



Top Tips for a great start to your Early Career Framework (ECF)-based training programme

Understanding the benefits and expectations of the programme early on are key to your staff's engagement with the programme and ultimately the success of it.


For the first time ever, new teachers are entitled to structured learning, coaching and continuous professional development for the first two years of their career. We all need to ensure that your ECTs see the ECF as integral and central support to their teaching role, and not as an extra burden to their already busy jobs.

We recommend you follow these steps to give your school the best start to the ECF-based training programme:

- 01 Register on the DfE portal,** selecting your lead provider (Capita) and your local delivery partner as soon as possible so that you and your staff receive all relevant communications.

Note: Double check that your induction lead, mentors and ECTs have registered with their correct email addresses.
 - 02 Register with an Appropriate Body early.** Appropriate Bodies will make sure early career teachers are fairly assessed and supported throughout their statutory induction period.
 - 03 Identify your Induction Lead.** This may be someone from your Senior Leadership Team or someone with additional responsibility within the school's structure who will ultimately be responsible for ensuring that time is provided for ECTs and mentors to complete their training.

Note: The Induction Lead will also be the link with the delivery partner.
 - 04 Identify your mentors.** Ensure your best and most inspiring teachers are mentors. They will be modelling the excellent practice that your new teachers are striving for. Mentors will carry out observations and coaching meetings weekly with their ECT. Where possible, mentors with shared subject or phase specialism will provide coaching that is tailored and specific. This may not be possible in all contexts so consider who the best people are to take on the role based on your school needs and staff capacity.
 - 05 Ensure ECTs have their time protected.** In the first year, early career teachers receive 10% time off timetable in addition to their 10% PPA time. The DfE will fund a further 5% off their timetable in their second year. This protected time is crucial to completing their weekly self-study (40 minutes per week) and meeting with their mentor for instructional coaching (45 minutes per week). There will also be CPD clinics held during half term that will be delivered by your local delivery partner that your ECT will attend.
 - 06 Ensure mentors have their time protected.** Mentors need to be provided with the time to meet their ECTs weekly in the first year of the ECF-based training: 15 minutes of focused observation and 45 minutes for a coaching meeting. They also need to familiarise themselves with the online self-study for mentors (15 minutes per week). The DfE will also fund time for mentors to spend with their mentee in the second year of induction.

Note: Mentors will also receive 36 hours of funded CPD training during the two-year induction period.
 - 07 Check in with your ECT.** Feedback shows that a friendly word and interaction with one of the Senior Leadership Team will motivate your teachers and make them feel valued as part of the school, or supported after a challenging day.
 - 08 Provide your Induction Lead** with the full calendar of training events for ECTs and mentors from your Delivery Partner. This will help plan ahead to ensure that mentors and ECTs will have time carved out in advance to attend training and benefit fully from the programme.
 - 09 Consider how your mentors can benefit** the wider teaching and learning culture in your school. After completing the ECF-based mentor training programme you will have highly developed mentors who are skilled in using the methodology of instructional coaching and deliberate practice which can be applied to further develop the practice of teachers with any level of experience, not just new entrants to the profession.
 - 10 Promote the opportunity to continue** to study and to research to develop classroom and professional development through the eight new NPQs which are available for teachers at various stages of their careers.
-  For further support and advice, please contact ECF@capita.com

To find out more about our induction programme and what it involves get in touch.
Contact ECF@bcu.ac.uk