**

 *Ver: 1-070222*

**Appropriate Body Service**

**Part Time Induction Form**

 *“Connecting & empowering great teachers in Halton, Warrington & Wigan”*

Please complete this form if your ECT requires a different pattern of reports and assessments due to being a part time employee. It is recommended the Induction Tutor’s refer to Generate Teaching Hub’s latest handbook before completing this form.

Type your answers (the boxes below expand as you add details).

**Section A: Background Details**

**Induction Tutor**

(To complete this form)

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Role(s) in school |  |
| Email |  |
| Date Form completed |  |

**School**

|  |  |
| --- | --- |
| School Name |  |
| URN |  |
| Email |  |

**Early Career Teacher**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Email |  |
| Teacher Reference Number |  |
| What post has been offered to the ECT?  |  |
| What date did their position start? |  |
| Please confirm the chosen Early Career Framework Induction programme: |[ ]  Full  |
|  |[ ]  Core  |
|  |[ ]  School Led  |
| Is the ECT registered on Generate Teaching Hub’s Full Early Career Framework programme with Teach First? |[ ]  Yes |[ ]  Applied |[ ]  No |
| If the ECT is employed on full or part time basis? |[ ]  Full time |[ ]  Part time |
| If the role is part time, how many hours is in their standard week? |  | Hrs they work |  | Hrs a full time employee works |

**Section B: ECT Support**

Please complete the boxes below with explanatory sentences.

|  |  |
| --- | --- |
| What arrangements are in place to cover the ECT’s class for a full week? E.g. a job share arrangement. |  |
| How have in school observations been adapted / planned? |  |
| What arrangements have been made to ensure regular one-to-one support from their mentor? |  |
| What arrangements are in place for the ECT to assist in engaging with the ECF programme? |  |

**Section C: Reports & Assessment Pattern**

Please choose a reporting pattern most suitable to your ECT or recommend an alternative (insert the details under ‘other’ column).

|  |
| --- |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
|  | **0.4 FTE** | **0.5 FTE** | **0.6 FTE** | **0.8 FTE** | **1.0 FTE** | **Other** |
| **Term 1** | Statement | Statement | Statement | Statement | Progress Report 1 |  |
| **Term 2** | Progress Report 1 | Progress Report 1 | Progress Report 1 | Progress Report 1 | Progress Report 2 |  |
| **Term 3** | Statement | Statement | Statement | Statement | Assessment 1 |  |
| **Term 4** | Statement | Progress Report 2 | Progress Report 2 | Progress Report 2 | Progress Report 3 |  |
| **Term 5** | Progress Report 2 | Statement | Assessment 1 | Assessment 1 | Progress Report 4 |  |
| **Term 6** | Statement | Assessment 1 | Statement | Progress Report 3 | Assessment 2 |  |
| **Term 7** | Assessment 1 | Statement | Progress Report 3 | Progress Report 4 |  |  |
| **Term 8** | Statement | Progress Report 3 | Statement | Assessment 2 |  |  |
| **Term 9** | Progress Report 3 | Statement | Progress Report 4 |  |  |  |
| **Term 10** | Statement | Progress Report 4 | Assessment 2 |  |  |  |
| **Term 11** | Statement | Statement only |  |  |  |  |
| **Term 12** | Progress Report 4 | Assessment 2 |  |  |  |  |
| **Term 13** | Statement |  |  |  |  |  |
| **Term 14** | Assessment 2 |  |  |  |  |  |

The term ‘Statement’ above denotes a short email update from an Induction tutor to confirm that:

* The ECT is still employed at the school with no substantive changes to their role
* That there are no ongoing issues or causes for concern for that teacher.

This update is due on the same date as Progress Reviews and Assessments.

**Other Information**

Please add any other information relevant to share.

|  |
| --- |
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