

## Partnership agreement

This agreement is between Exceed Teaching School Hub, participants (and their school/trust) and Visiting Fellows of the Early Career Teachers programme and the suite of National Professional Qualifications. This agreement is available for download and related policies at

[www.teachingschoolhub.co.uk/policies](http://www.teachingschoolhub.co.uk/policies)

Your data will be uploaded onto Insightly Customer Relation Management System to smoothly manage all stakeholders' experience.

**PARTICIPANTS AND VISITING FELLOWS MUST CONFIRM THEIR ACCEPTANCE OF THE AGREEMENT ONLINE VIA THE FOLLOWING LINK: <https://forms.office.com/r/OkTnWbfinz>**

## Engagement

### Early Career Teacher programme

Schools commit to:

- Registering the ECT and Induction Coordinator on the **DfE Portal** prior to commencing the programme: <https://manage-training-for-early-career-teachers.education.gov.uk>
- Ensure their ECT is eligible for statutory induction

Participants, both Early Career Teachers and Mentors, commit to:

- **Onboarding via My Ambition** (<https://www.my.ambition.org.uk/s/login/>) prior to the programme commencing
- Engage with Steplab (via My Ambition) and its content to access training and resources
- Informing Exceed Teaching School Hub of any logistical issues: [tshub@exceedacademiestrust.co.uk](mailto:tshub@exceedacademiestrust.co.uk). Technical issues should be raised directly with Ambition Institute: ECT programme: [ectsupport@ambition.org.uk](mailto:ectsupport@ambition.org.uk); or for Visiting Fellows: [ecfvisitingfellows@ambition.org.uk](mailto:ecfvisitingfellows@ambition.org.uk).
- Attend all events
- Remain engaged on the programme through attending conferences, clinics and completing online self-study
- Fulfilling all the programme requirements as set out in the programme handbook(s)
- Engage with all satisfaction surveys
- Where agreed with Bradford Teaching School Hub, non-attendance at a face-to-face or virtual event for exceptional and unavoidable circumstances must be caught-up through accessing a recording of the event. Upon completion of the recording and associated activities, you must inform Bradford Teaching School Hub so that your attendance record can be updated

Mentors also commit to:

- Engaging with Conferences, Clinics, and Coaching-on-Coaching sessions to support their own professional development
- Commit to guiding ECTs through a weekly instructional coaching cycle, including setting action steps
- In case of sickness or unforeseen circumstances, pausing the ECTs Steplab so they do not miss any important content (see Induction Lead handbook)
- Inform Exceed Teaching School Hub of any staffing changes relating to the programme
- Ensuring school/trust leaders are aware of the partnership agreement and the requirements for successful engagement

The Induction Tutor commits to:

- The successful implementation of the programme in the school
- Oversee and support the mentor and ECT in embedding the programmes
- Monitor ECT and mentor engagement via Steplab
- Where possible provides Coaching on Coaching to mentors

## National Professional Qualifications

Participants commit to:

- **Onboarding via My Ambition** (<https://www.my.ambition.org.uk/s/login/>) prior to the programme commencing
- Registering on the **DfE online service** prior to commencing the programme: <https://register-national-professional-qualifications.education.gov.uk>
- Informing ExceedTeaching School Hub of any logistical issues: [tshub@exceedacademiestrust.co.uk](mailto:tshub@exceedacademiestrust.co.uk)
- Completing the programme within 12 months (specialist NPQs) or 18 months (leadership NPQs)
- Completing at least 90% of the all-programme elements, including attendance at conferences, self-study, community events, clinics, and peer support with their 'buddy'
- Undertaking the assessment during the set assessment window at the end of the programme, including any re-takes
- Engage with all satisfaction surveys
- Securing the commitment of their employer to be released for events during the school day
- If they change employer, securing the commitment of their new employer to support them in undertaking their NPQ with Exceed Teaching School Hub and Ambition Institute
- Inform Exceed Teaching School Hub of any staffing changes relating to the programme
- Fulfilling all the programme requirements as set out on the programme handbook(s)
- Ensuring school/trust leaders are aware of the partnership agreement and the requirements for successful engagement

## Policies

Participants and schools can access Exceed Teaching School Hub (% Exceed Academies Trust) and Ambition Institute policies at [www.teachingschoolhub.co.uk/policies](http://www.teachingschoolhub.co.uk/policies)

## Visiting Fellows

Visiting Fellows are school/trust teachers/leaders who facilitate virtual and/or face-to-face events on the Early Career Teacher programme and/or National Professional Qualifications.

Visiting Fellows commit to:

- Being fully prepared to deliver the programme (conferences, clinics, and coaching on coaching (ECT programme only)), including engaging with video briefings, Q&A sessions, and session resources (including slides)
  - Complete pre-reading associated with the specific content as set by the Learning Design Team; this must be completed ahead of the facilitator briefing.
  - Engage with the content (primer, slide deck, workbook and any other session materials) ahead of the facilitator briefing and bring any questions along to the briefing. The

content will be shared three weeks prior to the event, with briefings held one to two weeks prior to an event.

- Attend the facilitator briefing prior to the event which might last for a maximum of 90 minutes.
  - Work with the co-facilitator and any others as appropriate to ensure you are able to effectively deliver the session.
  - Provide any feedback as requested by Exceed Teaching School hub and/or Ambition Institute.
  - Engage with any feedback shared with you based on the observation of your facilitation and feedback received from participants.
  - Act as a representative of Exceed Teaching School Hub and Ambition Institute in your engagement and communication with all parties.
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- Deliver Ambition Institute's programme with fidelity; contextualise content to age phase & subject phase where appropriate, draw upon experience and expertise to synthesis theory with practice
  - Engaging with quality assurance processes led by Exceed Teaching School Hub and/or Ambition Institute, including observations and coaching
  - Engaging with approximately two days of initial training per year, regular review meetings, and additional training if required
  - Engage with Ambition Institute's expert facilitators as required
  - Support programme evaluation, quality assurance, and continuous improvement planning
  - Adhere to the Exceed Teaching School Hub and Ambition Institute policies as appropriate
  - Fulfilling all the programme requirements as set out in the programme handbook(s)
  - Ensuring school/Trust Leaders are aware of the partnership agreement and the requirements for successful engagement

### **Exceed Teaching School Hub and Ambition Institute**

Both organisations commit to supporting participants and Visiting Fellows in line with the head contract for the programmes and the partnership framework. This includes:

- Taking responsibility for recruitment to programmes
- Delivering agreed programmes, including scheduling events, sourcing venues and other logistics, facilitating sessions, gathering, and recording data, and sending comms to participants
- Using Ambition Institute technology for Programme delivery where specified, including the learning platform system and the Assessment platform (NPQ only)
- Ensuring participant data is kept up to date; monitoring engagement data and intervening where required to encourage participation
- The assessment of assignments and overseeing the assessment process (NPQ only)
- Recruiting high quality Visiting Fellows
- Recruiting and training assessors (for NPQ programmes)
- Seek opportunities to improve delivery, grounded in analysis of participant feedback and data
- Processing payments to Visiting Fellow's school/trust