



# United Appropriate Body

Swindon & Wiltshire Teaching School Hub

Quality support for  
teacher success

## ? What is the reform?

- From September 2024 Local Authorities can no longer act as Appropriate Bodies. All ECTs will need to be registered with a Teaching School Hub.

Sept 23	LA cannot accept new registrations. Year 2 ECTs can finish their induction with LA.
Yr 1 ECTs	Year 1 ECTs registered with S&W TSH AB.
Sept 24	Local Authority no longer acts as an AB. All registrations go through S&W TSH AB.
All ECTs	Any incomplete inductions with LA transfer.

## ? Why?

There is evidence that there is variation in quality and approach of Appropriate Bodies across the country. The DfE already has a formal agreement in place with each TSH and holds them to account against key performance indicators which it believes will lead to more robust quality assurance systems.

## ? Who do we contact?

Mel Marshall Deputy Director, AB Lead [mmarshall@glenmoorandwinton.org.uk](mailto:mmarshall@glenmoorandwinton.org.uk)

Linda Bedford AB Administrator

[lbedford@glenmoorandwinton.org.uk](mailto:lbedford@glenmoorandwinton.org.uk)

## ? What are the options?

### Option 1

Use **United AB** for all your ECTs from September 2023.

Year 2 ECTs will need to transfer to us.

You will work with just one AB next year.

- ✓ ECT Manager will migrate your school, ECTs and their assessments directly to us.
- ✓ You will only need one log in for ECT Manger.
- ✓ Training and newsletters will support you to understand our systems and expectations.

### Option 2

Use **United AB** for your year 1 ECTs in September 2023.

Keep your year 2 ECTs with **Wiltshire LA**.

You will work with two ABs next year.

- ✓ Your 2<sup>nd</sup> year ECTs will know Wiltshire's systems and they will know your ECTs.
- Schools will need two separate ECT Manager accounts and will need to register their school with United AB.

## ? What are the next steps?

1. Decide if you want to use us for all your ECTs or just year 1 ECTs in Sept 23.
2. Let us know by email or this forms [link](#), ideally by the 28<sup>th</sup> April.
3. If you'd like more information attend one of our AB reform briefings.

Currently with ...



We are committed to supporting you make the right decision for your school and ECTs.

We have worked closely with Charlotte at Wiltshire Council and will align our assessment dates, transfer as much as possible on ECT Manager and recognise work on fidelity checks to help schools working with two ABs.



20<sup>th</sup> March 4.30pm [Click here](#)  
23<sup>rd</sup> March 9am [Click here](#)

# Quality support for teacher success



## United Appropriate Body

Swindon & Wiltshire Teaching School Hub

## ? Who are we?



My name is Mel Marshall and I lead United Appropriate Body for the Swindon & Wiltshire Teaching School Hub. I am proud of the high quality support we are able to offer induction tutors and ECTs. Linda Bedford is our full time administrator and is always a friendly voice on the other end of the phone to answer any questions you might have. Ben Tainsh is our Quality Assurance Coordinator and works closely with schools to ensure ECTs receive the very best training and support. We are excited to also welcome 3 additional team members in September.

## ? What do we offer?

- ✓ AB services for the **FIP**, **CIP** and **SBP**.
- ✓ High quality, personalised support to unite schools, induction tutors and ECTs.
- ✓ Training sessions for ITs and ECTs.
- ✓ Termly newsletters and assessment guidance.
- ✓ **ECT Manager** to reduce your workload.
- ✓ Half day support visits for ECTs at risk.
- ✓ AB handbook.
- ✓ Robust quality assurance policy.
- ✓ Responsive, full time phone and email support.

## ? What's the cost?

£200 per ECT per year.

There is no school fee that sits alongside this as some LAs charge.

For schools who wish to complete the Core Induction Programme or the School Based Induction Programme there is an additional fidelity check fee. (See pricing flyer)

## ? Why us?

*"Our experience of the support been superb. We have consistently received swift responses to queries, excellent and well considered advice, and professional, helpful, and supportive communication.*

*The staff with whom we have worked, have taken time to understand our school and our individual ECTs in order to provide focused feedback, clear documentation and useful signposting. ...their guidance and support has been invaluable. I would highly recommend this excellent service."*

*Sally, Swindon Headteacher*

I rate the services of Mel and her team at United Appropriate Body incredibly highly. As an Appropriate Body, they are very well organised, understanding of how busy schools are and give timely reminders and templates to aid the administrative side from an IT's perspective. In addition, Mel and her team are very responsive to any questions you may have at any time and we found the fidelity check an incredibly positive and helpful experience.

*"Due to the demands of the teaching profession, an Early Career Teachers' journey can be very complex and challenging. As an Induction Tutor, I have a profound belief in the importance of building support systems to help to navigate the potential fluctuations. Linda and Mel, our Appropriate Body representatives, have been incredibly effective allies in this process. Throughout the academic year, Linda and Mel have delivered efficient, clear, and consistent communication. Far from being a faceless arms-length body, their input has always been relevant, committed, and personal. This has ensured our coalition is as robust as possible, which is essential in such a vital developmental phase for all teachers."* **Sonny, Induction Tutor, North Oxfordshire Academy**



To be read in conjunction with the DfE's [Appropriate Bodies Guidance](#) and [Induction for early career teachers](#).

ECF delivery options	Full Induction Programme (FIP) Provider led - Fully funded by the DfE and resourced.	Core Induction Programme (CIP) School led - Deliver their own training using DfE accredited materials and resources.	School Based Programme (SBP) Schools design, sequence and deliver their own ECF based training.
Monitoring of support	Pre-induction checklist	✓ Required for all three programmes. Ensuring ECTs will get statutory requirements.	
	ECF Fidelity Checks	<b>Fidelity check required</b>	
	The school needs to...	Complete a 'CIP Fidelity Check Form' Outlining how the school will deliver the ECF. (Termly breakdown of training sessions and detail on how the self-directed study will be delivered and monitored).	Complete a 'SBP Fidelity Check Form' Outlining clearly how the school will deliver the ECF to the ECT for every ECF 'Learn that' and 'Learn how to' statement. Robust rationale for sequencing and training sessions needed.
The AB will check fidelity...	No check required	Before induction starts – Ensuring the design of an induction with fidelity to the ECF. Review point 2- Check implementation of plans prior to end of year 1. Review point 3 – Check actual delivery prior to final assessment.	Before induction starts – Ensuring design of an induction with fidelity to the ECF (deep scrutiny). Review point 2- Check implementation of plans prior to end of year 1. Review point 3 – Check actual delivery prior to final assessment.
Charge		Fidelity check <b>£500</b> per school One off charge for an induction period which includes: - Pre-induction curriculum check - Two further 0.5 day checks (Term 2, 6).	Fidelity check <b>£1500</b> per school One off charge for an induction period which includes: - 2 day pre-induction curriculum check - Two further 0.5 day checks (Term 2, 6).
Monitoring of assessment	There will now be two formal assessment points: one midway through induction (term 3) and a final one at the end (term 6). Progress reviews at the end of term 1, 2, 4 and 5 will also occur. The AB will get in contact to offer support where an ECT is deemed not to be on track.		
Price per ECT per year	<b>£200</b>	<b>£200</b>	<b>£200</b>



**Our Appropriate Body service includes:**

- Quality assurance of ECT entitlements.
- All registrations and reporting to the TRA.
- Phone/email support to schools and ECTs.
- Welcome meetings / recorded sessions for ECTs to clarify their entitlement.
- Induction Tutor meeting / recorded sessions to support them in fulfilling their roles.
- ECT Manager to reduce workload.
- Supportive feedback after assessment points to aid in-school assessment procedures.
- 0.5 day support visit where a need emerges (NB: Transportation costs may be accrued outside of the S&W TSH area). Additional support visits may incur a cost.
- AB handbook offering support.



**United**  
Appropriate Body  
Swindon & Wiltshire Teaching School Hub

## Frequently asked questions

- ?** **Why us?** We pride ourselves on our high quality support; uniting with schools to ensure ECTs receive excellent training based on the Early Career Framework. We believe in the power of expert teachers changing the lives of future generations and are proud to be able to support them through their journey. We understand how busy schools can be, so strive to ensure we provide clear guidance and are always there to give you a quick response to any questions you may have. We have a team of dedicated staff to ensure we offer a high quality service and will strive to understand your school's context.
- ?** **We want to do CIP or SBP... Can we work with you?** Absolutely. We will support schools to deliver the ECF through the most suitable route for them. If you are still to make a decision, feel free to drop us an email and we can talk you through the different options. If you plan to complete the Core Induction Programme or the School Based Induction Programme get in touch with us as soon as possible so we can support you through the process.
- ?** **What support do you give us for assessments?** Assessment points are always such a busy time for induction tutors. We support schools by setting clear deadlines at the start of the year, sending out detailed newsletters, providing guidance at each assessment point with samples for both ECTs and induction tutors. We use ECT Manager to reduce workload and ensure clear guidance is given. After assessments we send supportive feedback to schools regarding the quality of their assessments.
- ?** **Why does the cost seem higher?** It may be the case that some schools will not previously have been charged the full cost of providing AB services by their LA. Many Local Authorities have had their services subsidised or had funding arrangements and so have been able to offer lower prices. Our service has to be self-funded, however we are committed to keeping costs as low as possible. We charge a set fee per ECT, we do not charge an annual school fee on top. We have invested in staffing to ensure you get a high quality service and include a half day support visit to ECTs at risk.
- ?** **Do we have to change from our Local Authority AB?** LAs will cease to operate as an Appropriate Body in August 2024. While you can choose to continue with them for your year 2 ECTs, they can not take new registrations from September 2023. The decision to make, is if you want to work with two AB's next year or if you want to work with just one. ECT Manager will transfer your school profile to us, including all your year 2 ECTs and their assessments if you would like. However, we will support you in making the correct choice for your school. Should you wish to remain with Wiltshire for your year 2s, we have worked closely together to ease this for schools by doing things like standardising assessment dates.
- ?** **When do we need to decide by?** We'd love you to tell us before the 28<sup>th</sup> April so we can get your schools logged on ECT Manager to make the process as easy as possible for you. But we also understand how many things teachers have on their to do lists! Get in touch with us as soon as you can...
- You can start registering ECTs from after the May half term up until the 15<sup>th</sup> September. If they are joining you part way through their induction, please ask them for their previous assessments. These give you a valuable insight and we request these for their file.
- ?** **How will you support us with an ECT who is struggling?** We are committed to making sure that any ECTs that are struggling get high quality support to get back on track. We support schools with training, sample support plans and frequent communication. We will review support plans, meet with ECTs to check their entitlements and understanding of any plans, and visit the school for support visits.