



APPROPRIATE BODY CHECK LIST



ECTs JOINING PART WAY THROUGH INDUCTION

ACTION

COMPLETED BY

Confirm that ECT has been interviewed and job offer made.

Head

☐

Check which ECF Provider and AB service the ECT has accessed previously.

Head

☐

Check how many terms of Induction the ECT has already completed.

Head

☐

Check that the ECT is able to provide their previous induction reports (progress reviews and assessment documents). We recommend this be part of the reference process.

Head

☐

Ask the previous school or AB service for these documents if the ECT is unable to provide them.

Head

☐

Assign an Induction Tutor and Mentor.

Head

☐

Register the ECT on ECT Manager for their induction.

Induction Tutor

☐

Update the DfE portal which then triggers log in details to the ECF portal.

Induction Tutor

☐

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