



Early Career Teacher: Progress Review Template (terms 1,2,4,5)

Below is a form which induction tutors should use to complete progress reviews of Early Career Teachers (ECTs) in any term (1,2,4,5) where a formal assessment is not required. Further guidance is available on GOV.UK. and on www.york.gov.uk/ECT

Form handling advice

- This form is for the member of staff assigned as the induction tutor for an ECT to complete
- Only a summary of the evidence considered in reviewing the ECT's progress is required. **There is no need to reproduce all the evidence in detail**
- In all instances, send copies of this form to the ECT, their designated mentor and the Appropriate Body on ects@york.gov.uk
- If an ECT is deemed not to be on track send copies of this form to the headteacher/principal

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	
Progress review period start date	
Progress review 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 period	

Progress review period details

Progress reviews are expected to take place in any term in which a formal assessment is not scheduled (adjusted to FTE if the ECT is part-time).

- At formal assessment points and to successfully complete induction, the ECT's performance against the Teaching Standards will be assessed. **Based on current performance and rate of progress, is the ECT on track to successfully complete induction by the end of their induction?**

Yes / No

- Give brief details for the reason(s) for your answer to question (1).** Where an ECT is deemed not to be on track to successfully complete induction, list any teaching standards (including personal and professional conduct) where there is cause for concern and how any evidence supports that concern.

3. **If the ECT is not on track to successfully complete induction, has the ECT been informed?**

Yes / No

4. **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

5. **Has the ECT continued to access a programme of support based on the Early Career Framework and received all of their statutory entitlements?** *(If no, please explain why an ECF-based induction has not been accessed or why statutory entitlements have not been met)*

Yes / No

6. **Is the ECT expected to remain at this school for the duration of the next term?**

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. An interim formal assessment may instead be required in order to give a fuller picture of the ECT's progress to date to the new institution and/or appropriate body.

Use this box for the answer

Teacher comments

Use this section for the early career teacher to make any brief comments themselves.

Use this box for the answer

Section 3 – Signatures

Induction tutor. This progress review was completed by:

Signature	
Date (DD/MM/YYYY)	

Early Career Teacher.

Signature	
Date (DD/MM/YYYY)	

In all instances, copies of this progress review should be provided to the ECT, their designated Mentor and the Appropriate Body

If the answer given to questions (1), (3), (5) or (6) is 'No' copies should also be provided to the headteacher/principal and Appropriate Body.

GDPR statement on data collection

As documented in Statutory Guidance, appropriate bodies are responsible for the collection, retention and storage of data.

This form is based on DfE templates in the Guidance for Appropriate Bodies