

# Spaxton CofE Primary School

*'Together we flourish and achieve'*



## First Aid Policy

DATE: November 2021

POSTHOLDER RESPONSIBLE: Rebecca Skews

MONITORED BY: Local Governance Committee

DATE RATIFIED BY GOVERNORS:

AUDIENCE: Staff, parents, pupils

REVIEW DATE: November 2022

Approved on behalf of School:

A handwritten signature in black ink, appearing to read 'Rebecca Skews', is written over a faint, larger version of the same signature.

(Head of School)

## **Aims**

Spaxton Cof E Primary school aims to: Run a ECT induction programme that meets all the statutory requirements. Provide ECTs with a supportive environment that develops them and equips them with the tools to be effective and successful teacher. Ensure all staff understand their role in the induction programme

## **Legislation and statutory guidance**

This policy is based on the Department for Education's statutory guidance Induction for Early Career Teachers (England) and The Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The 'relevant standards' referred to below are the Teachers' Standards. This policy complies with our funding agreement and articles of association.

## **The induction programme**

For a full-time ECT, the induction programme will typically last for a single academic year. Part-time ECTs will serve a full-time equivalent. The programme is quality assured by STSA our 'appropriate body'.

Will provide ECTs with the necessary employment tasks, experience and support to enable them to demonstrate satisfactory performance against the relevant standards throughout, and by the end of, the induction period Have an appointed induction tutor, who will have qualified teacher status (QTS) Have a reduced timetable to allow them to undertake activities in their induction programme, with no more than 90% of the timetable of our existing teachers on the main pay range.

ECTS will regularly teach the same class or classes, take part in similar planning, teaching and assessment processes to other teachers working in similar posts.

Not be given additional non-teaching responsibilities without appropriate preparation and support and not have unreasonable demands made upon them.

## **Support for ECTs**

We support ECTs with:

- Their designated induction tutor, who will provide day-to-day monitoring and support, and co-ordinate their assessments
- Observations of their teaching at regular intervals, and follow-up discussions with prompt and constructive feedback Regular professional reviews of their progress, to take place on a monthly basis, at which we will review their objectives and revise them in relation to the relevant standards and their current needs and strengths.
- Chances to observe experienced teachers, either within the school or at another school with effective practice.

## **Assessments of ECT performance**

Formal assessment meetings will take place on a termly basis, carried out either by the line manager, ECT mentor or the ECT's induction tutor. These meetings will be informed by clear and transparent evidence gathered during the preceding assessment period, and drawn from the ECT's work as a teacher and from their induction programme. Copies of the evidence relied on will be provided to

the ECT and the appropriate body. After these meetings, formal assessment reports will be completed that clearly show how the ECT is performing against the relevant standards. At the end of the programme, ECTs will take part in a final formal assessment meeting. The outcomes of this meeting will be used by the headteacher to decide whether the ECT's performance is satisfactory against the relevant standards. The decision will be written up in a final assessment form. The ECT can add their own comments to this final form. The form will then be sent to the appropriate body, who will make the final decision on whether the ECT has passed their induction period.

### **At-risk procedures**

If it becomes clear the ECT is not making sufficient progress, additional monitoring and support measures must be put in place immediately, meaning:

- Areas in which improvement is needed are identified.
- Appropriate objectives are set to guide the ECT towards satisfactory performance.
- An effective support programme is put in place to help the ECT improve their performance.
- If there are still concerns about the ECT's progress at their next formal assessment, so long as it is not the final assessment, the headteacher will discuss this with the ECT, updating objectives as necessary and giving details of the improvement plan for the next assessment period.

### **Roles and responsibilities**

#### **Role of the ECT**

The ECT will:

- Provide evidence that they have QTS and are eligible to start induction.
- Meet with their induction tutor at the start of the programme to discuss and agree priorities and keep these under review.
- Agree with their induction tutor how best to use their reduced timetable allowance.
- Provide evidence of their progress against the relevant standards.
- Participate fully in the monitoring and development programme.
- Participate in scheduled classroom observations, progress reviews and formal assessment meetings.
- Agree with their induction tutor the start and end dates of the induction period, and the dates of any absences from work during the period.
- Keep copies of all assessment forms.
- When the ECT has any concerns, they will: Raise these with their induction tutor as soon as they can. Consult with their contact at the appropriate body at an early stage if there are difficulties in resolving issues with their tutor or within the school.

#### **Role of the headteacher**

- The headteacher will: Check that the ECT has been awarded QTS and whether they need to serve an induction period.
- Agree, in advance of the ECT starting, who will act as the appropriate body.
- Notify the appropriate body when an ECT is taking up a post and undertaking induction.

- Make sure the ECT's post is suitable according to statutory guidance.
- Ensure the induction tutor is appropriately trained and has sufficient time to carry out their role effectively.
- Ensure the ECT's progress is reviewed regularly, including through observations and feedback of their teaching.
- Ensure that formal assessments are carried out and reports completed and sent to the appropriate body.
- Maintain and keep accurate records of employment that will count towards the induction period.
- Make the governing board aware of the support arrangements in place for the ECT.
- Make a recommendation to the appropriate body on whether the ECT's performance against the relevant standards is satisfactory.
- Participate in the appropriate body's quality assurance procedures of the induction programmes.
- Keep all relevant documentation, evidence and forms on file for 6 years.

### **Role of the induction tutor**

The induction tutor will:

- Provide guidance and effective support to the ECT, including coaching and mentoring.
- Carry out regular progress reviews throughout the induction period.
- Undertake formal assessment meetings during the induction period, coordinating input from other colleagues as appropriate. Inform the ECT during the assessment meeting of the judgements to be recorded on their formal assessment record and invite the ECT to add their own comments.
- Ensure that the ECT's teaching is observed and feedback is provided.
- Ensure the ECT is aware of how they can raise concerns about their induction programme or their personal progress, both within and outside of the school.
- Take prompt, appropriate action if the ECT appears to be having difficulties.

### **Role of the governing board**

- The governing board will: Ensure the school complies with statutory guidance.
- Be satisfied that the school has the capacity to support the ECT. Ensure the headteacher is fulfilling their responsibility to meet the requirements of a suitable induction post.
- Investigate concerns raised by the ECT as part of the school's grievance procedure. If it wishes, seek guidance from the appropriate body on the quality of the induction arrangements and the roles and responsibilities of staff involved in the process.
- If it wishes, request general reports on the progress of the ECT.

### **Monitoring arrangements**

This policy will be reviewed annually by the head teacher. At every review, it will be approved by the full governing board.