**

*Ver: 1-07.02.22*

**Appropriate Body Service**

**Request to Change Induction Length**

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

Please complete this form if your ECT requires an early completion of their Induction or an extension beyond the initially agreed period. 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).

|  |  |  |
| --- | --- | --- |
| Is this a request to: |[ ]  Reduce the induction period |[ ]  Extend Reduce the induction period |

**Section A: Background Details**

**Induction Tutor**

(To complete this form)

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Role(s) in school |  |
| Email |  |
| Date form submitted |  |

**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? |  |
| What date is new proposed for induction completion? |  |
| 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 |

Please complete the relevant section (B or C, *not* both) overleaf >>>

**Section B: Request to REDUCE Induction:**

|  |  |
| --- | --- |
| What is the reason for reducing the induction period? |  |
| Please confirm copies of the two most recent class observations reports by a school leader are attached. If they are not please explain why. |  |
| (If applicable) Please add details and evidence of the ECT’s prior teaching experience. |  |
| Please confirm that the ECT and school leadership agree with this request (if they do note please explain). |  |
| Please state if there are any additional support plans in place for the ECT (if they do not, please explain who and why). |  |
| Have you consulted the DfE guidance document [Induction for early career teachers (England)](file:///C%3A%5CUsers%5Cbclarke%5CDownloads%5Cuction%20for%20early%20career%20teachers%20%28England%29)? |  |
| Please tick to confirm that this request is being made: |[ ]  No earlier than the first term after Assessment 1 is submitted. |[ ]  Is before the start of the term when Assessment 2 is required. |

**Section C: Request to EXTEND Induction:**

|  |  |
| --- | --- |
| What is the reason for increasing the induction period? |  |
| (If applicable) Please add details summarising the support plans that have or are in place for this ECT. |  |
| Please confirm that the ECT and school leadership agree with this request (if they do not, please explain who and why). |  |
| Please state the practical support and assistance that will be in place to ensure this extension to induction assists the ECT in making progress. |  |
| Have you consulted the DfE guidance document [Induction for early career teachers (England)](file:///C%3A%5CUsers%5Cbclarke%5CDownloads%5Cuction%20for%20early%20career%20teachers%20%28England%29)? |  |

Upon receipt of the request, Generate Teaching Hub will respond within 10 working days to clarify details (we may request more information).

Changes in the length of induction are normally brought to the Appropriate Body Board meetings (termly) for ratification. If waiting until the next date is not suitable the Hub Director may authorise a response pending ratification at the next Board meeting.