

 **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  |  |  |



 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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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 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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. |  |  |



 **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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