**Early Career Teacher: FORMAL Assessment**

Below is a form which Induction Tutors can use to complete formal assessments of Early Career Teachers (ECTs) during their statutory induction.

**This form is usually (though not always) completed at the end of Term 3.**

Further guidance is available on <https://generateteachinghub.org/early-career-teachers/appropriate-body/>

**Induction Tutor instructions**

This form is to be completed by the member of staff assigned as the Induction Tutor in liaison with the an ECT and the Headteacher

This form enables the Induction Tutor to collect a summary of the evidence considered in reviewing the ECT’s progress and how it supports the assessment is sufficient. There is no need to reproduce all the evidence in detail. If required, the Appropriate Body Assessor may request to see copies of relevant evidence.

**Please return this form to** **hub@wpat.uk** **by the due date (see handbook) with the Subject Line: ECT Formal Assessment.**

**We recommend setting a password to protect the content and *separately sending* these details to** **hub@wpat.uk** **.**

This document was last updated on 20/07/22

**Personal Details and Induction Details**

|  |  |
| --- | --- |
| **Full name of Early Career Teacher (ECT)** |  |
| **ECT Teacher Reference Number (TRN)** |  |
| **ECT date of birth (DD/MM/YYYY)** |  |
| **School/Academy name** |  |
| **School URN** |  |
| **Induction tutor name and role** |  |
| **Mentor name and role** |  |
| **Assessment period start date[[1]](#footnote-1)** |  |
| **Assessment period end date[[2]](#footnote-2)** |  |
| **Term[[3]](#footnote-3)** | 3  |
| **Is the ECT full-time or part-time?** *(Give the FTE if PT, e.g. 0.5)* | Full time / Part timeIf Part time state the FTE status: |
| **Days absent in this assessment period[[4]](#footnote-4)** |  |
| **Name of appropriate body receiving this report** | Generate Teaching Hub (Evelyn Street Primary School)Appropriate Body ID 877/2005 |

**Assessment Period Details**

1. **Which period of the ECT’s induction does this formal assessment cover?**

[x]  **End of first assessment period (usually term 3)**

[ ]  ~~End of second or final assessment period~~

[ ]  ~~Interim assessment i.e. the ECT is due to complete induction at another establishment[[5]](#footnote-5)~~

If the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

1. **~~If this is a final assessment, how many days has the induction period been reduced by (if any)?~~** ~~Any reductions to the induction period require prior agreement with the appropriate body~~

Not applicable

1. **Based on the teacher’s performance against the Teachers’ Standards within the assessment period**, which one of the following statements is applicable?

|  |
| --- |
|[ ]  The above named teacher’s performance indicates that **they are making satisfactory progress** against the Teachers’ Standards within the induction period. |
|[ ]  ~~This is the above named teacher’s final assessment period~~ **~~and~~** ~~their performance indicates that~~ **~~they have successfully met~~** ~~the Teachers’ Standards within the induction period.~~ |
|[ ]  The above named teacher’s performance indicates that **they are not making satisfactory progress** against the Teachers’ Standards for the satisfactory completion of the induction period. |

1. **Briefly describe how any evidence demonstrates progress made towards meeting the Teachers’ Standards**. Do not reproduce evidence in full.

The Teachers’ Standards are available here: [**https://www.gov.uk/government/publications/teachers-standards**](https://www.gov.uk/government/publications/teachers-standards)

TS1 Set high expectations which inspire, motivate and challenge pupils

|  |
| --- |
|  |

TS2 Promote good progress and outcomes by pupils

|  |
| --- |
|  |

TS3 Demonstrate good subject and curriculum knowledge

|  |
| --- |
|  |

TS4 Plan and teach well-structured lessons

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|  |

TS5 Adapt teaching to respond to the strengths and needs of all pupils

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| --- |
|  |

TS6 Make accurate and productive use of assessment

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|  |

TS7 Manage behaviour effectively to ensure a good and safe learning environment

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|  |

TS8 Fulfil wider professional responsibilities

|  |
| --- |
|  |

Personal and professional conduct

|  |
| --- |
|  |

1. **Briefly describe any areas for development.**

Please ensure any areas for development are clear and measurable for the ECT.

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|  |

1. **If the ECT is not on track to successfully complete induction, has a support plan been put in place?** *(If yes, please attach the support plan)*

|  |
| --- |
| Yes / Not yet / Not applicable\* |

1. **If the ECT is not on track to successfully complete induction, is an extension to the induction period required?**

|  |
| --- |
| Yes / Not yet / Not applicable\* |

If yes, please include details of the length of extension being recommended

|  |
| --- |
|  |

1. **If the ECT is due to continue with induction, is the ECT expected to remain at this school for the duration of the next assessment period?**

|  |
| --- |
|[ ]  **Yes** |
|[ ]  **No** |

If ‘No’ and the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

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|  |

**Teacher Comments**

1. **Has the ECT discussed this report with the induction tutor and / or Headteacher?**

|  |
| --- |
|[ ]  **Yes** |
|[ ]  **No** |

1. **ECT’s confirmation that they have continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?**

|  |
| --- |
|[ ]  **Yes** |
|[ ]  **No** |

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met

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| --- |
|  |

1. **ECT’s comments** on this report and/or their performance in the assessment period. (*Please note this is the ONLY section that should be completed by the ECT.)*

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|  |

**Section 3 – Signatures**

**Induction tutor.** This progress review was completed by:

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

**Headteacher.**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

**Early Career Teacher.**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

This completed assessment form should be sent to the appropriate body within ten working days of the relevant assessment meeting, with copies retained by the ECT and the school.

Guidance for early career teachers’ induction is available on GOV.UK

**Return to** **hub@wpat.uk** **with the Subject Line: ECT Formal Assessment**

1. This report usually reviews a full academic year or at least 3 terms of an ECT’s induction, e.g. a report being submitted in July 2023 would normally state a start date from a day in September 2022. [↑](#footnote-ref-1)
2. Please insert the last day of the current term. [↑](#footnote-ref-2)
3. This report is normally submitted at the end of term 3; if this is different for your ECT please amend stating why. [↑](#footnote-ref-3)
4. If you are reporting any absences due to COVID please note how many days are COVID or non-COVID related. [↑](#footnote-ref-4)
5. Final Assessments or interim assessments require a different form available from: <https://generateteachinghub.org/early-career-teachers/appropriate-body/> [↑](#footnote-ref-5)