# Department for Education

# 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 start date** |  |
| **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.

|  |
| --- |
| Use this box for the answer |

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

|  |
| --- |
| Use this box for the answer |

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** their 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**](https://www.gov.uk/government/publications/teachers-standards)

TS1 Set high expectations which inspire, motivate and challenge pupils

|  |
| --- |
| Use this box for the answer |

TS2 Promote good progress and outcomes by pupils

|  |
| --- |
| Use this box for the answer |

TS3 Demonstrate good subject and curriculum knowledge

|  |
| --- |
| Use this box for the answer |

TS4 Plan and teach well structured lessons

|  |
| --- |
| Use this box for the answer |

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

|  |
| --- |
| Use this box for the answer |

TS6 Make accurate and productive use of assessment

|  |
| --- |
| Use this box for the answer |

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

|  |
| --- |
| Use this box for the answer |

TS8 Fulfil wider professional responsibilities

|  |
| --- |
| Use this box for the answer |

Personal and professional conduct

|  |
| --- |
| Use this box for the answer |

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.

|  |
| --- |
| Use this box for the answer |

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

|  |
| --- |
| Use this box for the answer |

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.

|  |
| --- |
| Use this box for the answer |

### 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

|  |
| --- |
| Use this box for the answer |

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

|  |
| --- |
| Use this box for the answer |

### Section 3 – Signatures

**Induction tutor.** This progress review was completed by:

|  |  |
| --- | --- |
| **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.

**This form should be sent via email to: hrschop@wigan.gov.uk**

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

| **GDPR statement on data collection**  *Where Wigan Council are the designated Appropriate Body for the NQT induction process, and in this connection may therefore hold personal information about staff in schools, the Council holds that information in accordance with the General Data Protection Regulation (GDPR) in order to perform statutory functions under Sections 135A, 135B and 141C(1)(b), of the Education Act 2002 and induction for Early Career Teachers (England) March 2021 and, where these functions are outsourced, in order to comply with the terms of the agreement with the relevant service provider. Further information can be found within the Council’s Data Privacy Primary Notice and Recruitment and Employment Privacy Notice.*  *The school also holds personal staff data in line with the GDPR. Further information on the school’s processing of data is available from the school.* |
| --- |

© Crown copyright 2021