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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 1** | **Year 1, Autumn Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (autumn term); * ensure ECT understands how to complete the Teachers’ Standards Evidence Form; * ensure ECT has a mentor and is engaging with the ECF Programme; * ensure ECT is aware of internal and external CPD opportunities; * ensure ECT is aware of school safeguarding procedures. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged in the autumn term. |  |  |
| The ECT understands how to complete the Teachers’ Standards Evidence Form. |  |  |
| ECT has a mentor and is engaging with the ECF Programme. |  |  |
| Internal and external CPD opportunities were discussed. |  |  |
| Safeguarding procedures were discussed. |  |  |
| Other |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 2** | **Year 1, Autumn Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * discuss Progress Review 1.   After the meeting:   * Induction tutor submits Progress Review 1 on ECT Manager; * ECT comments on and signs Progress Review 1 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Progress Review 1 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 3** | **Year 1, Spring Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (spring term); * review Teachers’ Standards Evidence Form (TSEF); * discuss targets from Progress Review 1. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged for the spring term. |  |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Targets from Progress Review 1 were discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 4** | **Year 1, Spring Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * discuss Progress Review 2.   After the meeting:   * Induction Tutor submits Progress Review 2 on ECT Manager; * ECT comments on and signs Progress Review 2 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Progress Review 2 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 5** | **Year 1, Summer Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (summer term); * review Teachers’ Standards Evidence Form (TSEF); * discuss targets from Progress Review 2. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged for the summer term. |  |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Targets from Progress Review 2 were discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 6** | **Year 1, Summer Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * discuss formal assessment 1.   After the meeting:   * Induction Tutor submits formal assessment 1 on ECT Manager; * ECT comments on and signs formal assessment 1 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Assessment 1 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 7** | **Year 2, Autumn Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (autumn term); * review Teachers’ Standards Evidence Form (TSEF); * discuss targets from assessment 1. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged for the autumn term. |  |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Targets from assessment 1 were discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 8** | **Year 2, Autumn Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * discuss Progress Review 3.   After the meeting:   * Induction Tutor submits Progress Review 3 on ECT Manager; * ECT comments on and signs Progress review 3 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Progress Review 3 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 9** | **Year 2, Spring Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (spring term); * Review Teachers’ Standards Evidence Form (TSEF); * Discuss targets from Progress Review 3. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged for the spring term. |  |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Targets from Progress Review 3 were discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 10** | **Year 2, Spring Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * discuss Progress Review 4.   After the meeting:   * Induction Tutor submits Progress Review 4 on ECT Manager; * ECT comments on and signs Progress Review 4 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Progress Review 4 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 11** | **Year 2, Summer Term** | **Date:** |
| Present: | | |
| Focus:   * arrange a lesson observation of the ECT (summer term); * review Teachers’ Standards Evidence Form (TSEF); * discuss targets from Progress Review 4. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| A lesson observation has been arranged for the summer term. |  |  |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Targets from Progress Review 4 were discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| **Meeting No: 12** | **Year 2, Summer Term** | **Date:** |
| Present: | | |
| Focus:   * review Teachers’ Standards Evidence Form (TSEF); * Discuss (Final) Assessment 2.   After the meeting:   * Induction Tutor submits (final) assessment 2 on ECT Manager; * ECT comments on and signs (final) assessment 2 on ECT Manager. | | |

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| **Confirmation of discussion:** | **Tick** | **Comments/Actions (Optional)** |
| The TSEF was reviewed and gaps in evidence discussed. |  |  |
| Assessment 2 was discussed. |  |  |

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**ECT Induction Programme**

**Meeting Notes – ECT and IT**

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| Meeting No: |  | Date: |
| Present: | | |
| Focus: | | |

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| Confirmation of discussion: | Tick | Comments/Actions (Optional) |
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