

Rainbow Teaching School Hub

Appropriate Body ECT Induction Service

Background

What are Appropriate Body Services?

All schools employing an Early Career Teacher (ECT) during their induction period, will need to register the ECT with an 'Appropriate Body', to oversee the induction process and keep the Teaching Regulation Agency (TRA) updated as to the progress of the ECT. The Appropriate Body will also register the successful completion, any need for extension of, or failure to successfully meet the mandatory standards of the ECTs induction, with the TRA. Until recently, appropriate body services have generally been provided by Local Education Authorities, (with a small number of additional providers).

Appropriate Bodies (ABs) play a vital statutory role quality assuring induction, ensuring Early Career Teachers (ECTs) receive statutory entitlements during induction and that they are fairly and consistently assessed, against the Teachers' Standards.

Requirement to complete an induction period:

Subject to certain exemptions (see Annex A, Section 1 of *Induction for Early Career Teachers (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (revised March 2021)*), statutory induction is a legal requirement to teach in the maintained sector. All teachers who have obtained Qualified Teacher Status (QTS) after 7 May 1999, by whatever route, must complete an induction period in order to work in a maintained school or non-maintained special school.

The Rainbow Teaching School Hub Appropriate Body will fulfil those statutory functions and in particular, that of quality assurance, including that of the ECF programme, which are required of an Appropriate Body. These are identified in Section 5 paragraphs 5.8 - 5.12 of *Induction for Early Career Teachers (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (revised March 2021)*. The service described below constitutes the Service Level Agreement for **maintained schools** for the academic years 2022 – 2024.

Why are Appropriate Body Services Changing?

Following a 2022 consultation with the DfE on induction assessment and appropriate body reform, it was decided that from 2024, Teaching School Hubs (TSHs) would become the main providers of appropriate body services.

The DfE has taken this decision to help ensure greater quality and consistency of approach across all areas. The DfE already have formal agreements with all Teaching School Hubs to hold them to account, measuring success against key performance indicators, which will make it easier for them to introduce more robust quality assurance processes.

Who is Rainbow Teaching School Hub?

The Rainbow Teaching School Hub is proud to be leading on the recruitment, early career support and leadership training for the Sefton, Knowsley and St. Helens region, working with more than 70% of the schools in our Hub area.

In the last year, we have supported almost 600 Early Career Teachers through the Early Career Framework Induction process with the help of 500 Mentors. We have also registered more than 350 participants across the full suite of NPQs.

We are proud to extend the support we can offer Early Career Teachers through the roll out of our appropriate body service.

Rainbow Teaching School Hub Appropriate Body Service

We will deliver a high-quality service focused on ensuring the Early Career Teacher receives their statutory entitlement, whilst providing the help and support they should expect, to enable them to meet the required standards to successfully complete their induction.

In addition to directly supporting the ECT, we will also act as a support and point of contact for the school, head teacher and induction tutor. We can provide advice and answer questions on statutory guidance and the requirements of the induction process. We will do all we can to alleviate the administrative burden on schools, by providing access to our ECT Manager system, to streamline the process of completing and submitting reviews and assessments.

We will take responsibility for registering the Early Career Teacher with the TRA at the beginning of their induction period (or upon transferring to our appropriate body service), for receiving and reviewing progress reviews and assessments (providing feedback if appropriate) and keeping the TRA informed of any extensions to, or completion of, the formal induction period.

If required, we can also provide specific additional support for schools in cases where the Early Career Teacher is at risk of failing to meet the required standards, by the end of the formal induction period.

Benefits of using the Rainbow TSH for Appropriate Body Services

- We have practical experience of supporting ECTs on their induction journey through our involvement with the Early Career Framework.
- As the Teaching School Hub for the area, we have first-hand experience of the challenges schools and teachers face in the local educational landscape.
- We have access to a pool of experienced and knowledgeable professionals who will be working with us to ensure all schools receive the highest quality appropriate body provision.
- We will be carrying out an independent quality assurance activity each year to ensure we are constantly looking at ways to improve the service we offer.
- If schools registering for our appropriate body service are also accessing the ECF programme with Best Practice Network through the Rainbow TSH, we will have additional insight into the

training of the ECT which will help identify potential issues earlier, helping us to direct support where it is required.

- As well as ensuring all necessary registrations, monitoring and submissions to the TRA are completed in a timely manner, the fee for providing appropriate body services also includes support for schools, induction tutors and ECTs with queries and concerns, welfare calls for all ECTs in the first year of their induction, regular newsletters with updates on legislation and guidance relevant to the ECF programme. A support visit, if required, is also included in the cost of providing Appropriate Services to schools.

Description of service included in the service charges:

The remainder of this document sets out what support, schools registering with the Rainbow Teaching School Hub for appropriate body (AB) services, can expect in respect of the ECT Induction programme.

In discharging this role Appropriate Body will:

- Act as the Appropriate Body; registering the ECT with Teaching Regulation Agency (TRA).
- Provide all registering schools/ECTs the opportunity to attend an induction conference in September. For those schools/ECTs registering at other times, an online session will be made available to cover the main points of the AB service.
- Provide induction tutors with guidance on what information should be included in the termly review document and end of year assessment.
- Review all termly reviews and assessments to ensure they fully document the ECT's progress, achievement and areas for development. We will provide feedback as appropriate.
- Track, monitor and confirm induction status at the end of the induction period, process relevant paperwork including regular statutory assessment reports and keep the TRA informed, as required.
- Provide access to the ECT Manager Platform for ECTs and Induction Tutors, which will also allow access to the necessary forms, for easy use by schools. The Rainbow TSH will also provide free support to schools, where necessary, to help schools use the ECT Manager portal appropriately.
- Provide each Headteacher/Principal, Induction Tutor, Early Career Mentor and ECT with an Induction Handbook.
- Respond to requests from schools for information, advice and guidance.
- Keep schools updated on induction arrangements via e-shots and the Teaching School Hub website (www.rainbowtsh.org.uk) and provide supplementary support materials.

- Assess requests to reduce / increase the length of the induction period including QA and validation of progress against The Teachers' Standards and in compliance with the March 2021 guidance.
- Where an ECT may be experiencing difficulties we will:
 - Provide additional external support (advisory visit from ECT Lead Coordinator).
 - Support action planning and target setting with Induction Tutor.
 - Convene case conference meetings with school/Professional Associations, HR etc. as relevant and support these.
 - Validate school's judgement of progress towards meeting the Teachers' Standards.

Where an ECT is undertaking an extended period of induction we will:

- Provide additional support, monitoring and validation of progress – extension periods will incur an additional charge.
- Support the school with preparation for any induction appeal/dismissal proceedings at additional cost.

Appropriate Body Services will cease/complete:

- If the ECT resigns from the post before the end of the induction period. If the ECT takes up employment at another School, the Appropriate Body will make available any previous reports etc as appropriate, to the new Appropriate Body (if The Rainbow TSH does not also provide appropriate body services to the new school).
- When the ECT comes to the end of their contract with the employing and registering school.
- When the Appropriate Body, after discussion with the employing school, has confirmed that the ECT has satisfactorily completed the induction period and has reported this to the TRA.
- In the event of failure of the induction period, when any appeal process with the school and TRA has concluded.

Where an ECT is employed for one or two terms only on a short-term contract, the appropriate fee will be charged.

Additional Services/Tasks Undertaken by Rainbow TSH Appropriate Body:

- A representative of the Rainbow TSH will arrange a 'welfare' check with all ECTs in year one of their induction, by the end of term two. This can be via a zoom video call or

telephone call as per the ECT preference. The purpose of the welfare check will be to discuss the ECT's experience of the induction process and to address any potential issues in a timely manner.

- Rainbow TSH will conduct a number of Quality Assurance visits to schools registered for the service. Not all schools will be visited each year. The purpose of the visit is not to observe the performance of the ECT, but to ensure the ECT is receiving their statutory entitlement and that a suitable support package is in place.
- The Rainbow TSH will have a designated point of contact within the appropriate body service for Headteachers/Induction Tutors and another for ECTs.
- The Appropriate Body will review all completed forms and provide feedback.

To guarantee continuity of provision in subscribing to The Rainbow Teaching School Hub Appropriate Body, schools are required to give **two terms** notice should they wish to cease their subscription to this service (unless the ECT was registered under the terms of a fixed term contract).

Rainbow Teaching School Hub Appropriate Body Service Fees:

Option 1: Full Induction Programme (FIP)

£285 per academic year, per ECT, payable in three instalments:

- 30.10.23 £95.00
- 03.01.24 £95.00
- 01.04.24 £95.00

Option 2: Core Induction Programme (CIP)

£500.00 per school, per cohort, payable at the start of the contract. Includes fidelity checks.

£285 per academic year per ECT, payable in three instalments:

- 30.09.23 £595.00 (£95.00 + £500.00)
- 03.01.24 £95.00
- 01.04.24 £95.00

Option 3: School Own Designed Programme (DIY)

£1,500 per school, per cohort, payable at the start of the contract. Includes fidelity checks.

£285 per academic year per ECT, payable in three instalments:

- 30.09.23 £1,595.00 (£95.00 + £1,500.00)
- 03.01.24 £95.00
- 01.04.24 £95.00

Complaints

We will endeavour to provide the highest quality service possible, however we acknowledge that there may be occasions when we fall short of our own high standards. If you are unhappy with any element of our service, we hope you feel confident, in the first instance, to raise your concerns with a member of the team directly. If a formal complaint is necessary, this will be considered by the Teaching School Hub Director and should be addressed to:

Jen Murphy, Director
Rainbow Teaching School Hub
Unit 16, Chapel Brook Trade Park
Wilson Road, Huyton
Liverpool, L36 6FH

Indemnity:

The client school shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statute or at common law in respect of any damage to persons, any injury to persons including any injury resulting in death: except where this is due to any act of neglect on the part of the service provider. The parties shall be liable for any acts of negligence or omissions by it or its staff, servants or agents arising in connection with the provision of the service under this Agreement including any breach thereof of the terms of this Agreement.

The client school will be liable to meet all costs incurred if an ECT lodges an appeal with the TRA, against the Head Teacher and Appropriate Body decision.

Any work undertaken by the Appropriate Body in respect of an appeal, will be charged at the additional visit rate of £450.00 per day.

Contact Details: Appropriate Body Service enquiries: AB@remat.org.uk