**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 1 | Year 1, Autumn Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Agree targets for the autumn term;  · Arrange a lesson observation of the ECT for the autumn term;  · Ensure ECT understands how to complete the Teachers’ Standards Evidence Form;  · Ensure ECT and IT have watched OTSA ECT Induction Training videos (on OTSA website). *Please note, it is a requirement that all ECTs and ITs watch the videos;*  · Ensure ECT is engaging with the ECF Programme with their mentor;  · Ensure ECT is aware of internal and external CPD opportunities;  · Ensure ECT is aware of school safeguarding procedures. | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| Agree targets for the autumn term  A lesson observation has been  arranged in the autumn term. |  |
| The ECT understands how to complete the Teachers’ Standards Evidence Form. |  |
| ECT and IT have watched the OTSA induction training videos.  ECT is engaging with the ECF  Programme with their mentor. |  |
| Internal and external CPD  opportunities were discussed. |  |
| Safeguarding procedures were  discussed. |  |

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 2 | Year 1, Autumn Term Date: |
| --- | --- |
| Present: | |

Focus:

· Review Teachers’ Standards Evidence Form (TSEF);

· Discuss Progress Review 1;

· Agree targets for the spring term.

After the meeting:

· induction tutor submits Progress Review 1 on ECT Manager;

· ECT comments on and signs Progress Review 1 on ECT Manager.

| Confirmation of discussion: | Tick Comments/Actions (Optional) |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed.  Progress Review 1 was discussed. |  |
| Targets for the spring term were agreed. |  |

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 3 | Year 1, Spring Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Arrange a lesson observation of the ECT (spring term);  · Discuss targets from Progress Review 1;  · Review Teachers’ Standards Evidence Form (TSEF). | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| A lesson observation has been  arranged for the spring term. |  |
| Targets from Progress Review 1 were discussed. |  |

The TSEF was reviewed and gaps in

evidence discussed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 4 | Year 1, Spring Term Date: |
| --- | --- |
| Present: | |

Focus:

· Review Teachers’ Standards Evidence Form (TSEF);

· Discuss Progress Review 2;

· Agree targets for the summer term.

After the meeting:

· induction tutor submits Progress Review 2 on ECT Manager;

· ECT comments on and signs Progress Review 2 on ECT Manager.

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed.  Progress Review 2 was discussed. |  |

Targets for the summer term

were agreed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 5 | Year 1, Summer Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Arrange a lesson observation of the ECT (summer term);  · Discuss targets from Progress Review 2;  · Review Teachers’ Standards Evidence Form (TSEF). | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| A lesson observation has been arranged for the summer term. |  |
| Targets from Progress Review 2 were discussed. |  |

The TSEF was reviewed and gaps

in evidence discussed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 6 | Year 1, Summer Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Review Teachers’ Standards Evidence Form (TSEF);  · Discuss assessment 1;  · Agree areas for development for next term.  After the meeting:  · induction tutor submits assessment 1 on ECT Manager;  · ECT comments on and signs assessment 1 on ECT Manager. | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed. |  |
| Assessment 1 was discussed. |  |

Areas for development for next

term were agreed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 7 | Year 2, Autumn Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Agree targets for the autumn term;  · Arrange a lesson observation of the ECT (autumn term);  · Review Teachers’ Standards Evidence Form (TSEF). | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| Targets for the autumn term were agreed. |  |
| A lesson observation has been arranged for the autumn term. |  |

The TSEF was reviewed and gaps

in evidence discussed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 8 | Year 2, Autumn Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Review Teachers’ Standards Evidence Form (TSEF);  · Discuss Progress Review 3;  · Agree targets for the spring term.  After the meeting:  · induction tutor submits Progress Review 3 on ECT Manager;  · ECT comments on and signs Progress review 3 on ECT Manager. | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed. |  |

Progress Review 3 was discussed.

Targets for the spring term were

agreed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 9 | Year 2, Spring Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Arrange a lesson observation of the ECT (spring term);  · Discuss targets from Progress Review 3;  · Review Teachers’ Standards Evidence Form (TSEF). | |

| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| --- | --- | --- |
| A lesson observation has been arranged for the spring term. |  |  |
| Targets from Progress Review 3 were discussed. |  |  |

The TSEF was reviewed and gaps in

evidence discussed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 10 | Year 2, Spring Term Date: |
| --- | --- |
| Present: | |

Focus:

· Review Teachers’ Standards Evidence Form (TSEF);

· Discuss Progress Review 4;

· Agree targets for the summer term.

After the meeting:

· induction tutor submits Progress Review 4 on ECT Manager;

· ECT comments on and signs Progress Review 4 on ECT Manager.

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed. |  |
| Progress Review 4 was discussed. |  |

Targets for the summer term

were agreed.

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 11 | Year 2, Summer Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Arrange a lesson observation of the ECT (summer term);  · Discuss targets from Progress Review 4;  · Review Teachers’ Standards Evidence Form (TSEF). | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| A lesson observation has been arranged for the summer term. |  |
| Targets from Progress Review 4 were discussed. |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |

**ECT Induction Programme** 

**Meeting Notes - ECT and Induction Coordinator**

| Meeting No: 12 | Year 2, Summer Term Date: |
| --- | --- |
| Present: | |
| Focus:  · Review Teachers’ Standards Evidence Form (TSEF);  · Discuss the final assessment form;  · Agree areas for development for next year.  ·  After the meeting:  · induction tutor submits final assessment on ECT Manager;  · ECT comments on and signs final assessment on ECT Manager. | |

| **Confirmation of discussion:** | **Tick Comments/Actions (Optional)** |
| --- | --- |
| The TSEF was reviewed and gaps in evidence discussed. |  |

The final assessment form was

discussed.