Body.
- The ECTP topics are in the **order suggested by UCL**, but there is **flexibility** to work these around your own school calendar and term dates. Usually there is a mentor meeting in the first week of each module, to set the plan for the half term.
- ECTs should **check specific dates for training sessions** with their induction tutor and local area coordinator. **Mentor training dates** have been sent separately.

Autumn half term 1

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Thurs 1 st Oct 3.30-4.00	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link
Thurs 1 st Oct 4.00-5.30		An introduction to the new UCL Early Career Teacher Programme (repeat of July session) Sign up here
Tues 6 th Oct 4.00-5.30	Welcome Meeting for new ECTs. Induction tutors new to working with TSH Berkshire AB are also welcome. Sign up here.	

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
Register ECTs and mentors	Register ECTs on ECT manager system here . Deadline for registration for September starters 30.09.26.	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.
Ensure that ECTs and mentors know when training sessions are and have signed up if necessary.	06.10.26 4.00-5.30pm Welcome Meeting for new ECTs. Induction tutors new to working with TSH Berkshire AB are also welcome. Sign up here. Circulate sign up link to ECTs.	Circulate training schedule to ECTs and mentors and remind them to attend sessions. Contact local area coordinator for ECT training schedule if necessary. Year 2 ECTs need to sign up for conference in November. Contact Janet Roberts for mentor training schedule.
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.	No formal paperwork needs to be completed but ECTs/mentors might choose to keep a reflective journal their own notes from sessions.
Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.

ECTP Training Information and Topics

Autumn Half term 1 Year 1 Module 1 Fulfilling professional responsibilities	
Full day f2f with choice of 2 dates and venues (mentors)	Mentor conference and local learning community session
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Start of module: Knowledge of ITTECF and module formative assessment	Mentor Independent Study
September: ECT Welcome Conference – Check date with local coordinator.	ECT Facilitated learning session - Annual conference
September: Effective professional development (combined with welcome conference)	ECT f2f Facilitated learning session
Topic 1: Workload and wellbeing	ECT Mentor mtg

Topic 2: Understanding teachers as role models	ECT Independent study
	ECT Mentor mtg
Topic 3: Engaging with parents, carers and families	ECT Mentor mtg
Topic 4: Working effectively with colleagues	ECT Mentor mtg
Topic 5: Establishing the learning environment.	ECT Independent study
	ECT Mentor mtg
End of module: Building professional relationships	ECT local learning community session
Final week of module: Module Evaluation	ECT Mentor mtg

Autumn half term 1 Year 2 Module 7 Inquiry into enabling pupil learning	
Start of module	Read Practitioner Inquiry Handbook
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Week 3: Developing and Refining an inquiry focus	ECT Facilitated Learning
Topic 1: High expectations and managing behaviour: collecting the evidence	ECT Independent study
Topic 2: High expectations and managing behaviour: understanding the evidence	ECT Mentor mtg
Final week of module: Module review and looking forward	ECT Mentor mtg

Autumn half term 2

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Mon 16 th Nov 4.00-5.30	Induction tutor support session on writing end of term progress reviews. Sign up here.	
Fri 4 th Dec	Deadline for submitting end of term reports	

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
Ensure year 2 ECTs have signed up for Module 8 Conference Remind all ECTs about attending sessions. No mentor training sessions this half term		Year 2 ECTs have choice of dates and venues for M8 conference. All sessions are 2.30-4.30 Wed 11th Nov, Windsor Racecourse Thurs 12th Nov, Sindlesham Court, Wokingham Tues 17th Nov, Shaw House, Newbury TSH Berkshire Year 2 ECT Module 8 Conference November 2026 – Fill in form S7 Sixth Form Cluster have separate arrangement.
Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.
Complete end of term reports for ECTs. Deadline 04.12.26	Usually this will be a progress review, but may be different if your ECT is part time, or started induction at a different point in the year (not September).	Mentors should not be involved in assessment of ECTs, and so are not required to write end of term reports. No additional documentation required for ECTP.

ECTP Training Information and Topics

Autumn half term 2 Year 1 Module 2 Enabling pupil learning	
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Knowledge of ITTECF	Mentor Independent Study

Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Start of module: Understanding disadvantage	ECT f2f Facilitated learning session
Topic 1: Understanding and Managing behaviour	ECT Independent study
	ECT Mentor mtg
Topic 2: Understanding pupils as learners	ECT Independent study
	ECT Mentor mtg
Topic 3: Meeting individual needs and balancing workload	ECT Independent study
	ECT Mentor mtg
Topic 4: Literacy and learning	ECT Independent study
	ECT Mentor mtg
Topic 5: Supporting the most vulnerable pupils	ECT Mentor mtg
End of module: Exploring yourself as a role model	ECT local learning community session
Final week of module: Module Evaluation	ECT Mentor mtg

Autumn half term 2 Year 2 Module 8 Inquiry into engaging pupils in learning	
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Week 2: The practitioner inquiry cycle	ECT f2f Facilitated Learning- Annual conference Sign up via this link
Topic 1: Pupil progress and subject knowledge: confirming an inquiry question	ECT Independent study
Topic 2: Pupil progress and subject knowledge: collecting the evidence	ECT Mentor mtg
Topic 3: Pupil progress and subject knowledge: understanding the evidence	ECT Mentor mtg
Final week of module: Module review and looking forward	ECT Mentor mtg

Spring half term 1

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Mon 7 th Jan 4.00-5.30		Online induction session for any new ECTs and mentors starting in January. ECTs and mentors should sign up via this link .
Mon 1 st Feb 4.00-5.00	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
Register any new ECTs or mentors starting in January	Register ECTs 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.
Update DfE Register Early Career Teacher system if necessary		Update the information on the DfE portal if any of your ECTs have left, or if any mentors have changed. Let TSH Berkshire and local area coordinator know as well.
Remind all ECTs about attending sessions. New ECTs and mentors should sign up for induction session on 7th Jan. Mentor training session this half term – check if your mentors need to attend.		Online induction session for any new ECTs and mentors starting in January. ECTs and mentors should sign up via this link . Check mentor training session schedule.
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 .	No formal paperwork needs to be completed but ECTs/mentors might choose to keep a reflective journal their own notes from sessions.

Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.

ECTP Training Information and Topics

Spring half term 1 Year 1 Module 3 Engaging pupils in learning	
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Knowledge of ITTECF	Mentor Independent Study
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Start of module: Curriculum, knowledge and learning	ECT f2f Facilitated learning session
Topic 1: Prior knowledge, memory and misconceptions	ECT Independent study
	ECT Mentor mtg
Topic 2: Consolidation of learning	ECT Independent study
	ECT Mentor mtg
Topic 3: Curriculum and subject knowledge	ECT Independent study
	ECT Mentor mtg
Topic 4: Subject knowledge and key concepts	ECT Mentor mtg
January: Mentor Local Learning Community 1	Mentor f2f training session
End of module: The role of powerful disciplinary knowledge	ECT local learning community session
Final week of module: Module Evaluation	ECT Mentor mtg

Spring half term 1 Year 2 Module 9a Inquiry into developing high-quality pedagogy and making productive use of assessment	
Start of module: Conducting an extended evaluative inquiry	ECT f2f Facilitated Learning
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Topic 1 High-quality pedagogy and assessment: collecting evidence to answer the exploratory question	ECT Independent study
Topic 2 High-quality pedagogy and assessment: understanding the evidence	ECT Mentor mtg
Topic 3 High-quality pedagogy and assessment: generating an evaluative question and an alteration to practice	ECT Mentor mtg

Spring half term 2

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Tues 2 nd Mar 4.00-5.30	Induction tutor support session focus on term 2 reports and supporting ECTs not on track to meet the standards. Sign up here	
Fri 12 th March	Deadline for submitting end of term reports	

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
Remind all ECTs about attending sessions. No mentor sessions this half term		

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 .	No formal paperwork needs to be completed but ECTs/mentors might choose to keep a reflective journal their own notes from sessions.
Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.
Complete end of term reports for ECTs. Deadline 12.03.27	Usually this will be a progress review, but may be different if your ECT is part time, or started induction at a different point in the year (not September).	Mentors should not be involved in assessment of ECTs, and so are not required to write end of term reports. No additional documentation required for ECTP.

ECTP Training Information and Topics

Spring half term 2 Module 4 Developing quality pedagogy	
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Knowledge of ITTECF	Mentor Independent Study
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Start of module: Learning through practice/questioning	ECT f2f Facilitated learning session
Topic 1: Implementing effective modelling	ECT Independent study
	ECT Mentor mtg
Topic 2: Exposition and questioning	ECT Independent study
	ECT Mentor mtg
Topic 3: Modelling metacognitive strategies	ECT Independent study
	ECT Mentor mtg
Topic 4: Developing high quality classroom talk	ECT Independent study

	ECT Mentor mtg
End of module: Collaborative Learning	ECT local learning community session
Final week of module: Module Evaluation	ECT Mentor mtg

Spring half term 2 Year 2 Module 9b Inquiry into developing high-quality pedagogy and making productive use of assessment	
Start of module Understanding our data	ECT f2f Facilitated Learning
Topic 1: High-quality pedagogy and assessment: observing and feeding back on the alteration to practice	ECT Mentor mtg
Topic 2: High-quality pedagogy and assessment: understanding the emerging evidence	ECT Independent study
Topic 3: High-quality pedagogy and assessment: sharing claims and planning developments	ECT Mentor mtg
Topic 4: High-quality pedagogy and assessment: checking for unintended consequences	ECT Mentor mtg

Summer half term 1

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Tues 20 th April 4.00-5.30		Online induction session for any new ECTs and mentors starting in January. ECTs and mentors should sign up via this link .
Thurs 29 th April 4.00-5.30	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
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Register any new ECTs or mentors starting after Easter	Register ECTs 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.
Update DfE Register Early Career Teacher system if necessary		Update the information on the DfE portal if any of your ECTs have left, or if any mentors have changed. Let TSH Berkshire and local area coordinator know as well.
Remind all ECTs about attending sessions. New ECTs and mentors should sign up for induction session on 20th April Mentor training session this half term – check if your mentors need to attend.		Online induction session for any new ECTs and mentors starting in January. ECTs and mentors should sign up via this link . Check mentor training session schedule.
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 .	No formal paperwork needs to be completed but ECTs/mentors might choose to keep a reflective journal their own notes from sessions.
Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.

ECTP Training Information and Topics

Summer half term 1 Year 1 Module 5 Meeting pupils' needs	
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Knowledge of ITTECF	Mentor Independent Study
Start of module: Module Formative Assessment (MFA).	ECT Mentor mtg

Start of module: Understanding the role of key professionals in helping to meet the needs of all learners	ECT f2f Facilitated learning session
Topic 1: Increasing pupil success through adaptive teaching	ECT Independent study
	ECT Mentor mtg
Topic 2: Using groupings to support specific needs	ECT Independent study
	ECT Mentor mtg
Topic 3: Making new concepts accessible through targeted support	ECT Independent study
	ECT Mentor mtg
Topic 4: Effective and manageable marking and feedback	ECT Independent study
	ECT Mentor mtg
End of module: Effective use of adaptive teaching.	ECT local learning community session
End of module: Mentor local learning community 2	Mentor f2f training session
Final week of module: Module Evaluation	ECT Mentor mtg

Summer half term 1 Year 2 Module 9c Inquiry into developing high-quality pedagogy and making productive use of assessment	
Topic 1: High-quality pedagogy and assessment: considering a full range of emerging evidence	ECT Mentor mtg
Topic 2: High-quality pedagogy and assessment: considering the impact on the ECT	ECT Independent study
Topic 3: High-quality pedagogy and assessment: preparing to present findings	ECT Mentor mtg
Week 6: Mobilise new knowledge.	ECT f2f Facilitated Learning
Final week of module: High-quality pedagogy and assessment: module review meeting	ECT Mentor mtg

Summer half term 2

Key Dates for Induction Tutors

Date	Appropriate Body	Early Career Training Programme (ECTP)
Wed 9 th June 4.00-5.30	Induction tutor support session on writing end of year assessment reports. Sign up here.	
Tues 29 th June 4.00-5.30	Introduction to TSH Berkshire Appropriate Body service For induction tutors new to working with us as the Appropriate Body. Sign up here.	
Fri 2 nd July	Deadline for submitting end of term reports	
Wed 7 th July 4.00-5.30		Introduction to UCL ECT programme (ECTP) for induction tutors. Sign up here.

Induction Tutor Actions

	Additional information TSH Berkshire Appropriate Body for Statutory Induction	Additional information TSH Berkshire UCL ECTP (Early Career Training Programme)
Remind all ECTs about attending sessions. Support year 2 ECTs to organise school visits. Encourage Year 2 ECTs to sign up to TSH Berkshire celebration events. No mentor sessions this half term		TSH Berkshire Celebration Events for ECTs who are finishing induction in July 2027 (or at some point in the Autumn term 2027) Choice of dates and venues – all events 4.00-5.30 Mon 28 th June Shaw House, Newbury Wed 30 th June, Crowne Plaza Reading East Mon 5 th July, Dorney Lake Sign up link to follow nearer the time.

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 .	No formal paperwork needs to be completed but ECTs/mentors might choose to keep a reflective journal their own notes from sessions.
Observation of ECTs for statutory induction	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 as part of the ECTP but there is no formal paperwork associated with these. Mentor observations should not normally form part of the assessment of the ECT.
Meeting with ECTs individually to discuss progress towards Teachers' Standards and targets.	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 but this is optional.	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.
Complete end of term reports for ECTs. Deadline 02.07.27	For most ECTs this will be an end of year 1 or end of year 2 report but may be different if your ECT is part time, or started induction at a different point in the year (not September). End of year reports also need to be signed by the headteacher.	Mentors should not be involved in assessment of ECTs, and so are not required to write end of term reports. No additional documentation required for ECTP.
Update DfE Register Early Career Teacher system if necessary		Update the information on the DfE portal if any of your ECTs have left, or if any mentors have changed. This does not include ECTs who are completing induction. Let TSH Berkshire and local area coordinator know as well.
Register any new ECTs or mentors who will be starting induction in September 2027	Register ECTs on ECT manager system here . Complete SLA for TSH Berkshire AB service	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.
Let TSH Berkshire know of any other changes e.g. change in induction tutor, or if you will not have ECTs for next academic year.		

ECTP Training Information and Topics

Summer half term 2 year 1 Module 6 Making productive use of assessment	
Start of module: Module Formative Assessment (MFA)	ECT Independent study
Start of module: Knowledge of ITTECF	Mentor Independent Study
Start of module: Module Formative Assessment (MFA)	ECT Mentor mtg
Start of module Fundamental principles of effective assessment (1)	ECT f2f Facilitated learning session
Topic 1: Planning for effective assessment	ECT Independent study
	ECT Mentor mtg
Topic 2: Applying assessment practice in the classroom	ECT Independent study
	ECT Mentor mtg
Topic 3: Giving high-quality feedback	ECT Independent study
	ECT Mentor mtg
Topic 4: Putting effective marking and feedback into practice.	ECT Mentor mtg
Topic 5: Reflection and research in professional development	ECT Independent study
	ECT Mentor mtg
Topic 6: Revisiting professional development.	ECT Independent study
July: Assessment and patterns of performance	ECT local learning community session
Final week of module: Module Evaluation	ECT Mentor mtg

Summer half term 2 Year 2 Module 10 Professional responsibilities: taking the lead	
School visits – ideally in week 1 and week 4 but there is flexibility depending on school calendars	ECT Training - School visit
Topic 1: Planning your next year	ECT Mentor mtg
Topic 2: Leading and managing professional development	ECT Mentor mtg
Topic 3: Leading and managing effective working relationships	ECT Mentor mtg
Topic 4: Leading and managing effective workload and wellbeing practices	ECT Mentor mtg

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 training 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. Update the DfE portal if ECTs or mentors leave the school, or if a mentor stops mentoring.
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](#).

Key Dates for Induction Tutors 2026-27

Please note – the information here only refers to TSH Berkshire Appropriate Body. **If you work with a different AB, please check with them for their sessions and deadlines.**

Date	Early Career Training Programme (ECTP)	Appropriate Body
Thurs 1st Oct 3.30-4.00	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link
Thurs 1st Oct 4.00-5.30	An introduction to the new UCL Early Career Teacher Programme (repeat of July session) Sign up here	
Tues 6th Oct 4.00-5.30		Welcome Meeting for new ECTs. Induction tutors new to working with TSH Berkshire AB are also welcome. Sign up here.
HALF TERM		
Mon 16th Nov 4.00-5.30		Induction tutor support session on writing end of term progress reviews. Sign up here.
Fri 4th Dec		Deadline for submitting end of term reports
CHRISTMAS HOLIDAYS		
Mon 7th Jan 4.00-5.30	Online induction for any ECTs starting induction with you in Jan 2027. Sign up via this link.	
Mon 1st Feb 4.00-5.00	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link
FEBRUARY HALF TERM		
Tues 2nd Mar 4.00-5.30		Induction tutor support session focus on term 2 reports and supporting ECTs not on track to meet the standards. Sign up here.
Fri 12th Mar		Deadline for submitting end of term reports
EASTER HOLIDAYS		
Tues 20th April 4.00-5.30	Online induction for any ECTs starting induction with you in April 2027. sign up via this link.	
Thurs 29th April 4.00-5.00	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link	Induction tutor drop in – informal Q and A session. No need to register in advance just join the meeting via this link
MAY HALF TERM		
Wed 9th June 4.00-5.30		Induction tutor support session on writing end of year assessment reports. Sign up here.
Tues 29th June 4.00-5.30		Introduction to TSH Berkshire Appropriate Body service For induction tutors new to working with us as the Appropriate Body. Sign up here.
Fri 2nd July		Deadline for submitting end of term reports
Wed 7th July 4.00-5.30	Introduction to UCL ECT programme (ECTP) for induction tutors. Sign up here.	