



APPROPRIATE BODY CHECK LIST



ECTs LEAVING PART WAY THROUGH INDUCTION

ACTION

COMPLETED BY

Confirm that the ECT has been formally observed and a final discussion has taken place.

Induction Tutor

☐

Check that an Interim report has been completed and submitted to the AB service via ECT Manager prior to the ECT leaving.

Induction Tutor

☐

Check that the ECT has completed their comments on the interim report via ECT Manager.

ECT

☐

Check that the ECT has a copy of all Induction progress reviews and assessment reports to take with them to their next school.

Induction Tutor
& ECT

☐

Ensure there is a record of all induction progress reviews, assessment reports and any additional supportive documentation (such as mentor notes, observations, targets etc.) stored in a confidential space.

Induction Tutor
& Mentor

☐

Update the DfE portal to indicate that the ECT has now left your school.

Induction Tutor

☐

Inform The Redhill Teaching Hub AB & ECF team (where appropriate) of all changes (enquiries@redhillhub.org.uk).

Induction Tutor
or Mentor

☐

Important Contacts



Induction Project Manager: Phoebe Robins
enquiries@redhillhub.org.uk

Caroline Chaloner

Appropriate Body Lead



c.chaloner@theredhillacademy.org.uk



Early Career Framework Lead : Katie Day
k.day@theredhillacademy.org.uk

Redhill Teaching Hub T: 07831 324 490