



# Early Career Teachers (ECT) Policy

For all schools in the Bosco Catholic Education Trust

This Policy has been approved and adopted by the  
Bosco Catholic Education Trust.

Approved:	For review:
December 2023	December 2024

- 1 **Bosco Catholic Education Trust Mission Statement**

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.
  
- 2 **Introduction**
  - 2.1 Bosco Catholic Education Trust offers induction to early career teachers (ECTs). This policy sets out how we aim to manage this personalised programme to support an early career teacher during their induction, to satisfactorily meet the Teachers' Standards by the end of this period. This induction will be underpinned by the provisions of the Early Career Framework (ECF).
  
- 3 **Scope and Purpose of This Policy**
  - 3.1 This policy has been developed to comply with current relevant legislation and the statutory guidance 'Induction for early career teachers (England)'.  
3.2 This policy does not form part of any employee's contract of employment and may be amended at any time.
  
- 4 **Prior to Starting Induction**
  - 4.1 We will follow our Recruitment Policy in the recruitment of an ECT, including carrying out all relevant pre-employment checks and that the ECT has been awarded QTS. The ECT should provide evidence that they have QTS and are eligible to start induction.
  - 4.2 We will identify and agree an organisation to act as the appropriate body in accordance with the guidance and will notify them of the appointment of the ECT. The appropriate body, who has the main quality assurance role within the induction process, will determine a start date for induction which will be agreed with us and the ECT in advance. The appropriate body should provide the ECT with a named contact with whom to raise concerns that they are unable to resolve via their induction tutor (see 3.5, below), and will also notify the Teaching Regulation Agency (TRA) of the ECT's appointment.
  - 4.3 The Headteacher of each school will agree with the appropriate body whether or not the post that it is intended the ECT will serve induction in is suitable for this purpose, in order to facilitate a fair and effective assessment of the ECT against the Teachers' Standards. This will include ensuring that the post:
    - 4.3.1









of their induction period, and taking into account the work context, within that framework. Copies of the evidence used will be provided to the ECT and the appropriate body.

- 10.2 Following this final meeting, the person carrying out the formal assessment will complete a final assessment report which will include a recommendation to the appropriate body as to whether the ECT's performance against the Teachers' Standards is considered satisfactory, unsatisfactory, or whether an extension should be considered.
- 10.3 The ECT will have an opportunity to add their comments to the final assessment report, which will then be signed by the induction tutor, the Headteacher (if they are not the induction tutor) and the ECT. The ECT will be provided with the original, which they should retain, and a copy will be sent to the appropriate body within 10 working days of the final assessment meeting.
- 10.4 The appropriate body will make the final decision as to whether or not the ECT's performance against the Teachers' Standards is satisfactory within 20 working days of receiving the final assessment report from us, drawing on the recommendation of the Headteacher made in the formal assessment report and all available evidence. They will then notify the ECT and BOSCO of the decision in writing, within three working days of making the decision. The decision will either be that the ECT:
  - 10.4.1 Has performed satisfactorily against the Teachers' Standards and so has completed their induction period; or
  - 10.4.2 Requires an extension of the induction period; or
  - 10.4.3 Has failed to satisfactorily complete the induction period.
- 10.5 If the decision is to extend the period of induction or that the ECT has failed their induction period, the appropriate body will also notify the Teaching Regulation Agency (TRA) and the Department for Education (DfE).

13.1.1 The induction process will be treated confidentially and we will ensure that arrangements are in place to facilitate this, including the secure transfer of data between us and the appropriate body. Information relating to an ECT's induction process will only be shared with those directly involved in the induction process, and the governing body on request for a general report on progress, on a termly basis.

### 13.2 Consistency of Treatment and Fairness

13.2.1 Bosco Catholic Education Trust are committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled employees. The Bosco Catholic Education Trust is aware of the guidance on the Equality Act 2010 issued by the Department for Education.

### 13.3 Retention and Data Protection

13.3.1 The board of trustees and Headteacher of each school will ensure that all written induction records are retained in a secure place, for six years or longer if there are reasons to do so, as long as this complies with the Data Protection Act. As part of the application of this policy, the Academy Trust may collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). Records will be kept in accordance with our Workforce Privacy Notice, our Retention and Destruction Policy and in line with the requirements of Data Protection Legislation.

## 14 Review of Policy

14.1 This policy is reviewed annually by the Bosco Catholic Education Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.