

Frequently Asked Questions for Induction Tutors

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1. Area Lead for ECF

We have area leads within each local authority. As well as working with Generate Teaching Hub (GTH), you will also work with:

- Felicity Hayes from Wigan - ECF@golbornehigh.wigan.sch.uk
- Jill Hodgson from Warrington - J.Hodgson@bridgewaterhigh.com
- Jen Donald from GTH, on behalf of Halton – jdonald@wpat.uk

These leads will organise training for Early Career Teachers (ECT) and Early Career Mentors (ECM) and will regularly communicate to all participants.

2. How do I register on the DfE portal?

This process is the most important as it will trigger access to all other systems. It is important you have the correct spellings, email addresses and TRN of your ECTs and ECMs. If this is your first ECT with GTH you will need to let us know so we can claim your school, without claiming for your school you can't register an ECT or ECM. You can contact us using our hub email address to do this – hub@wpat.uk.

A full breakdown on how to register ECTs on the DfE portal can be found here: <https://manage-training-for-early-career-teachers.education.gov.uk/how-to-set-up-your-programme>

3. How do I let Generate Teaching Hub know about my ECTs to trigger training?

Please complete the Microsoft form embedded here to let us know about new ECTs or ECMs. This form is open for the full academic year.

[Click here to go to the registration form](https://forms.office.com/r/kwV9v3JabJ)
[\[https://forms.office.com/r/kwV9v3JabJ\]](https://forms.office.com/r/kwV9v3JabJ)

4. How long off timetable should ECM and ECTs get?

ECTs receive 10% off timetable, in addition to their PPA, for year 1 and 5% off timetable, in addition to their PPA for year 2 and the funding available covers this. Mentors should receive adequate time during normal teaching hours to hold mentoring sessions with ECTs although a formal time allowance has not been made.

5. Is my role the same as the ECM?

No. The Induction Tutor is in charge of the ECF process for the school. The induction tutor will be the same for all ECTs and mentors, whilst mentors are usually allocated to just a single ECT. You will review each ECT's progress against the Teachers' Standards. The mentor will support a single ECT with one-to-one sessions and receive comprehensive training to do so.

6. Can the Induction Tutor and Early Career Mentor be the same person?

No, the two different roles should be fulfilled by two different people. In exceptional circumstances, they could be the same. However, this would need prior agreement with Generate Teaching Hub and the Appropriate Body.

7. Who should observe an ECT's teaching practice?

Your induction tutor or ECM can be the observer, or you can select another suitable person from inside or outside of your school.

Each ECT's teaching should be observed at regular intervals throughout their induction period. This is to make sure a fair and effective assessment of the ECT's teaching practice, conduct and efficiency can be made against the Teachers' Standards.

8. Who should we choose for ECMs?

Mentors should hold QTS or QTLS and be committed to supporting an ECT throughout the ECF programme. Mentors should attend seminars half- termly and hold weekly interactions with their ECTs. Even experienced mentors within your school community need to complete the ECF mentor training.

9. What happens if an ECT has concerns or difficulties?

If an ECT has any concerns about their induction or statutory entitlements, they should speak to you as their induction tutor in the first instance and then raise the matter directly with the appropriate body if the induction tutor can't resolve it.

10. What happens if an ECT does not fully engage with ECF?

If an ECT is unable to participate sufficiently, they can be withdrawn from the programme by your training provider. If that happens, your school will be responsible for signing up with another provider or delivering an ECF-based induction directly which would need to be 'fidelity checked' by your appropriate body to ensure it's based on the ECF.

11. What is Brightspace and who needs access to it?

Brightspace is Teach First's online learning platform where you will access your self-directed study materials including weekly sessions containing expert guidance, research and examples of best practice.

Once you register your ECT and mentor on the DfE portal, access will be triggered. Currently ECTs and mentors are the only people who can access Brightspace.

12. What is the Appropriate Body (AB) Service?

The Appropriate Body service is the organisation that passes or fails an ECT following their ECF journey. This service is in addition to the ECF and therefore the induction tutor needs to choose and register for this service too.

There are a number of different AB providers, you can see a full list on our website. GTH does provide this service too: <https://generateteachinghub.org/early-career-teachers/appropriate-body/>

There is a cost for this service and the Induction Tutor **MUST** sign up to register their ECT.

This is sometimes referred to as the Teacher Induction phase.

13. There is a lot to do! I feel a little lost!

There is a lot to do, we appreciate that and we at GTH are here to support you every step of the way. We have written these FAQ's to help guide you but this does not replace a phone call if you need to explore your query in more detail.

Contact our office on 07897 280909.