



Appointment of an Induction Tutor and Mentor

The Mentor and the Induction Tutor are two discrete roles with differing responsibilities. It is expected that these roles should be held by different individuals.

In exceptional circumstances, it may be necessary for the Headteacher to designate a single teacher to fulfil both these roles, which may be the Headteacher themselves. Where this is the case, the Headteacher should ensure that the Induction Tutor understands that they are fulfilling two discrete roles and that adequate safeguards are put in place to ensure that the mentoring support offered to the ECT is not conflated with assessment of the ECT against the Teachers' Standards.

Appointing an Induction Tutor

The Headteacher should identify a person to act as the ECT's Induction Tutor, to provide regular monitoring and support, and co-ordination of assessment.

- The Induction Tutor is expected to hold QTS and have the necessary skills and knowledge to work successfully in this role and be able to assess the ECT's progress against the Teachers' Standards. This is a very important element of the induction process, and the Induction Tutor must be given sufficient time to carry out the role effectively and to meet the needs of the ECT.
- The Induction Tutor will need to be able to make rigorous and fair judgements about the ECT's progress in relation to the Teachers' Standards. They will need to be able to recognise when early action is needed in the case of an ECT who is experiencing difficulties

It may, in some cases, be appropriate for the Headteacher to be the Induction Tutor. The Induction Tutor is a separate role to the Mentor.

Appointing a Mentor

The Headteacher should identify a person to act as the ECT's Mentor, who would provide them with regular mentoring. The Mentor must hold QTS and have the necessary skills and knowledge to work successfully in this role. Mentoring is a very important aspect of the induction process and the Mentor is expected to be given adequate time to carry out the role effectively and to meet the needs of the ECT. This includes attending regular mentoring sessions and mentor training, where appropriate.