Northamptonshire Teaching School Hub Appropriate Body Service

Service Level Agreement 2026-27

Please click here to sign the Service Level Agreement.

1. Purpose of document

This Service Level Agreement (SLA) is intended to define the Early Career Teacher (ECT) induction services provided by the Northamptonshire TSH Appropriate Body, as well as the responsibilities of the school or college.

This SLA is based on statutory guidance (Induction for Early Career Teachers – England, published March 2021 and updated June 2026) which sets out the responsibilities of the Appropriate Body and the school or college. The full guidance can be accessed via this link.

This SLA will be reviewed annually and will be updated as necessary to reflect any changes to statutory guidance.

2. Responsibilities of the Appropriate Body

Northamptonshire TSH will carry out the statutory responsibilities of the Appropriate Body, as outlined in section 5.8 of *Statutory Induction for Early Career Teachers (England)*

The following services are included in the Appropriate Body package:

- Registration of the ECT with the Teaching Regulation Agency (TRA)
- Access to the *ECT Manage*r software, providing an efficient online service for registering ECTs (Early Career Teacher) and completing assessments.
- Quality Assurance of the school's induction arrangements and assessments.
- Appropriate Body verification of ECT assessments and progress reviews.
- Statutory notifications of completion of induction to the Teaching Regulation Agency.
- Agreement to extensions or reductions to the induction period.
- Support for induction leads in completing progress reviews and assessments.
- Ongoing individual support throughout the year – ECTs will have a named contact at the AB in case of queries or difficulties.
- A welcome and information session for Induction Tutors in September. ·
- A celebration event for Induction Tutors on completion of induction. ·
- Ongoing support for schools and ECTs in the case of difficulties or concerns over progress. ·
- Liaising with other Appropriate Bodies in the event of an ECT moving schools part way through induction.

3. School Responsibilities

The statutory responsibilities of the school/college are outlined in the updated DfE statutory guidance. In the guidance reference is made to the following roles:

a) Induction Tutor

This should be a senior member of staff who coordinates the induction process for all ECTs in the school. Their role is to provide regular monitoring and support, and coordination of assessment. The Induction Tutor is a separate role to that of mentor, although one person can carry out both functions.

The Induction Tutor will need to be able to make rigorous and fair judgements about the ECT's progress in relation to the Teachers' Standards. They will need to be able to recognise when early action is needed in the case of an ECT who is experiencing difficulties. The Induction Tutor is expected to review the ECT's progress against the Teachers' Standards throughout the induction period, with progress reviews taking place in each term where a formal assessment is not scheduled.

b) Mentor

The headteacher/principal should identify a person to act as the ECT's mentor, to provide regular mentoring to cover the ECF content. The mentor must hold QTS and have the necessary skills and knowledge to work successfully in this role.

Mentoring is a very important element of the induction process, and the mentor is expected to be given adequate time to carry out the role effectively and to meet the needs of the ECT. This includes attending regular mentoring sessions and mentor training where appropriate. Mentors should not carry out formal assessments (unless they are also acting as the induction tutor).

Schools have a responsibility to:

- Check and confirm that each ECT has Qualified Teacher Status prior to registration with the Appropriate Body;
- Register each ECT on the DfE Online Service (Portal), if the school is following either the Full or Core Induction Programme;
- Ensure that appropriately qualified (must hold QTS) and experienced teachers act as ECT Induction Tutor and ensure that they have sufficient time to enable them to fulfil this role effectively;
- Ensure that each ECT has an ITTECF- based induction programme, including regular meetings with a dedicated mentor within the school day;
- Ensure that Induction Tutors meet regularly (once per half term) with each ECT and that summary notes of these meetings are kept. These meetings are necessary to inform the progress reviews and formal assessments;
- Complete and submit statutory progress reviews and assessment forms following the guidance of the Appropriate Body by the dates set by the Appropriate Body;
- Conduct progress reviews at the end of each term where a formal assessment is not required. These reviews are not formal assessments and there is no requirement for ECTs to create evidence specifically to inform a progress review. A written record of each progress review is expected to be retained and provided to the ECT after each meeting, with the record clearly stating whether the ECT is on track to successfully complete induction, briefly summarising evidence collected by the Induction Tutor and stating the agreed development targets. It is also expected that objectives are reviewed and revised in relation to the Teachers' Standards and the needs and strengths of the individual ECT.
- Notify the Appropriate Body and ECT after each progress review stating whether the ECT is making satisfactory progress. Where the Induction Tutor believes the ECT is not making satisfactory progress it is expected they outline the plan they have put in place to assist the ECT in getting back on track.
- Ensure the ECT has a reduced timetable of no more than 90% of the timetable of the school/college's other teachers on the main pay range in year 1 and no more than 95% in year 2;

- Ensure the ECT's teaching is formally observed regularly. Northamptonshire TSH recommends that this should be once per half term in both Year 1 and Year 2. Formal observations should be carried out by the Induction Tutor or other suitably experienced and qualified staff, not the mentor. Areas of strengths/development should directly reference the Teacher standards;

- Take part in the cycle of Quality Assurance visits as set out by Northamptonshire TSH.

- Inform the Appropriate Body immediately should there be any evidence that an ECT may be at risk of not meeting the Teachers' Standards by the end of the induction period, by emailing the Appropriate Body Lead.

- Inform the Appropriate Body of any changes to the school details and contacts, e.g. change in Induction Tutor or Headteacher;

- Inform the Appropriate Body of any changes to the ECT's circumstances. This may include contract changes, extended period of absence, maternity leave etc;

- Retain induction records for at least the minimum statutory period (currently 6 years).

4. Service Charges

Northamptonshire TSH will make an annual charge of £245 per ECT. This will be charged during the term the ECT starts induction.

If the ECT is registered as temporary, the school will be charged for the full year and can request a refund for the remainder.

Where an ECT leaves a school before the end of induction, refunds can be given at a pro rata rate for each term remaining.

Please note that an approved reduced induction does not qualify for a refund.

5. Fidelity checks for schools delivering their own ITTECF-based training.

If a school is not using a DfE funded training provider (a Teaching School Hub or other delivery partner of one of the Lead Providers) the Appropriate Body is required to carry out a fidelity check on the school's own ECTP programme.

Fidelity checks must be carried out at 3 points in the process:

- At the **planning stage**: before the start of induction where possible, an Appropriate Body is expected to check that an induction support programme has been designed with fidelity to the ECF.
- Before the **end of term 3**, an Appropriate Body should check implementation of the school's plans.
- Before the **end of induction**, an Appropriate Body should check actual delivery of the planned ITTECF-based induction.

These checks for schools using the DfE accredited materials will be charged at an annual fee of £550 for the core route, plus £245 per ECT.

6. Termination of agreement

This is a two-way agreement between the Appropriate Body and the school/college. Should the Appropriate Body, or school/college, not fulfil its responsibilities regarding ECT Induction as described above, either party may choose

to terminate the agreement.

The school/college may terminate the provision of this service by giving three month's written notice to the Appropriate Body.

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For each ECT registered this agreement will terminate if:

- The ECT resigns from their post before the end of the induction period;
- The ECT's contract with the employing school/college ends;
- The ECT completes their induction period.

7. Complaints

Should a school/college wish to make a complaint about the provision of the service they should contact Gemma Marks, Director of Teaching school, in writing.

Complaints that cannot be resolved satisfactorily will be escalated and considered by the Strategic Board of Northamptonshire TSH.

Complaints should be addressed to:

Gemma Marks, Director of Northamptonshire Teaching School Hub,
C/O Brooke Weston Academy, Coombe Road, Great Oakley, NN18 8LA