

# Appropriate Body (AB) Service – Induction Tutor and Coordinator Guide

**Roles and Responsibilities of the AB:** All schools that offer a statutory induction are required to have an AB for their Early Career Teachers (ECTs). Appropriate Body Services are committed to ensuring value for money and not permitted to charge more than the cost of supplying this service. Therefore, the pricing structure has been compared nationally by the DfE and the pricing for this service will be revised annually.

## DfE Statutory duties for Induction Tutors

- Provide, or coordinate, guidance for the ECT's professional development (with the appropriate body where necessary).
- Carry out regular progress reviews throughout the induction period – termly.
- Undertake two formal assessment meetings during the total induction period coordinating input from other colleagues as appropriate (normally one at the end of term three and one at the end of term six, or pro rata for part-time staff).
- Inform the ECT following progress review meetings of the determination of their progress against the Teachers' Standards and share progress review records with the ECT, headteacher and appropriate body.
- Inform the ECT during the assessment meeting of the judgements to be recorded in the formal assessment record and invite the ECT to add their comments.
- Ensure that the ECT's teaching is observed and feedback provided.
- Ensure ECTs are aware of how, both within and outside the institution, they can raise any concerns about their induction programme or their personal progress.
- Take prompt, appropriate action if an ECT appears to be having difficulties.
- Ensure that all monitoring and record keeping is done in the most streamlined and least burdensome way, and that requests for evidence from ECTs do not require new documentation but draw on existing working documents.

## Appropriate Body services include

Cost £285 per ECT per year. The full 2-year programme will cost £570 per ECT. This is invoiced termly as £95 per ECT per term. Service:

- Full access to AB services.
- ECT registration on ECT Manager online portal.
- AB registration of ECTs on the TRA system.
- Regular checks of monitoring reports and formal assessment points at the end of year 1 and 2 of induction.
- Additional support for ECTs not on track to meet Teachers' Standards.
- A point of contact for support outside of the ECT's school setting.

## Additional Costs:

- Fidelity checks are required for any school not using a DfE funded training provider.
- Using DfE accredited materials to deliver your own programme (£500 per school per cohort).
- Design and deliver your own ECF based programme (£1,500 per school per cohort).

## Actions to be completed by the Induction Tutor

- Register for Inspire Learning NW Teaching School Hub's Appropriate Body service via [ECT Manager](#)
- Login to Inspire Learning NW Teaching School Hub's [ECT Manager](#) portal to register a new ECT.
- Complete regular observations of the ECT as per your normal school quality assurance processes (at least once per half term in year 1 and once per term in year 2) and complete any observations on your normal school quality assurance form.
- Ensure the ECT receives written feedback (via your school QA document) from any quality assurance activity in a timely manner.
- Ensure the ECT is aware of their progress at all stages of assessment. There should be nothing unexpected.
- Complete four progress reviews (at the end of term 1, 2, 4, 5).
- Complete two formal assessments (at the end of term 3 and 6).
- Keep the headteacher informed of the progress of all ECTs.

## Actions to be completed by the Induction Coordinator

- Check the ECT regularly completes their online learning modules.
- Check the ECT has regular meetings with their mentor to complete onsite mentoring.
- Encourage ECTs to observe other experienced teachers within PPA time.
- Support the mentors in your school by observing their practice and giving feedback (coaching on coaching)
- Meet with the mentor and ECT **at least** once a term.

**Further information / costs** – Inspire Learning NW Teaching School Hub is aware that schools across Liverpool and Wirral have had their AB service provided via a long standing SLA with the respective local authorities and perceive this service to have been “free”. From September 2023, the AB service is not available through local authorities for new ECTs and an alternative provider needs to be selected. Our TSH provides this service. Existing registrations with an LA will be honoured until July 2024 although for schools wishing to move their ECTs across to us, we are happy to discuss the level of service and costings.