

Essential actions before the end of term

This email contains a summary of essential actions for schools this term. It should act as a useful reference point to ensure your school has taken all the necessary steps to set up induction for an Early Career Teacher or to apply for National Professional Qualifications.

For a smooth transition to September, please ensure these key actions are completed as a priority and before end of term:

Appropriate Body

1. If you have appointed an ECT 1 (first year of induction) for September, please ensure you have register them on ECT Manager.
2. If you have appointed an ECT 2 (second year of induction) to commence employment in September, they also need to be registered with the Appropriate Body via ECTs Manager.
3. If your ECT is currently registered with us and they will continue to be employed at your school next year, no action is needed. This information will be gathered via the term 3 assessment/progress review.

Exceed's ECT Manager new service users: <https://exceedtsh.ectmanager.com/RegisterTutor.aspx>

Exceed's ECT Manager existing service users: <https://exceedtsh.ectmanager.com/Login.aspx>

More information: www.teachingschoolhub.co.uk/ab

Early Career Teachers' Programme (ECF based provider led training with Ambition Institute and Exceed Teaching School Hub)

1. If you have appointed an ECT please ensure you have registered them on the DfE portal to access the mandatory ECF based training programme.
Portal: <https://manage-training-for-early-career-teachers.education.gov.uk>
More information: www.teachingschoolhub.co.uk/induction
2. If you have ECTs leaving the school, a change of Mentor for an existing ECT, or a change of Induction Tutor, please complete the following online form: <https://forms.office.com/r/QeAV1mj58n>
3. Ensure you update the DfE 'Manage training for ECTs' portal with these changes too: <https://manage-training-for-early-career-teachers.education.gov.uk>
4. Dates for mandatory ECT and Mentor conference for September starters have now been set. These are for new ECTs and Mentors commencing induction in September 2022 that have registered via the DfE portal to access Ambition Institute's provider led ECF based training via Exceed Teaching School Hub. Mentors who have already accessed this training do not need to attend.
5. We kindly ask Induction Tutors to book a place for all new ECTs using the link below, places will be allocated on a first come first served basis:
 - ECT Conference 1
 - 20th Sept 2022- Bingley: <https://www.teachingschoolhub.co.uk/calendar/?calid=1&pid=3&viewid=2&event=234>
 - 23rd Sept 2022 - Bradford: <https://www.teachingschoolhub.co.uk/calendar/?calid=1&pid=3&viewid=2&event=235>
 - 29th Sept 2022 - Leeds: <https://www.teachingschoolhub.co.uk/calendar/?calid=1&pid=3&viewid=2&event=236>
 - New mentors please book your place for Mentor Conference 1 below:
 - 14th Sept 2022 - Leeds: <https://www.teachingschoolhub.co.uk/calendar/?calid=1&pid=3&viewid=2&event=237>
 - 28th Sept 2022 - Bingley:

<https://www.teachingschoolhub.co.uk/calendar/?calid=1&pid=3&viewid=2&event=238>

National Professional Qualifications (NPQ)

1. Scope the full range fully funded NPQs available to your school and the scholarship funding available, including £200 per participant per school with less than 600 pupils: www.teachingschoolhub.co.uk/npq
2. Register for fully funded National Professional Qualifications before the 13th September 2022 deadline: <https://forms.office.com/r/k5dWQixftL>
3. Secure funding for your NPQs via the DfE 'Register for a NPQ' portal: <https://register-national-professional-qualifications.education.gov.uk>

Please note these programmes commence the w/c 3rd October 2022.