Unity TSH Appropriate Body Early Career Teacher (ECT)
Induction Service 2023 - 2024

Service Level Agreement (SLA) between Unity TSH Appropriate Body (AB) and schools/settings that wish to use the service to register appropriately qualified ECTs for statutory induction.

Background

Requirement to complete an induction period:
Subject to certain exemptions (see Annex A, Section 1 of *Induction for Early Career Teachers (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (revised April 2023, comes into force 1 September 2023),* statutory induction is a legal requirement to teach in the maintained sector. All teachers who have obtained Qualified Teacher Status (QTS) after 7 May 1999, by whatever route, must complete an induction period if they are to work in a maintained school or non-maintained special school. It is the statutory responsibility of the headteacher/principal to register an ECT with an appropriate body prior to induction starting; registration cannot be backdated.

Eligibility to start induction with Unity TSH AB

Induction cannot begin until:

- QTS has been awarded
- the ECT is registered for statutory induction by the employing school with Unity TSH AB via ECT Manager and their eligibility is verified by the Teaching Regulation Agency (TRA)
- the school has consented to Unity TSH AB Service Level Agreement
- the AB has agreed to act as the AB by authorising the ECTs registration
- a trained induction tutor has been appointed in line with Paragraphs 2.18 and 2.42 of *Induction for early career teachers (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (Revised April 2023, comes into force 1 September 2023)*. The induction tutor needs to have the necessary skills, knowledge, and time to successfully undertake the role. Induction tutors must attend AB induction tutor training at least every two years to ensure up to date knowledge.
- A dedicated Early Career Framework (ECF) mentor has been appointed (statutory guidance paragraph 2.43-2.45 with the necessary skills, knowledge, and time to successfully work in the role.
- ECT and mentor sessions are expected to be timetabled during teaching hours as schools are funded to cover the time off timetable (statutory guidance paragraph 2.44)
- the headteacher/principal has ensured provision is in place for the ECT to receive all statutory entitlements, including, but not limited to, a reduced timetable for professional development and an early career framework-based induction programme.

Confidentiality and data protection

In line with statutory guidance paragraph 2.78-2.80 the AB will ensure data related to each ECT is stored and transferred securely. This includes using ECT Manager, which is encrypted to industry standards, for generation and storage of reports and other related information.

Induction progress reviews and assessment reports will only be shared with individuals or institutions directly involved with the induction process for an ECT. This includes headteachers/principals, ECF providers including Teaching School Hubs, other appropriate bodies should an ECT transfer away from Unity TSH, and the Teaching Regulation Agency as necessary.

The service provided

Unity TSH AB will fulfil statutory functions assigned to it in the statutory guidance. This includes robust quality assurance to ensure adequate support is provided for all ECTs and schools have regard for statutory guidance as outlined by the DfE. AB statutory functions are identified in Section 5 paragraphs 5.8 - 5.12 of *Induction for early career teachers (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies (Revised April 2023, comes into force 1 September 2023).*

The service described below constitutes the SLA for schools and settings for the academic year 2023 – 2024. To access Unity TSH AB services schools will be charged £480 for the two-year induction programme; pro-rata if ECT is serving a reduced induction period. Extra charges may be applied for additional work required if deadlines are missed. Schools will be invoiced termly.

Services included in the charge

In discharging the role Unity TSH AB will:

- act as the Appropriate Body
- register each ECT with the Teaching Regulation Agency (TRA), to include the induction programme route and national provider materials the school will be using, as applicable
- assure itself that headteachers/principals and governing bodies (where applicable) are aware of, and are meeting responsibilities for monitoring, support and assessment
- ensure ECTs receive an ECF-based induction programme, have a designated induction tutor and mentor, an appropriately reduced timetable and receive all their statutory entitlements
- track, monitor and confirm induction period, process relevant paperwork including regular statutory assessment reports, and keep the TRA informed as required
- ensure the ECT has a suitable post for statutory induction: statutory guidance paragraph 2.18.
- request information regarding provision of ECT statutory entitlements
- provide contact details to each ECT of a named person at the AB whom they can liaise with should there be any concerns about statutory induction that cannot be resolved by their school
- provide ECT Manager as a resource for registered schools and ECTs
- undertake fidelity checks for any school or setting that chooses to use DfE accredited materials to deliver their own training; extra charges will be levied for fidelity checks.
- fidelity check schools using DfE accredited materials to deliver ECF-based

training at a charge of £820, in addition to the individual ECT registration charge, should additional work be required this will be charged at £475 per day

- fidelity check schools designing and delivering ECF-based training at a charge of £1320, in addition to the individual ECT registration charge, should additional work be required this will be charged at £475 per day
- track, monitor and confirm ECT's status throughout their induction period, including through reviews and reports (Professional Reviews, Progress Reviews and Assessment Reports), AB Quality Assurance visits to schools, Unity TSH Advisory Panel, and informing the TRA as required
- process relevant paperwork informing the ECT, the school and the TRA of the outcome at the end of the induction period, if the ECT leaves the school during their statutory induction period or an extension is awarded
- provide the following training at no extra cost for registered schools:
    - statutory induction tutor training each term
    - Breakfast Briefing each term
    - single-topic training as and when pertinent
- provide a Welcome Session for ECTs each term to ensure they have an understanding of statutory induction, their entitlements and responsibilities; no additional cost for ECTs registered with Unity AB
- provide the Unity Induction Handbook for ECTs and Induction Tutors in the ECT Manager resources folder; available to ECTs once registered, validated by TRA, and authorised by the AB
- respond to requests from schools/settings for information, advice, and guidance
- respond to ECTs for information, advice, and guidance
- make a copy of the SLA available in the resources section on ECT Manager
- make a copy of the SLA available on the Teaching School Hub website
- provide supplementary support materials in ECT Manager resources area
- undertake a quality assurance visit for each school using the AB for the first time (if not known to the AB and dependent on capacity), to validate appropriate practice. The Appropriate Body Lead Officer will meet with the Trust lead for ECTs and statutory induction initially, thereafter to individual schools as required.
- undertake quality assurance visits to schools to learn from good practice and to ensure compliance with statutory guidance; Unity TSH AB will visit a minimum of 10% of schools using its services each year. This will include schools using DfE accredited materials to deliver their own training; those choosing to design and deliver their own ECF-based training. All schools where the ECT is not on track to successfully complete induction, or there are other concerns will be visited.
- visit schools when requested dependent upon capacity
- assess requests to reduce the length of the induction period, where appropriate, including quality assurance and scrutiny of evidence; ECT must agree to a reduced induction period as it impacts their teaching timetable and support
- consider requests, based on satisfactorily meeting the Teachers' Standards, for part-time ECTs after completing a period covering, but not equivalent to, two full school years; ECT must agree to this as it impacts teaching timetable and support
- when capacity allows AB will visit headteachers new to using Unity AB services and/or new to supporting ECTs in school
- when capacity allows AB will visit schools that have had a change of induction tutor

When an ECT is experiencing difficulties:

- undertake school/setting visits for quality assurance purposes and professional dialogue as appropriate, visits may be onsite or using remote technology
- work with school/setting ECT lead, induction tutor and/or headteacher/principal as appropriate to ensure appropriate support plan is in place and being implemented
- attend case conference meetings with school/setting/Professional Associations and HR when relevant
- validate, when appropriate, the school's judgement of progress towards meeting the Teachers' Standards through the Unity TSH Advisory Panel.

When an ECT is at risk of not meeting Teachers' Standards:

- arrange an 'At Risk' visit and professional dialogue with headteacher/principal, induction tutor and ECT; Human Resource and Professional Association colleagues will be welcomed at the meeting should they wish to attend
- ensure specific concerns are identified and appropriate support established with a formal support plan in place
- ensure the ECT understands the significance of failing to meet the Teachers Standards 'consistently over a sustained period', paragraph 1.9 statutory guidance September 2023
- attend case conference meetings with school or setting/Professional Associations and HR as relevant
- validate, when appropriate, the school's judgement of progress towards meeting the Teachers' Standards through the Unity TSH Advisory Panel

When an ECT is undertaking an extended period of induction:

- provide additional support, monitoring and validation of progress as appropriate
- extra charges will be necessary when an ECT is serving an extended induction period
- attend case conference meetings with school or setting/Professional Associations, HR as is relevant
- support the school with preparation for any TRA induction appeal, and dismissal proceedings as appropriate, costs will be levied as detailed below

The AB must be informed if any of the following apply:

- there are changes to the ECT's contract as this will impact Progress Review and Assessment Report dates
- there is significant absence approaching 30 days in either induction year
- the ECT takes statutory maternity leave, statutory paternity leave, adoption leave, shared parental leave, or parental bereavement leave during their statutory induction period

Services not included in the service charge

CPD events for ECTs beyond the Welcome Session.
CPD events for induction tutors beyond statutory training and other ad hoc briefings arranged by the appropriate body.

Termination of agreement:

For each ECT registered this agreement terminates:

- if the ECT resigns from the post, or is released from their contract before the end of the induction period and all reports have been finalised, including ECT's comments and signature

- when the ECT comes to the end of their contract with the employing and registering school and all reports have been finalised, including ECT's comments and signature
- when the AB has determined that the ECT has satisfactorily completed the induction period and has reported this to the TRA
- in the event of failure or extension of the induction period, when any appeal process with the Teaching Regulations Agency has been concluded.

Continuity of provision

To guarantee continuity of provision of Unity TSH Appropriate Body services schools are required to give one term's notice should they wish to cease their relationship with the appropriate body. Please email Helen Main: hmain@unitysp.co.uk

Complaints

Formal complaints will be considered by the Director for Unity Teaching School Hub.
Complaints should be addressed to:
Andy Samways
UNITY TSH Appropriate Body ECT Induction Service
Unity Schools Partnership
Park Road, Haverhill, Suffolk. CB9 7YD
Asamways@unitysp.co.uk

Indemnity:

The client school shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statue or at common law in respect of any damage to persons, any injury to persons including any injury resulting in death: except where this is due to any act of neglect on the part of the service provider. Either party shall be liable for any acts of negligence or omissions by it or its staff, servants or agents arising in connection with the provision of the service under this Agreement including any breach thereof of the terms of this Agreement.

The client school will be liable to meet all costs incurred when an ECT lodges an appeal with the Teaching Regulation Agency against the Head Teacher and Appropriate Body decision.

Any work undertaken by the Appropriate Body in respect of an Appeal will be charged at the additional visit rate of £475 per day.

Force majeure

Neither party shall be in breach of the SLA nor liable for delay in performing, or failure to perform, any of its obligations under it if such delay or failure results from events, circumstances or causes beyond its reasonable control including without limitation, to the extent that these are beyond such control, nuclear accident or acts of God, war or terrorist activity, riot, civil commotion, fire, flood or storm, strike action, pandemics etc . If the period of delay or non-performance continues for 30 days, the party not affected may terminate this Contract by giving 30 days' written notice to the affected party.

Contacts:

Unity Appropriate Body ECT Induction Service can be contacted via the methods below:
Celia Moore

Unity Appropriate Body Lead Officer
cmoore@unitysp.co.uk

Helen Main: Unity TSH Appropriate Body manager
hmain@unitysp.co.uk
01440 333 400 x5564