**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.