

Our Vision
Achievement for all
Our Mission

To fulfil this through developing every child's personality, abilities and talents to the full, to be the best that they can be.

This school is a Rights Respecting school and we support children's entitlement as expressed in the United Nations Convention on the Rights of the Child. The rights which apply to this policy are:

- Right 23: Children with disabilities
- Right 28: Right to education
- Right 29: Goals of education

EQUALITY IMPACT

This policy considers the equality for all staff at our school. It recognises that teachers at the start of their teaching career will need additional support to understand their roles and responsibilities, and they will be supported to improve their knowledge and skills. It has their right to continue to grow professionally at its heart.

Rationale

The first years of teaching are not only very demanding but also of critical significance in the professional development of the new teacher. It is vital new teachers get a good start to their teaching careers through appropriate transitional support. Sandgate follow One Cumbria induction programme, which is aimed at ensuring a smooth transition from training into the teaching profession through appropriate guidance, support and challenge. Our ECT (Early Career Teacher) Induction programme will enable our ECTs to establish a secure foundation upon which a successful teaching career can be built.

Purposes

One Cumbria- programme has been designed to meet statutory requirements and make a significant contribution to both the professional and personal development of ECTs, providing support which should enable them to develop competence in the Teachers' Standards and make a valuable contribution to our school. Specifically, it aims to:

- provide support to meet the generic needs of all ECTs and the specific needs of individual ECTs
- provide individualised support through high quality mentoring
- provide ECTs with examples of good classroom practice
- help ECTs form productive relationships with all members of the school community and stakeholders
- encourage reflection on their own and observed practice
- provide opportunities to recognise and celebrate success

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- act quickly to help ECTs address any areas of concern
- provide a foundation for longer-term professional development
- ensure a smooth transition from teacher training, to help ECTs meet all the teachers' standards,

The whole staff will be kept informed of the school's ECT Induction Policy and encouraged to participate, wherever possible, in its implementation and development. This policy reflects a structured whole school approach to teacher induction and recognises that the quality and commitment of the people who supervise the induction is a crucial factor in its continued success.

Roles and Responsibilities

The Governing Body

The Governing Body will be fully aware of the law which sets out the school's responsibility to provide the necessary monitoring, support and assessment for ECTs. Careful consideration is given, prior to any decision to appoint an ECT, as to whether the school currently has the capacity to fulfil all of its obligations. The Governing Body will be kept aware and up to date about induction arrangements and the progress of ECTs, through the Head Teacher's report and/or direct contact with the ECT Coordinator in school.

The school's Induction Coordinator is the Deputy Headteacher.

The Head Teacher

The Head Teacher plays a significant and leading role in the process of inducting new colleagues to the profession. While responsibility for the implementation of the Induction Programme has been delegated to a coordinator, the Head Teacher, Deputy's or Assistant Headteachers will also observe each ECT, through 'drop-ins,' learning walks and regular contact. Statutory responsibilities are:

- ensuring an appropriate induction programme and support are in place
- recommending to the appropriate body (One Cumbria) whether an ECT has met the requirements for satisfactory completion of the induction period.

In reality, many of the tasks associated with the above will be carried out by a coordinator but the Head Teacher will make the final recommendation to One Cumbria. In addition to the statutory requirements the Head Teacher will:

- observe and give written warnings to any ECT at risk of failing to meet the Standards
- keep the Governing Body aware and up to date about induction arrangements and ECT progress

Induction Coordinator (Induction Tutor)

The principal requirement for the ECT Coordinator is to be responsible for the overall management of initiating ECTs into the teaching profession and into Sandgate's systems and structures. It entails not only a coordination role but also keeping records of activities and monitoring the quality of provision. It embraces various tasks, such as organising a central induction programme, providing support and guidance and the rigorous, fair and consistent assessment of ECT performance. The Induction Coordinator will fulfil Statuary requirements as set out by One Cumbria.

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Mentor

In addition to the Coordinator, who has the responsibility for the formal assessment of ECTs, a Mentor is appointed to provide support on an informal daily basis and through a weekly timetabled slot. The Mentor will contribute to the judgements about the ECT's progress against the Teachers' Standards.

Entitlement

Our induction programme ensures that new teachers are provided with the support and monitoring to help them fulfil their professional duties and meet the requirements for satisfactory completion of Induction. It builds on their knowledge, skills and achievements in relation to the Teachers' Standards as achieved during training.

The key aspects of the Induction programme for ECTs at Sandgate are as follows.

- Access to an Induction programme that will commence upon appointment and be reviewed after two years in post. This is a change from the old NQT system where induction was for one year.
- Structured visits to the school prior to the ECT taking up the appointment, with time to discuss developments needed and how they will be assisted in making these.
- Help and guidance from an Induction tutor who holds qualified teacher status, is adequately prepared for the role and will coordinate the induction programme.
- Regular meetings with a mentor and, as needed, meetings with subject coordinators, TLR's etc.
- A programme of observations of experienced colleagues' teaching.
- A reduction of 10% of the average teacher's workload (in addition to PPA time) in year 1 and 5% in year 2. This time is used for participating in the school's Induction programme, other professional development activities and meetings with the mentor.
 - Release time to attend One Cumbria Seminars and other CPD.
- Regular observation of ECT's teaching by experienced colleagues (at least once every half term) In line with the One Cumbria agreed programme.
- Prompt written as well as oral feedback on teaching observed, with targets and feedback/advice provided.
- Confronting of any areas of practice or behaviour that may prevent the ECT meeting the Teachers' Standards in a timely, honest and professional manner
- Opportunities for further professional development based on agreed targets and identified needs.
- Detailed success criteria for any areas identified as making an ECT at risk of not meeting the Teachers' Standards.

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Assessment & Quality Assurance.

The assessment of ECTs will be rigorous, objective and in line with One Cumbria's agreed programme.

- The criteria used for formal assessments will be shared and agreed in advance.
- Both formative assessment (e.g. lesson observation and target setting) and summative assessment (termly Induction reports) will be used.
- Assessment will draw on views from all teachers who have a part in the ECTs development in order to gain a reliable overall view.
- Assessment will draw on evidence from planning, work produced by pupils, progress data and relationships with staff, students and parents, as well as formal observations of teaching.
- The Coordinator will ensure that assessment procedures are consistently applied.
- Copies of any records will be passed to the ECT concerned.
- Termly reports will:
 - give details of areas of strength
 - give details of areas requiring development
 - give evidence used to inform judgement
 - provide targets for coming term of support, to be provided by the school
 - will be based on Teacher's Standards.

At risk procedures

If any ECT encounters difficulties with meeting the Teachers' Standards, the following procedures will be put into place:

- An expectation is established that the support provided will enable any weaknesses to be addressed.
- Recorded diagnosis of the exact nature of the problem and advice given on how to redress the problem.
- Agreed, attainable targets for action set **on a 6 week action plan**, with specific and practical steps outlined for securing an improvement in practice. This plan will be **shared with One Cumbria** and a visit **will be undertaken by the appropriate individual for One Cumbria**.
- Experienced colleagues will model aspects of good practice so that the ECT can focus attention on particular areas of teaching through observation.
- Early warning of the risk of failure will be given to the ECT and the school's concerns communicated to One Cumbria without delay.

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Where an ECT has continuing difficulties, further support, advice and direction will be given. Areas of concern will be re-defined and clarified and the necessary improvements required clearly set out.

The named One Cumbria Contacts, Tina Beddoe and **Jacqui Wilson**, will be informed as soon as it becomes clear an ECT is at risk of not meeting one or more of the Teachers' Standards.

Addressing ECT Concerns

If an ECT has any concerns about the induction, mentoring and support programme, these should be raised within the school (Mentor, Coordinator, Head Teacher) in the first instance. Where the school does not resolve them the ECT should raise concerns with the named Appropriate Body (AB) contact.

The named AB contacts are **Tina Beddoe and Jacqui Wilson**, ECT Inductions Manager for One Cumbria

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