

Appendix C – Early Career Teacher: Formal Assessment Template

Below is a form which induction tutors can use to complete formal assessments of Early Career Teachers (ECTs) during or at the end of their statutory induction. Further guidance is available on GOV.UK.

Form handling advice

- This form is for the member of staff assigned as the induction tutor for an ECT to complete, as well as the ECT and the headteacher
- A summary of the evidence considered in reviewing the ECT's progress and how it supports the assessment is sufficient. There is no need to reproduce all the evidence in detail. The appropriate body may request to see copies of relevant evidence if required.
- A copy of the completed report should be sent to the Appropriate Body shortly after the assessment, within 10 working days if this is the final assessment

Personal details and induction details

Full name of Early Career Teacher (ECT)	
ECT Teacher Reference Number (TRN)	
ECT date of birth (DD/MM/YYYY)	
School/Academy name	
Induction tutor name and role	
Mentor name and role	
Assessment period end date	
Term 1 / 2 / 4 / 5 / Other?	
Is the ECT full-time or part-time? (Give the FTE if PT)	FT PT
Days absent in this assessment period	
Name of Appropriate Body receiving this report	

Assessment period details

1. **Which period of the ECT's induction does this formal assessment cover?** (Select one of the below)

End of first assessment period

End of second or final assessment period

Interim assessment, i.e. the ECT is due to complete induction at another establishment

If the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

2. **If this is a final assessment, how many days has the induction period been reduced by (if any)?** Any reductions to the induction period require prior agreement with the Appropriate Body.

3. **Based on the teacher's performance against the Teachers' Standards within the assessment period**, which one of the following statements is applicable?

The above named teacher's performance indicates that **they are making satisfactory progress** against the Teachers' Standards within the induction period

This is the above named teacher's final assessment period **and** there performance indicates that **they have successfully met** the Teachers' Standards within the induction period

The above named teacher's performance indicates that **they are not making satisfactory progress** against the Teachers' Standards for the satisfactory completion of the induction period

4. **Briefly describe how any evidence demonstrates progress made towards meeting the Teachers' Standards.** Do not reproduce evidence in full. The Teachers' Standards are available here:

<https://www.gov.uk/government/publications/teachers-standards>

TS1 Set high expectations which inspire, motivate and challenge pupils

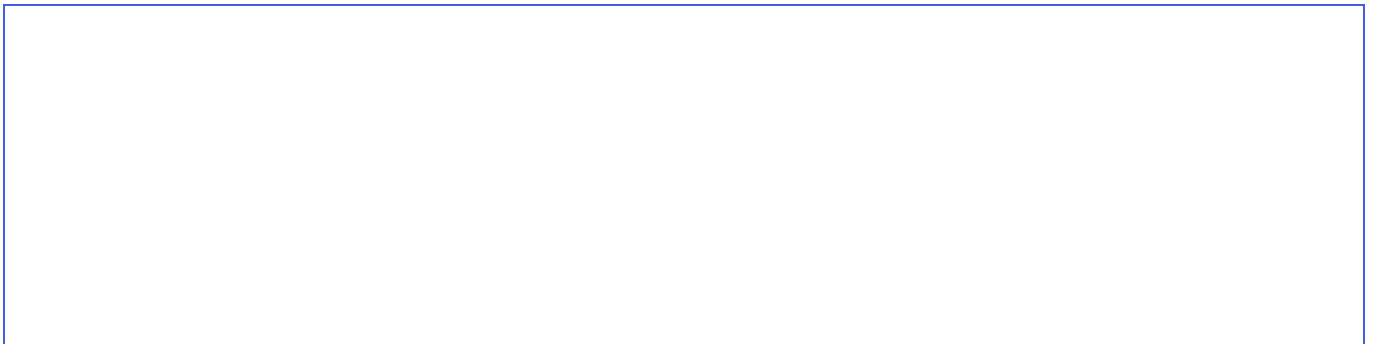
TS2 Promote good progress and outcomes by pupils

TS3 Demonstrate good subject and curriculum knowledge

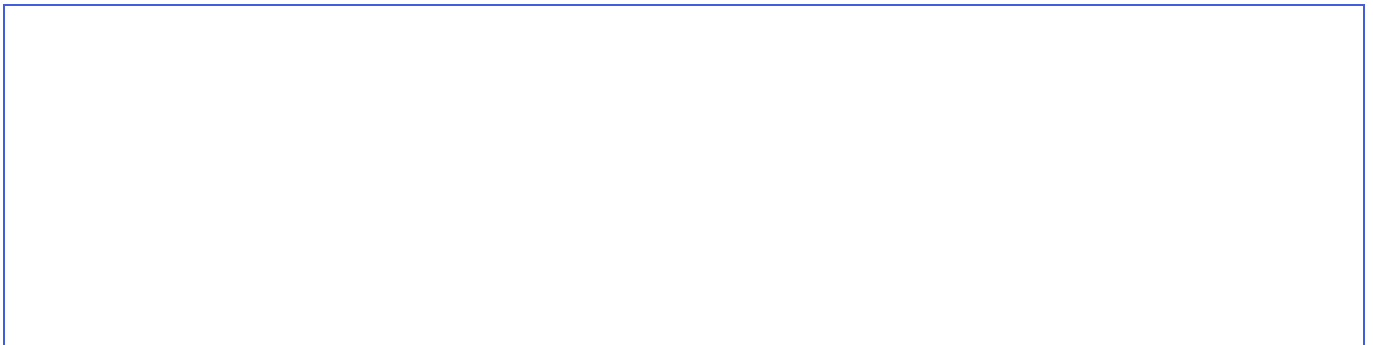
TS4 Plan and teach well structured lessons



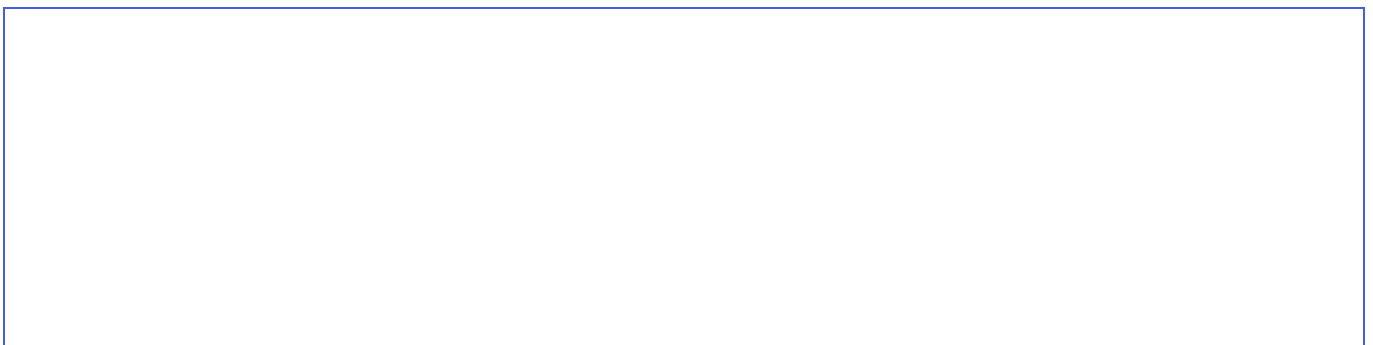
TS5 Adapt teaching to respond to the strengths and needs of all pupils



TS6 Make accurate and productive use of assessment



TS7 Manage behaviour effectively to ensure a good and safe learning environment



TS8 Fulfil wider professional responsibilities

A large, empty rectangular box with a thin blue border, intended for the user to provide details regarding their fulfillment of wider professional responsibilities.

Personal and professional conduct

A large, empty rectangular box with a thin blue border, intended for the user to provide details regarding their personal and professional conduct.

5. Briefly describe any areas for development. Even if this is the ECT's final assessment during induction and they have successfully demonstrated having met the Teachers' Standards, it can still be useful for the ECT's continued development to complete this section.

6. If the ECT is not on track to successfully complete induction, has a support plan been put in place? *(If yes, please attach the support plan)*

Yes

Not yet

Not applicable

7. If the ECT is not on track to successfully complete induction, is an extension to the induction period required?

Yes

Not yet

Not applicable

If yes, please include details of the length of extension being recommended

8. If the ECT is due to continue with induction, is the ECT expected to remain at this school for the duration of the next assessment period?

Yes

No

If 'No' and the ECT is due to complete induction at another establishment, please also provide the leaving date (if known) and details of the establishment where the ECT will continue induction.

Teacher comments

9. Has the ECT discussed this report with the induction tutor and/or headteacher?

Yes

No

10. **ECT's comments** on this report and/or their performance in the assessment period

11. **ECT's confirmation that they have continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?**

Yes

No

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met

Part 3 – Signatures

This progress review was completed by:

Induction tutor.

Signature	
Date (DD/MM/YYYY)	

Headteacher.

Signature	
Date (DD/MM/YYYY)	

Early Career Teacher.

Signature	
Date (DD/MM/YYYY)	

This completed assessment form should be sent to the appropriate body within ten working days of the relevant assessment meeting, with copies retained by the ECT and the school.

Guidance for early career teachers' induction is available on GOV.UK

GDPR statement on data collection

As documented in Statutory Guidance, Appropriate Bodies are responsible for the collection, retention and storage of data. Appropriate Bodies are responsible for submitting relevant data to the Teacher Regulation Agency (TRA) via the Database of Qualified Teachers (DQT).