

**Appropriate  
Body**

**ITT**

**ECF**

**NPQ**

## Key information this month:

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## 1. Preparing for ECTs joining you in September 2023



New ECTs joining you in September must be signed up with an Appropriate Body and registered for an ECF programme through the DfE portal.

From **early July** the DfE will be sending out emails to your registered Induction Tutor with further instructions on how to register. **Please ensure the school's Induction Tutor contact details are up to date.**

### 1.1 ECT Registration Summary

	Year 1 ECTs	Year 2 ECTs
<b>Appropriate Body</b>	<p>Teach West London TSH is now offering an Appropriate Body Service.</p> <p>Click <a href="#">here</a> to register or visit our <a href="#">website</a> for further information.</p>	<p>In order for ECTs to experience continuity of service, Yr 2 ECTs will remain with their current AB.</p> <p>Contact your current AB for further information.</p>
<b>ECF Programme</b>	<p>Register via: <a href="#">DfE portal</a> (from early July)</p> <p>ECF based programme and induction tutor (all schools)</p> <p>ECT and mentor details (FIP and CIP schools). Please use a school email address.</p>	<p>Update any Mentor or Tutor changes via: <a href="#">DfE portal</a></p> <p>The <a href="#">DfE portal</a> will ask you to confirm your Y2 ECTs on FIP or CIP</p>
<b>ECF / UCL FIP Programme with Teach West London</b>	<p>If you <i>have/had</i> ECTs in the <b>2022-24 cohort</b> working with Teach West London, simply register any new ECTs and Mentors on the <a href="#">DfE portal</a></p> <p>If you have/had an ECT in the <b>2021-23 cohort</b> and no new ECTs in the 2022-24 cohort, <a href="#">click here</a> to register again with Teach West London</p> <p>If you have never worked with Teach West London to deliver the UCL FIP Programme, <a href="#">click here</a> to register or visit our <a href="#">website</a> for further information.</p>	<p>Update any Mentor or Tutor changes via: <a href="#">DfE portal</a></p> <p>For changes such as:</p> <ul style="list-style-type: none"> <li>- Maternity Leave</li> <li>- Long-term Sick Leave</li> <li>- Leaving your school</li> <li>- Completion of <i>reduced</i> Induction</li> </ul> <p>Email <a href="mailto:info@teachwestlondon.org.uk">info@teachwestlondon.org.uk</a></p>

## 1.2 ECT Key Pre-induction information

To ensure your ECTs are given every opportunity to be successful, it is important to:

- Provide a suitable timetable for your ECT. The timetable your ECT(s) are provided with is critical to their success. Provide them with classes where they will flourish! Consider this as soon as possible after appointing your ECT(s) and before the school timetable is finalised. Click [here](#) for more information.
- Provide your ECT with a designated mentor. Click [here](#) for more information.
- Provide your ECT with an induction tutor. Click [here](#) for more information.
- Provide your ECT with an ECF based induction programme (see *registration summary above* or our *Induction Handbook for more information*)
- Register your ECT with an appropriate body who will quality assure the induction process (see *registration summary above*)
- Read and familiarise yourself with the DfE statutory guidance 'Induction for early career teachers (from 1 September 2023)'. You can access this document [here](#).

You can also access this information through our [website](#).

## 2. Appropriate Body Training and Guidance

### 2.1 Important dates to add to your diaries



We offer a free, high quality and timely training and guidance programme to all schools registered with our Appropriate Body Service.

See key dates below to add to your diary and the full programme [here](#).

	Session information	Date & Registration
<b>Headteachers and/or Induction tutors</b>	Free Online Briefing (An Introduction to TWL AB Service / Leading ECT Induction 2023-2024)  ONLINE	<b>28th June 9.30-10.30am</b>  Please click <a href="#">here</a> to see the agenda and <a href="#">here</a> to sign up for this event. This event is open to all interested schools; you do not already have to be registered with Teach West London Appropriate Body to attend.
<b>ECTs</b>	ECT Welcome event  IN PERSON  ECTs must be registered with Teach West London Appropriate Body to attend this event.	<b>Friday 29th September 2023</b>  <b>PRIMARY ECTS - 9.00-12.00</b> <b>SECONDARY ECTS - 13.30 - 16.30</b>  Please add to your calendars and ensure ECTs, cover managers and induction tutors are aware. Registration for this event will open w/c 4th September.
<b>Induction Tutors</b>	Leading ECT Induction  IN PERSON TRAINING  DELIVERED LOCALLY  You must be registered with Teach West London Appropriate Body to attend this event.	<b>HARROW: 19th September 2023</b>  <b>HILLINGDON: 20th September 2023</b>  <b>EALING: 21st September 2023</b>  <b>HOUNSLOW: 22nd September 2023</b>  Please add to your calendars and ensure Induction Tutors and cover managers are aware. Registration for these events will open w/c 4th September.
<b>Induction Tutors</b>	Leading ECT induction for the first time  ONLINE TRAINING  You must be registered with Teach West London Appropriate Body to attend this event.	<b>Tuesday 26th September 9.30 - 10.30am</b>  All new Induction Tutors, please add to your calendars and ensure cover managers are aware. Registration for this event will open w/c 4th September.

## 2.2 Teach West London Appropriate Body Induction Handbook

Our Induction Handbook is now available [here](#). The Induction Handbook includes an overview of the induction period and helpful information on planning for ECT induction, including an induction planner.

Further updates will be made over the summer, ready for 1st September. Any updates will be clearly signposted to registered schools.

## 3. Initial Teacher Training (ITT)

### 3.1 Support Initial Teacher Training in West London by partnering with Teach West London



Teach West London is pleased to announce that from September 2024, we will be providing school-centred Initial Teacher Training leading to QTS and PGCE. Teach West London will be the sole ITT Provider in the four London boroughs of Ealing, Harrow, Hillingdon and Hounslow.

Our offer is being developed in partnership with Lampton SCITT and Hillingdon SCITT and will build on their excellent legacy. Our vision is to develop an offer that provides schools in the four boroughs and beyond with a constant supply of high quality teachers whose skills have been nurtured and refined in the classrooms of our best schools. We will be offering both Primary and Secondary courses for salaried and unsalaried pathways.

To achieve this goal, we need a network of committed Partner schools and Placement schools to help with recruiting candidates from their communities and to provide valuable placement opportunities—including mentors - who will engage with mentor training. The benefits to our Partner schools and/or Placement schools will be access to a source of talented Early Careers Teachers and also a financial reward.

**If you would like to join our network of Partner schools and/or Placement schools for Initial Teacher Training, please complete an expression of interest form [here](#) and we will respond with further information.**

### 3.2 Further information for future placement schools

**Working collaboratively with Teach West London will provide placement schools with the opportunity to:**

- Grow your own teachers. Train existing members of staff to become qualified teachers.
- Choose who trains at your school. You can fully participate in the recruitment of trainee teacher(s) placed in your school
- Nurture high calibre teachers. Trainee teachers will be immersed in a high-quality curriculum rooted in the latest evidence-based research. They will apply their theoretical learning to practise in the classroom
- Increase your staffing capacity. Trainee teachers will be in school for 4 days a week for most of the academic year
- Help with recruitment challenges. Employ your trainee teacher(s) for the following year as ECTs
- Gain free professional development for your staff to become excellent mentors. Each mentor will receive bespoke phase and subject training as well as general mentor skill training, with funding to release them to complete their training.

**Please click on the link provided above to express interest in becoming a placement school.**

We look forward to working with you!

#### 4. NPQ registration

Autumn 2023 registration for NPQs is now open until 21st September.

*All NPQs are currently fully funded by the government for state funded schools.*

We offer the following NPQs in partnership with UCL.

- NPQ Headship
- NPQ Senior Leadership
- NPQ Leading Teaching
- NPQ Leading Behaviour and Culture
- NPQ Leading Teacher Development
- NPQ Leading Literacy
- NPQ Early Years Leadership
- NPQ Executive Leadership
- NPQ Early Headship Coaching Offer

[Click here to find out more and to register.](#)

#### 5. Contact us

Please don't hesitate to get in touch if you have any further questions or comments.

**Appropriate Body** : [AB@teachwestlondon.org.uk](mailto:AB@teachwestlondon.org.uk)

**Initial Teacher Training**: [ITT@teachwestlondon.org.uk](mailto:ITT@teachwestlondon.org.uk)

**ECF, NPQ and General enquiries**: [info@teachwestlondon.org.uk](mailto:info@teachwestlondon.org.uk)