



Early Career Framework
Induction Pack for Mentors
September 2021

Induction Pack for Mentors Contents Page

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1 Welcome

Dear Mentors,

Welcome to your Early Career Framework (ECF) programme, starting in the autumn term of 2021. Congratulations on being appointed as a Mentor and we are delighted to be working with you for the next two years to support you on your journey.

This welcome pack outlines the information you need to know to get started with your ECF training.

The ECF was established by the Department for Education to give teachers more training and development opportunities at the beginning of their careers, as well as to support teachers throughout their careers to develop as Mentors, strengthening the continuous professional development prospects in the profession. As part of the ECF reforms, Early Career Teachers will now receive two years of funded development support and training, as well as access to a Mentor who has experience in a similar setting. All schools and teachers are different, but the ECF will ensure consistent and enhanced professional development and support for Early Career Teachers and their Mentors.

Capita's Full Induction Programme (FIP) has been co-designed with the University of Birmingham to make sure that it's relevant and tailored to your needs and takes account of your workload. We want you to feel confident, in control and excited about the continuous professional development programme you are about to embark on. Our team of experts will also be on hand to help with any guidance that you need to complete the statutory training.

The programme will be delivered via face-to-face, online sessions and through self-directed study. You can access your course materials, event bookings and online sessions via Capita's Learning Experience Platform which is designed to keep you on track. You can read more about the learning platform later in this document.

Birmingham City University is proud to be partnering with Capita and the University of Birmingham to deliver this induction programme to you. They will tailor the course to your setting and facilitate discussions to reflect the unique challenges and opportunities faced by you, as well as the other teachers in your network.

Finally, we understand that life is busy. Juggling training with your career, a busy routine and unexpected life events can be challenging. We are committed to working with you and helping you to stay on track by addressing any issues you might be facing sensitively and quickly. We just ask that you let your Induction Tutor and course Facilitator know, so we can make modifications if required. If you require any adjustments or assistance in accessing the programme, please notify your Delivery Partner at:

Amanda.Brougham@bcu.ac.uk

2 Course Outline



What is the Early Career Framework?

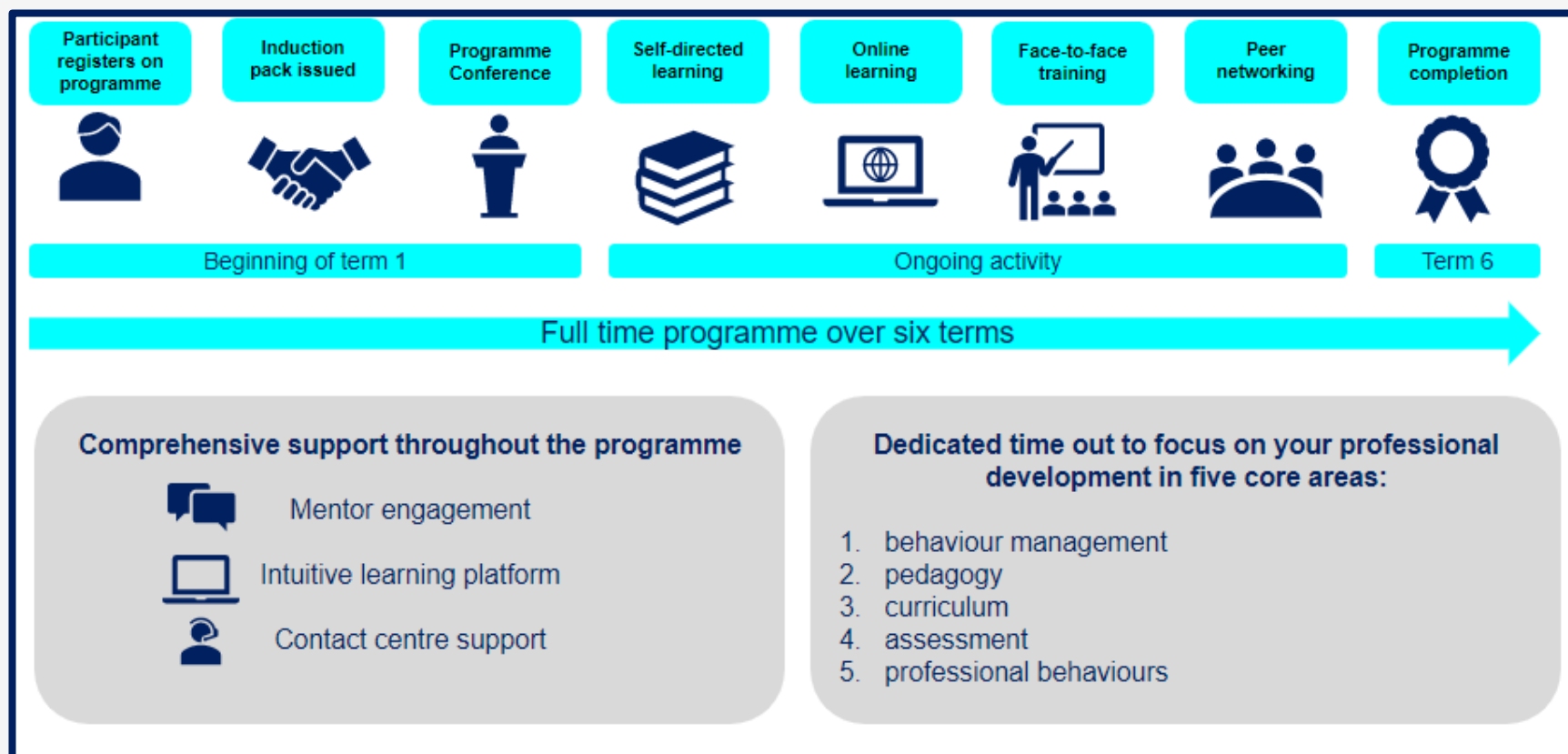
- The Early Career Framework is an evidence-based programme, designed to make sure that ECTs focus on learning the things that will make the most difference, both for children in the classroom and in their professional practice.
- The programme content focuses on five key areas: behaviour management, pedagogy, curriculum, assessment, and professional behaviours.
- The two-year induction programme will supplement your school's existing programme of staff support and development. It has been designed with your time commitments in mind.
- Through the Early Career Framework reforms, a Mentor will have a specific and recognised role within the teaching profession.
- Mentoring is a meaningful commitment to both the Mentor's and the Early Career Teacher's professional development.
- Our ECF Mentor programme uses Instructional Coaching as a methodology for supporting teacher development.
- Mentors will get training and funded time out of the classroom to share skills and experience with ECTs, while still being able to grow their own careers.
- Your Appropriate Body Service specifies that there will be two formal assessment points for ECTs, one midway through induction and one at the end of induction. These will be supported by regular progress reviews.
- Your ECT will receive timetable reductions of 10% in the first year of induction and 5% in their second year to focus on their development and this Full Induction Programme.

What does the Department for Education say about the ECF?

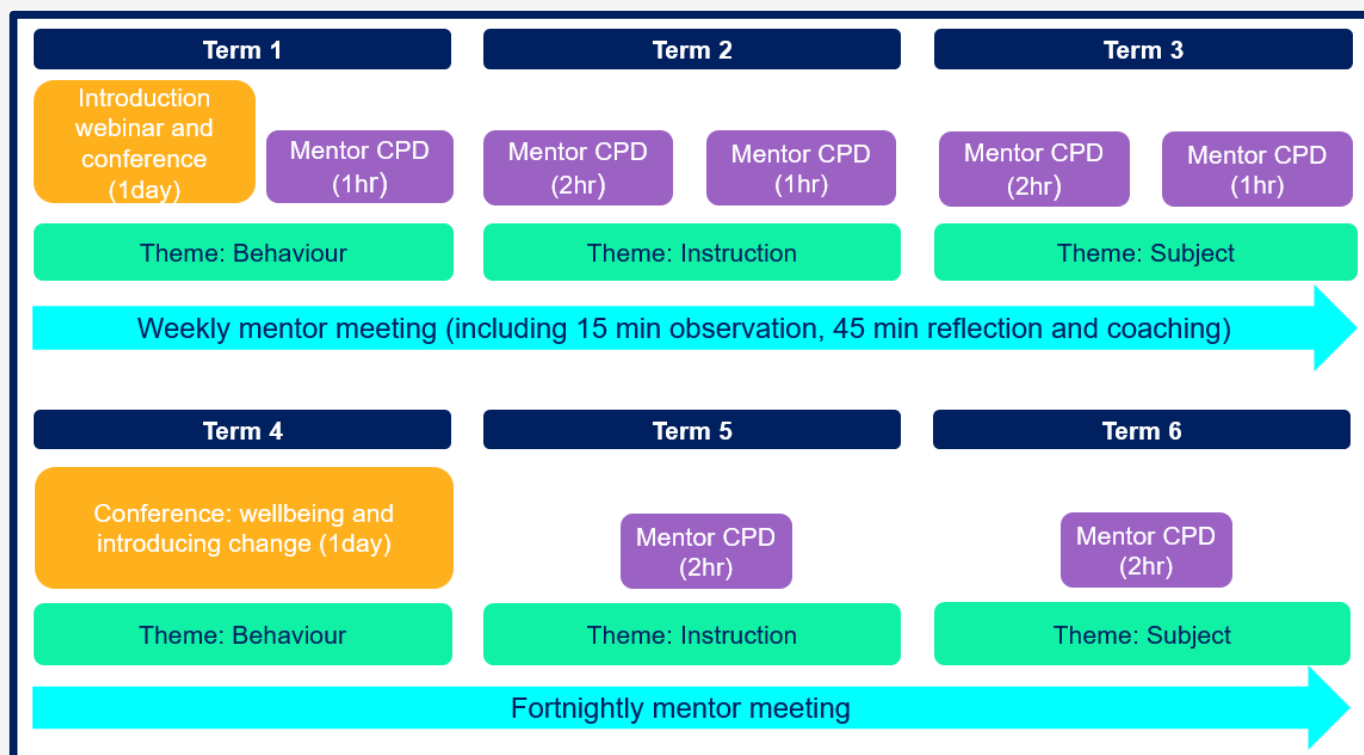
You can read more about what the DfE has to say about the [ECF](#) and their broader [teacher retention and recruitment strategy](#) on [gov.uk](https://www.gov.uk).

What does the Full Induction Programme look like?

The diagram below provides an outline of the two-year programme.



How is the programme structured and what content will it cover?



Year 1 – module outline

Term 1 - Behaviour

- B1. Strand fundamentals and contracting
- B2. Routines
- B3. Instructions
- B4. Directing attention
- B5. Low-level disruption
- B6. Consistency
- B7. Positive learning environment
- B8. Structured support of learning
- B9. Challenge
- B10. Independent practice
- B11. Pairs and groups
- B12. Upholding high expectations

Term 2 - Instruction

- I1. Strand fundamentals and re-contracting
- I2. Identifying learning content
- I3. Instruction for memory
- I4. Prior knowledge
- I5. Teacher exposition
- I6. Adapting teaching
- I7. Practice, challenge and success
- I8. Explicit learning
- I9. Scaffolding
- I10. Questioning
- I11. Classroom talk
- I12. Feedback

Term 3 - Subject

- S1. Strand fundamentals and re-contracting
- S2. Planning backwards from learning goals
- S3. Types of knowledge
- S4. Gaps and misconceptions
- S5. Acquisition before application
- S6. Promoting deep learning
- S7. Developing pupils' literacy
- S8. Sharing academic expectations
- S9. Assessing for formative purposes
- S10. Examining pupils' responses
- S11. Adapting lessons to meet pupils' needs
- S12. Feedback

3 The role of the Delivery Partner



What is the role of the Delivery Partner?

Capita has partnered with a group of established and academically-renowned organisations – predominantly Higher Education Institutes – to deliver the Early Career Framework. Covering England on a national basis, they bring a unique understanding of the local context, as well as the challenges and opportunities you face as a Mentor. They have the academic and teaching capabilities and experience to make the ECF programme come alive and be a truly inspirational initiative. Their Facilitators, who will all be trained and prepared to deliver the ECF curriculum, will guide you through the two-year programme and help to ensure that you learn, remain engaged and are actively participating in the programme.

Birmingham City University has been active in supporting NQTs/ECTs for many years and understands the importance of support for mentors and early career teachers. BCU's ITE programmes are fully aligned to the ITT Core Content Framework and the Early Career Framework. Our fully trained tutors will deliver the Early Career Framework Conferences and Clinics to guide and support mentors in their support of beginning teachers.

In addition to this support Birmingham City University is very pleased to offer a range of Early Career Teacher support sessions during each academic year. These online sessions will take place after school on identified Wednesdays and will build on the useful resources from the Early Career Framework accredited resources by providing the opportunity to partake in professional discussions with colleagues across the Midlands. For an overview of the sessions for this term, please go to the 'calendar of sessions' tab.

The sessions are open to all:

- ECTs in post
- ECTs awaiting appointments

Each session will be led by staff from Birmingham City University and the aim is to encourage shared advice and support for those Early Career Teachers working within Birmingham City University partnership schools. In order to join the sessions, ECTs just need to click on the open Teams Meeting in the Join Teams Meeting tab in the first section of the webpages: <https://www.bcu.ac.uk/education-and-social-work/partnerships-and-collaborations/early-career-teacher-support/overview>

Our national network of Delivery Partners includes:



4 Expectation Charter



In this section we explain what you can expect from us as your DfE-appointed Lead Provider and what in turn we can expect from you to make the ECF programme a great success.

Our promise to you

- **We want to help you feel confident, in control and excited about the continuous professional development programme.** We will work tirelessly alongside your course Facilitator(s) at Birmingham City University to ensure you learn from the materials, feel supported to support your ECT and complete all elements of the programme.
- **We will be flexible and understanding.** We know that completing training on top of your day job can be challenging and so we are committed to being flexible within the parameters of the statutory requirements to make modifications for your situation. We just ask that you raise issues with your course Facilitator at Birmingham City University in a timely manner.
- **We are committed to taking constructive feedback so we can improve.** You have joined the first cohort of Mentors as part of the ECF reforms. That means that you're in a unique position to help us improve our Full Induction Programme for future generations of Mentors and their ECTs. If you have ideas about how we can improve our programme, we'd love to hear about it: ECF@Capita.com

Your commitment to us

- **Attend.** Attend all scheduled meetings, observations and training so that you can benefit from interaction, networking and best practice modelling.
- **Be present.** The Full Induction Programme has been created to support you to develop mentoring skills and to help you build a professional network – designed with your workload in mind. We'd invite you to be present in face-to-face and online learning sessions by putting your phone on silent and getting away from any distractions. We want you to engage with your ECT and network for your benefit and that of others.
- **Raise issues in a timely manner.** We ask that if you are struggling with aspects of the course, time commitments or managing your work-life balance, you raise issues with your Induction Tutor and course Facilitator at Birmingham City University in a timely manner.
- **Contribute feedback.** Your feedback on the face-to-face and online events that you'll be attending, along with observations on the effectiveness of the Learning Experience Platform, quality of learning delivery and general sense of engagement, is critical in enabling us to refine and improve things as the delivery of the Early Career Framework evolves. Therefore, as outlined later in this document, please ensure that you complete all evaluation surveys that you're provided with. We really do value your input.

5 Introduction to your Learning Experience Platform



How do I access the Learning Experience Platform?

As part of your enrolment onto the Early Careers Framework, you will be provided access to the ECF Learning Experience Platform. The platform can be accessed via a link that you will receive by email with a unique password once you are enrolled on the Full Induction Programme.

The email address to look out for is from our digital training team at: noreply@curatr3.com – please check your junk folder if you have not received an email. If you have not yet received this email, please use [Capita's ECF portal](#) to raise a ticket, there are more details about this in the Key Contacts section.

From here, you will be able to navigate and engage with a range of learning experiences and content. You will also be able to access all ECT materials so that you are fully informed about what your ECT is accessing as the programme progresses.

- Induction module
- Programme guidance e-course
- Webinar recordings
- Guided activities
- Activity templates
- Handbooks
- Access to virtual event URLs and recordings
- Self-study modules for each strand
- Year 2 guidance

Where can I find out more?

The learning platform is intuitive and easy to navigate and get used to. It can be viewed from a desktop, laptop, tablet or even your mobile. As a useful guide, we've created a recording to show what you can expect. Please use the link below to help familiarise yourself with the system - [learning platform navigation video](#).

6 Conference



ECTs and Mentors will receive two days of professional development via either face-to-face (F2F) or online conferences during the programme: one at the start of each academic year. Where COVID-19 restrictions allow, conferences will typically take place in a F2F environment at a location determined by your Delivery Partner. For the 2021 cohort, some conferences are being delivered virtually, to reflect the Delivery Partners' own approach and policies regarding the hosting of F2F events.

ECTs and Mentors will attend the conference together. Attendance at the conference is a compulsory element of the Early Career Framework requirements and you're therefore encouraged to attend and be involved in the conference that your Delivery Partner is organising.

The first conference is 6th October 2021 from 9.00 to 4.00. Registration is via Teams. We will be sending you a link and there is a link available on <https://www.bcu.ac.uk/education-and-social-work/partnerships-and-collaborations/early-career-teacher-support/documentation>

Where ECTs and Mentors are engaging remotely via a school setting, we expect participants to abide by their schools' existing safeguarding, acceptable use and health and safety policies. Due to the duration of the events, if your Delivery Partner is hosting a virtual conference, you're encouraged to participate in a suitable environment and using the best technology solution. For example, if you're attending a virtual event in your school with other ECTs and Mentors, we'd encourage you to connect your laptop to a projector or smartboard, to allow you and your colleagues involved in the programme to participate in the conference in the most effective way. Finding a quiet classroom and mitigating the risks of interruptions will also greatly improve your enjoyment of the event.

What will the conference cover?

The content of the conference will relate specifically to the ECF content and skills and will include:

- Expert education keynote speakers
- Instructional coaching methodology and skills building
- Understanding how pupils learn by developing an in-depth understanding of the model of memory
- Knowing how teachers' understanding of how pupils learn can be applied to subject and curriculum planning
- Knowing how teachers' understanding of how pupils learn can be applied to instruction and classroom practice
- Opportunities for discussion and interaction via 'breakout' facilities and chat functions

What do I need to do ahead of the conference?

Prior to the conference, ECTs and Mentors will have experienced the following from the ECF programme:

- Accessed the learning platform
- Accessed self-study learning materials via the learning platform
- Completed the induction webinar

- Reviewed the related support materials, such as the Core Induction Programme handbooks and guides, that are published on the learning platform.

Come prepared and be ready to engage. The conference is an important springboard for the whole programme.

7 Privacy Obligations



We take your privacy and confidentiality seriously. As participants in our Full Induction Programme, you will be required to participate in both face-to-face and remote learning. Sometimes it will be necessary to record conference events, webinars, action learning sets and clinics which will be available on the Learning Experience Platform. This is to act as a resource for learning and reflection which can be visited throughout the two-year programme. Your Delivery Partner will inform you if you are being recorded and will endeavour to anonymise individuals as much as possible.

No breakout room discussions will ever be recorded to maintain the privacy and confidentiality of discussions between Facilitators and participants on our programme.

Your data will be managed in a General Data Protection Regulation (GDPR) compliant way and will only be shared with your Delivery Partner and the Department for Education to confirm your participation and completion of the course.

When you log in to the Learning Experience Platform, you'll be asked to review and accept the privacy notice.

What are my obligations?

Participants are not permitted to record or video any of the video content in line with copyright rules. By participating in the Full Induction Programme you are bound by appropriate terms. Failure to comply with these terms may result in further action being taken.

Who can help me if I want to know more?

Please ask your Delivery Partner if you have any questions or would like a copy of the full learning platform privacy notice.

8 Programme Evaluation



Your feedback will be gathered after each training event and periodically during the programme, to monitor delivery quality, participant engagement and satisfaction and to understand how the learning is being applied within the school environment.

We ask that you make the time to engage in our evaluation process, so that we can learn about your experience and refine the programme for future participants.

9 Next Steps



What should I do now?

Below, there is a short checklist of what to do before you start your Full Induction Programme:

Task	Complete ✓
1. I have successfully logged on to and accessed the Learning Experience Platform	
2. I have accessed and reviewed the relevant self-study learning materials via the Learning Experience Platform	
3. I have completed the induction webinar on the Learning Experience Platform	
4. I have reviewed the related support materials, such as the Core Induction Programme handbooks and guides that are published on the Learning Experience Platform	
5. I have registered for the conference	
6. I have engaged with my school Induction Tutor and ECT and talked through what is expected of me to get the most out of this Early Career Framework programme – and what support my school needs to provide.	

10 Key Contacts



Who can I speak to if I have questions?

If you have any questions about the Full Induction Programme, please use the information below to direct your query:

For questions about:

- Your school timetables
- Your ECT relationship

Please contact your school:

For questions about:

- Course funding
- Special circumstances
- Attendance

Please contact your Delivery Partner: Birmingham City University

For questions about anything else, such as:

- General enquiries
- Learning Experience Platform
- Webinars
- Training events
- Results
- Complaints
- Subject access required

Please raise a ticket through Capita's ECF portal: <https://www.ecf-capita.com/>

Finally, if you think there is an error in your personal details (e.g. name spelling) or you are struggling to register for the online learning platform, please don't hesitate in contacting the ECF team at Capita, as we'll be delighted to help: ECF@Capita.com

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