

Register for the *Early Career Teacher* programme



A step-by-step guide: Available below and at www.teachingschoolhub.co.uk/registerect

STEP 1: READ ABOUT THE EARLY CAREER FRAMEWORK AND AN EARLY CAREER TEACHER'S ENTITLEMENT TO AN INDUCTION BASED ON THE EARLY CAREER FRAMEWORK

www.teachingschoolhub.co.uk/ecf

STEP 2: READ ABOUT THE EARLY CAREER TEACHERS PROGRAMME DELIVERED BY BRADFORD TEACHING SCHOOL HUB IN PARTNERSHIP WITH AMBITION INSTITUTE

www.teachingschoolhub.co.uk/ect

Once you have appointed an Early Career Teacher please complete the following steps. Please give yourself about one hour to follow this process:

STEP 3: PROVIDE BRADFORD TEACHING SCHOOL HUB WITH THE NAME OF YOUR EARLY CAREER TEACHER, MENTOR, AND INDUCTION LEAD VIA OUR ONLINE FORM (3-5 minutes)

Complete our short online form three times: once for the ECT, once for the Mentor and once for the Induction Lead.

- **Mentor:** The teacher who will provide day-to-day support to the ECT
- **Induction Lead:** The leader who oversees the induction and **assessment** of all ECTs in their school and ensures Mentors are providing high-quality support

https://forms.office.com/Pages/ResponsePage.aspx?id=ynmZv11QmkKY4_iZ2SnuGwwInVeRwslAuf4OUoF-aeHUN1A4ME03SFBFOU0xNzdTSDZNWU9ZT0dXRy4u

We will use this information to register you on 'My Ambition'. This online tool will email you, usually within **3-4 working days**, a link to 'My Ambition' to begin your 'onboarding' process. Please check your inbox and junk mail folder.

If after **5 working days** you haven't received the email, please visit www.my.ambition.org.uk and select 'New user – create your account'. Select *Early Career Teachers* programme from the list provided. Also, please ask your IT technician to add the following email addresses to your safe senders to ensure future emails reach you:

- @salesforce.com (including email address 'noreply@salesforce.com')
- @ambition.org.uk
- @steplab.co
- @steplab.co.uk
- @exceedacademiustrust.co.uk

STEP 4: COMPLETE THE ONBOARDING FORM (5-10 minutes)

Login to My Ambition (www.my.ambition.org.uk) with your new username and password, please complete the Onboarding Form **as soon as possible**.

If you have waited 5 days since completing step 3 and the Onboarding Form isn't appearing as a tab on *My Ambition*, please contact myambition@ambition.org.uk (cc the email to rachelthorpe@exceedacademiustrust.co.uk) for assistance.

Once complete, you will have access to 'Steplab', our online training resource, which will provide you with access to the programme materials in due course.

STEP 5: REGISTER WITH AN APPROPRIATE BODY (15-30 minutes)

Despite the introduction of the Early Career Framework-based training and support programme for ECTs and their Mentors, all ECTs still need to be registered with an Appropriate Body before they take up post. This service provides an independent quality assurance of the induction and assessment against the Teachers' Standards (the ECF is a training and support curriculum, not an assessment tool).

Bradford Teaching School Hub provides an Appropriate Body service. Full details are available at www.teachingschoolhub.co.uk/ab.

To register, the Induction Lead should visit:

<https://bradfordteachingschoolhub.nqtmanager.com/RegisterTutor.aspx>

Even if your school has used NQT Manager before, your school will still need to register to access Bradford Teaching School Hub's Appropriate Body service.

If your school isn't on the drop-down list, please contact us at rachelthorpe@exceedacademiustrust.co.uk and we'll aim to add your school in **one to two working days**.

Once registered, the Induction Lead can add their Headteacher, Tutors (Mentors) and ECTs to NQT Manager.

STEP 6: REGISTER WITH THE DEPARTMENT FOR EDUCATION (DFE) (10-15 minutes)

Schools already have a username and password for signing in to DfE online services: please check with your headteacher and liaise with your colleague who holds these details. [This video](#) provides a demonstration of the initial functionality available on the 'Manage training for early career teachers service'.

- *First step (now)*: Create an account and register the name of the Induction Lead/Coordinator/Tutor and how you wish to access the Early Career Framework. When prompted, choose 'Use an approved training provider'. When you reach the 'Have you signed up to a training provider?' page no further action is required at this point if you have already completed steps 1 to 3 above.
- *Second step (from w/c 5th July 2021)*: The Induction Lead can register the name of your ECT(s) and Mentor(s) before induction commences. They will be invited to do this via an email from the DfE (please check your inbox and junk mail folder).