

## ECT Induction Tutor Package

### Year 1

#### Initial Meeting with ECT and Mentor

- Exploration of roles
- Minimum entitlement check
- Area of focus
- Set dates
- Q&A
- Introduction to Headteacher
- Pop into lesson

2 ½ hours

#### Observation and Feedback 1

Undertake observation (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and areas of focus for ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Report writing and submission to appropriate body (1hr)

½ day

#### Joint Observation & Feedback 2

Joint observation with mentor (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and areas of focus for ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Report writing and submission to the Appropriate Body (1 hr)

½ day

#### Observation and Feedback 3

Observation (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Report writing and submission to the Appropriate Body – all Stds (2 hrs)

4 ½ hours

#### Report to Governors

Annual report to governors prepared and submitted to Headteacher cc mentor

2 ½ hrs

## Year 2

### Initial Meeting with ECT and Mentor

- Focus of year
- Plan for year
- Q&A
- Meeting with mentor – to identify areas of focus and required support (1/2 hr)

1 ½ hours

### Observation and Feedback 1

Undertake observation (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and areas of focus for ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Report writing and submission to appropriate body (1hr)

½ day

### Joint Observation & Feedback 2

Joint observation with mentor (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and areas of focus for ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Report writing and submission to the Appropriate Body (1 hr)

½ day

### Observation and Feedback 3

Observation (1/2 hr)

Catch up with mentor (1/2 hr)

Professional learning conversation with ECT based on lesson observation and ECT report – to include mentor (1 hr)

Observation feedback write up share with ECT and mentor (1/2hr)

Final report writing and submission to the Appropriate Body – all Stds (2 hrs)

4 ½ hours

### Report to Governors

Annual report to governors prepared and submitted to Headteacher cc mentor

2 ½ hours

## TOTAL

Year 1 = £1355.36 payable in termly instalments of T2 £451 T4 £451 T6 £453.36

Year 2 = £1273.21 payable in termly instalments of T2 £424 T4 £424 T6 £425.21

**TOTAL = £2750 Travel expenses payable @£0.45/mile dependent on location.**