



Unity TSH Appropriate Body Early Career Teacher (ECT)

Induction Service 2024- 2025

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

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 April 2024](#), satisfactory completion of 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 commencing.

Purpose of the agreement

This agreement sets out the rights and responsibilities of the Teaching School Hub (TSH) and the school or setting that engages its services as an Appropriate Body (AB) for the statutory induction of Early Career Teachers (ECTs).

The agreement is founded on current statutory guidance (2024) and is incorporated in Sections 135A, 135B and 141C(1) (b) of The Education Act 2002 and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012, as amended. It also refers to good practice recommendations set out by the DfE in [Appropriate Bodies Guidance: Induction and the Early Career Framework April 2024](#).

Duration of the agreement

This agreement will commence once the school has registered its intent to use Unity TSH Appropriate Body services and will automatically renew, unless cancelled in writing by the school. Charges will not be incurred if a school has no registered ECTs.

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 (including interims 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 (including interim 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, should there be one, has been concluded.

Continuity of provision

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

The service to be provided

Unity TSH AB will fulfil statutory functions assigned to it in the current [statutory guidance](#) and the DfE good practice document 'Appropriate Bodies Guidance: Induction and Early Careers Framework September 2024'.

Appropriate Body key roles within the statutory guidance:

- The main quality assurance role within the induction process.
- To check that ECTs are receiving their statutory entitlements and that schools have regard for the statutory guidance.
- To undertake Early Career Framework (ECF) fidelity checks for schools not using the DfE-funded ECF programme.

This service includes robust quality assurance to ensure adequate support is provided for all ECTs and that 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 [current statutory guidance](#).

The Appropriate Body makes the final decision as to whether the ECT's performance against Teachers' Standards is satisfactory, drawing upon the recommendation of the headteacher/principal (statutory guidance 2.66).

Roles and Responsibilities

In discharging its role Unity TSH Appropriate Body will:

- act as the Appropriate Body;
- register each ECT with the Teaching Regulation Agency (TRA), to include the induction programme route and any national provider materials the school will be using.

Through quality assurance the Appropriate Body should assure itself that:

- headteachers/principals and governing bodies (where applicable) are aware of, and are capable of meeting their responsibilities for monitoring, support, and assessment. This includes checking that an ECT receives an ECF-based induction programme, a designated induction tutor and mentor, and the reduced timetable
- the monitoring support, assessment and guidance procedures in place are fair and appropriate [statutory guidance](#) paragraph 5.8.

In line with statutory guidance paragraph 5.11 Unity TSH Appropriate Body will take all reasonable steps to ensure that its responsibilities are discharged. Follow link for full details of [statutory guidance](#) paragraph 5.11.

Responsibilities of the Headteacher/Principal

The headteacher/principal is, along with the appropriate body, jointly responsible for the monitoring, support and assessment of the ECT during induction, and is expected to fulfil all their responsibilities in [statutory guidance](#) paragraph 5.3 – 5.5 Follow link for full responsibilities.

Responsibilities of Induction Tutors

The induction tutor (or the headteacher/principal if carrying out this role) is expected to fulfil all their responsibilities in [statutory guidance](#) paragraph 5.6 Follow the link for full responsibilities.

Responsibilities of mentors

The mentor (or the induction tutor if carrying out this role) is expected to fulfil all their responsibilities in [statutory guidance](#) paragraph 5.7 Follow the link for full responsibilities.

Role of the Governing Body

The governing body:

- should ensure compliance with the requirement to have regard to this guidance; follow the link for full responsibilities: [statutory guidance](#) paragraph 5.13.

The Appropriate Body will provide the following at no extra cost for registered schools:

- statutory induction tutor training each term.

- provide a Welcome Session each term for ECTs to ensure they have an understanding of statutory induction, entitlements and responsibilities.
- Breakfast Briefing each half-term.
- single-topic training when pertinent.
- the Unity TSH 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 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 15% of schools using its services each year. This will include schools using DfE-accredited materials to deliver their own training and those choosing to design and deliver their own ECF-based training.
- In-person or online visit to 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;
- 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 as capacity allows
- work with school/setting, ECT lead, induction tutor and/or headteacher/principal as appropriate to ensure a well-considered support plan is in place and being implemented
- attend case conference meetings with school/setting/Professional Associations and HR when relevant
- consider, when appropriate, the school's judgement of satisfactorily meeting, or not meeting, Teachers' Standards through the Unity TSH Quality Assurance Advisory Panel.

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

- arrange an 'At Risk' visit and professional dialogue with the 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 is 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 April 2024
- 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 Appropriate Body Quality Assurance and Actions Board

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 TRA induction appeals, 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 the 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, parental bereavement or carer's leave during their statutory induction period
- the ECT resigns and leaves before the end of the statutory induction

Eligibility to begin 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 has been verified by the Teaching Regulation Agency (TRA)
- the school has consented to Unity TSH AB Service Level Agreement
- the Unity TSH 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 the current statutory guidance. The induction tutor needs to have the necessary skills, knowledge, and time to successfully undertake the role.

- Induction tutors must attend induction tutor training with the Appropriate Body each year to ensure up-to-date knowledge and actions.
- A dedicated Early Career Framework (ECF) mentor has been appointed (statutory guidance paragraphs 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 ECF-based induction programme.
- Governors need to be aware of and understand their role within statutory induction (statutory guidance paragraph 5.13).

Confidentiality and data protection

In line with statutory guidance paragraphs 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 AB, and the Teaching Regulation Agency as necessary.

The Costs

The service described below constitutes the SLA for schools and settings for the academic year 2024 - 2025. Schools will be charged £240 per year for each ECT. We are pleased to be able to keep the costs the same as last academic year. Schools will be invoiced annually, at £240 pa, for each ECT including those requesting a reduced induction as additional administrative work is required by the Appropriate Body. Extra charges may be incurred for additional work required if deadlines are missed.

Schools using DfE-accredited materials to deliver their own ECF-based training require fidelity checking at a charge of £820 per setting, in addition to the individual ECT registration charge of £480 per ECT. Should additional work be required this will be charged at £550 per day.

Schools designing and delivering their own ECF-based training require fidelity checking at a charge of £1320, in addition to the individual ECT registration charge of £480 per ECT. Should additional work be required this will be charged at £550 per day.

ECT Route (As chosen by the school)	Cost Payable per ECT (Charged at the beginning of each academic year)
DfE-funded provider-led programme (Full Induction Programme with Ambition Institute through Unity Teaching School Hub)	£240 per ECT per year
DfE-accredited materials to deliver your own programme (Core Induction Programme)	£820 per school per year, plus: £240 per ECT per year (Additional work @ £550 per day)
Design and deliver your own ECF-based programme (School-based Induction Programme)	£1320 per school, plus: £240 per ECT per year (Additional work @ £550 per day)

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 or training sessions arranged by the Appropriate Body.

Complaints

Formal complaints will be considered by the Director of 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

Indemnity:

The client school shall be liable for and shall indemnify the service provider against any liability, loss, claim or proceedings arising under any statute 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 additional work undertaken by the Appropriate Body in respect of an Appeal will be charged at the rate of £550 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.

Contact details:

Email: AB@UTSH.org

Phone: 01440 333 400 extension 5564