**Royal Borough of Windsor and Maidenhead**

**Notification of ECT Appointment**

**2022-2023**

|  |  |
| --- | --- |
| NAME OF APPOINTING SCHOOL |  |

|  |
| --- |
| **ECT DETAILS** |
| TITLE: (Mr/Mrs/Miss/Ms/Dr) |  |
| FORENAME (S): |  |
| SURNAME: |  |
| DATE OF BIRTH: |  | TEACHER REFERENCE NO**(Your ECT will not be registered without this)** |  |
| ECT Email Address  |  |
| Has QTS Status been awarded and checked on DfE employer access database (Please circle) | YES |  NO  |

|  |  |  |  |
| --- | --- | --- | --- |
| START DATE  |  | YEAR GROUP/CLASS TAUGHT |  |
| SECONDARY SUBJECT |  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF INITIAL TEACHER TRAINING PROVIDER |  | DATE QTS WAS OBTAINED |  |
| TEACHING QUALIFICATION OBTAINED | PGCE | SCHOOL DIRECT | BA with QTS | Other |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TERMS OF CONTRACT | PERMANENT |  | FULL TIME |  |
| PART TIME % |  | END DATE IF TEMPORARY |  |

|  |  |  |
| --- | --- | --- |
| Has the ECT completed any induction before this | Have previous assessments been obtained | Are the assessments attached to this email |
| Yes | No | Yes | No | Yes | No |

|  |  |
| --- | --- |
| NAME OF SCHOOL INDUCTION TUTOR |  |
| INDUCTION TUTOR EMAIL |  |
| NAME OF ECT MENTOR |  |
| ECT MENTOR EMAIL |  |

**INDUCTION TYPE – Please tick the ECF Induction your school has opted for**

|  |  |  |
| --- | --- | --- |
| **INDUCTION TYPE** | **Option decided on** | **Name of provider** |
| Full Induction Programme |  |  |
| Core Induction Programme |  |  |
| School based programme |  |  |

**PACKAGE COSTS**

|  |  |
| --- | --- |
| Full Induction – Full 6 term contracted ECT | Sessional contract – 1 or 2 short term contracted ECT |
| £200 per YEARSchools will be charged at start of each academic year | £100 per ECT |
| Fidelity Checks | £500 a day |
| Fidelity checks are required for Core Induction Programmes and School Led Induction Programmes and costs depend on the time needed for level of scrutiny. Fidelity checks will be charged based on a needs analysis at the registration point.Core Induction Programme (CIP) – Schools deliver own training using DfE accredited materials and resources and School Led Induction Programme (SIP) Schools design, sequence and deliver their own two-year induction programme for ECTs based on the ECF • Pre-Induction check 1 – check school design of induction for the ECT with fidelity to the ECF • Review point 2- check school implementation of plans prior to the end of year one • Review point 3 - check school actual delivery of planned induction prior to final assessment |

**Note:** Schools using RBWM finance will be charged via a journal

 Schools not using RBWM finance will be invoiced

|  |
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| I can confirm that the school is able to provide the statutory support as set out in the Early Career Framework for Early Career Teachers (England) Signed: …………………………………………………. Position: …………………………………………………..Date: …………………………………………………… |

Please return the completed form immediately following the appointment of Stephanie Kirby to:

**stephanie.kirby@achievingforchildren.org.uk**

**Please note that we can not process this form until we have all the relevant information.**

**Incomplete forms may be returned which may result in a delay of registration**

For any general enquiries and support for Early Career Teachers contact:

Claire Murray Email: Claire.murray@achievingforchildren.org.uk

Phone: 07710 913454

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**LEAVING INFORMATION BEFORE END OF ECT INDUCTION**

If this ECT leaves before the end of the year you must complete this part of which should be forwarded to:

claire.murray@achievingforchildren.org.uk

|  |  |
| --- | --- |
| Date ECT left |  |
| Has a interim report been submitted | **Yes** | **No** |
| Signed |  |
| Date |  |