

ECT Registration – Walkthrough

Before registering your ECT on ECT Manager, you will need:



Arthur Terry
Teaching School Hub
North Birmingham



John Taylor
Teaching School Hub
North Warwickshire Nuneaton & Bedworth Cannock Tamworth Lichfield East Staffordshire

Your ECTs full name

Their Teacher Reference Number

Their Date of Birth

Email address – preferable their school email address

ECT's home address & telephone number

Start date at your school

Date QTS was awarded

Contract details – how many days per week your ECT works

Contract type (permanent/fixed term)

Qualification Details Training Institute, where your ECT completed their ITT training

PCGE Qualified Subject(s)

Qualified Age Ranges

Details of your ECF provision. It is likely this is: Full Induction Programme. Lead Provider: Education Development Trust.

Delivery Partner: Arthur Terry TSH, North Birmingham.

Link: <https://thearthurterryschool.ectmanager.com/>

Named Contact: Caroline Finn

Email: northbirminghamtsh@atlp.org.uk

Link: <https://jttshub.ectmanager.com/>

Named Contact: Carly Kelly

Email: AB@jths.co.uk

*Please remember that former JT SCITT trainees **cannot** be registered with John Taylor Teaching School Hub and former Arthur Terry SCITT trainees **cannot** be registered with Arthur Terry Teaching School Hub.*

If this impacts you, as our systems align and mirror each other, we recommend you register the ECT with the alternative Teaching School Hub listed above.



Upcoming Assessments

See assessment status and due dates for **one year ECTs**.



Upcoming Reports

See report status and due dates for **two year ECTs**.



Register ECT

Add a new ECT, or transfer an existing one to your school.



Update My Login Details

Change your login, email address and your password.



Update My Personal Details

Change your name, email address and phone numbers.



Helpdesk

Add a helpdesk ticket if you are having problems using the site.



User Manuals

Manuals to help guide you through the ECT process.

Once you have logged on to the ECT Manager online system click on "Register ECT".

ECT Induction Terms and Conditions

✘ You cannot proceed to register an ECT unless you agree to our Terms and Conditions.

School Responsibilities The school will fulfil those statutory responsibilities which are required of a school employing an Early Career Teacher. These responsibilities are described in the document 'Induction for Early Careers Teachers' (March 2021) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/972316/Statutory_Induction_Guidance_2021_final_002_1_1.pdf

The school will:

- Check and confirm that each ECT has Qualified Teacher Status
- Register each ECT with the Appropriate Body before the ECT Induction Period commences.
- Designate appropriately qualified and experienced staff to enable them to fulfil this role effectively
- Ensure that Induction Co-ordinators and Induction Mentors are registered with the Appropriate Body
- Ensure appropriate staff are familiar with the role of the ECT
- Ensure the ECT has a reduced timetable in accordance with the ECT Induction Period
- Ensure the additional 10% ECT Induction time is used effectively
- Ensure the ECT is observed at regular intervals
- Support the ECT in arranging to observe lessons
- Complete Induction Progress Reviews & Assessments
- Complete and submit Assessments by the deadline
- Co-operate with requests for information about the ECT
- Inform the Appropriate Body immediately should the ECT fail to meet the ECT Induction Period Teacher Standards by the end of the Induction period
- Provide additional support as necessary to allow the ECT to meet the ECT Induction Period Teacher Standards
- Make a recommendation to the Appropriate Body as to whether the ECT's performance is satisfactory or unsatisfactory

• Retain appropriate records for at least the minimum legal period (currently 6 years) Termination of agreement This is a two-way agreement. Should the Appropriate Body, or school/academy, not fulfil its responsibilities regarding ECT Induction as described above either party may choose to terminate the agreement. The school may terminate the provision of this service by giving three month's written notice to the Appropriate Body. The Appropriate Body may terminate the provision of this service by giving three month's written notice to the school. For each ECT registered this agreement will terminate:

- If the ECT resigns from the post before the end of the induction period
- If the ECT's contract with the employing school ends
- When the ECT completes their induction period

- The school agrees to the Terms and Conditions above**
- The school does not agree to the Terms and Conditions above**

→ Continue

You will be presented with the Terms and Conditions for our Appropriate Body Service

ECT Registration - Induction Type

Induction Type

Please select the induction type that best suits your ECT.

Two year ECF induction (starting on or after 1st Sept 2021)

This option is to register ECTs for the two year statutory induction. It does not necessarily mean that they will be working at your school for the full two years.

One year induction (started prior to 31st Aug 2021)

This option is to register ECTs who are eligible for the one year statutory induction (in the past they would have been known as NQTs). Those eligible for the one year induction must have started their induction before 31st August 2021.

→ Continue

For ECTs starting from this September 2023 please click on the option "Two Year Induction"

Teaching Regulation Agency Registration Information

These details must be **exactly** the same as those registered with the Teaching Regulation Agency, including middle name(s) where those were registered.

Title:

Please Select ▼

First Name:

Last Name:

Previous Surname:

(if applicable)

Email Address:

Date of Birth:

5 ▼

June ▼

2002 ▼

Teacher Ref. No:

(seven digit number without the '/')

This ECT did their training outside of England and does not have a TRN

National Insurance Number:

Please do take care with this form as it the information needs to align with stored data from the Teaching Regulation Agency.

It must be absolutely accurate to avoid delays to registrations.

Take care to ensure the correct information is ticked here.

Registration Type

Please select the registration type that best suits your ECT.

- A new ECT, starting their first term of induction**
- An existing ECT who has partially completed induction at a different school**
- An existing ECT who has already partially completed induction at this school**

ECT Registration - Contract Details

Contract

Please enter the statutory induction start date inline with the Appropriate Body term dates in the dropdown box (the date the ECT is contracted/employed). If the ECT is starting mid term select the correct term in the drop down box and then tick the 'started between terms' box to enter the exact date.

Start Date of Induction:

Please Select... ▾

The ECT started between terms:

Please Select...

- 06/06/2022 - 22/10/2022
- 01/09/2022 - 17/12/2022
- 01/11/2022 - 17/02/2023
- 04/01/2023 - 07/04/2023
- 28/02/2023 - 26/05/2023
- 25/04/2023 - 20/07/2023
- 06/06/2023 - 27/10/2023
- 04/09/2023 - 22/12/2023
- 06/11/2023 - 09/02/2024

(This includes release time).

How Many Days per week:

Contract Type:

To choose multiple years, please hold down Ctrl and click each required year

Year(s) ECT is to teach:

- Not Applicable
- Foundation
- Nursery
- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5
- Year 6
- Year 7
- Year 8

For ECTs starting in September 2023 please select the appropriate date from the drop down menu.

Incorrect start dates will delay registration

To choose multiple subjects, please hold down Ctrl and click each required subject

Subject(s) ECT is to teach:

- Art & Design
- Biology
- Business Studies
- Careers
- Catering
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design & Technology
- Drama

Continue to fill in the required information.

Has the ECT been DBS checked?

Have references been sought for this ECT?

If applicable, has this ECT completed the skills tests for Numeracy and Literacy?

Induction Tutor

Please select the ECT's induction tutor from the list, or alternatively, click the 'Add New Tutor' link to add a new tutor.

Induction Tutor:

Mike Simmons - Induction Coordinator ▼

[Add New Tutor](#)

ECT Registration - Training Details

Institution

Teacher training institution: John Taylor SCITT

Qualifications

Qualification awarded: PGCE

To choose multiple subjects, please hold down Ctrl and click each required subject

Qualified Subject(s):

- Art & Design
- Biology
- Business Studies
- Careers
- Catering
- Chemistry
- Citizenship
- Classics
- Computing
- Dance
- Design & Technology
- Drama

To choose multiple age ranges, please hold down Ctrl and click each required subject

Qualified age range(s):

- 3 - 5
- 3 - 7
- 4 - 11
- 7-14
- 9 - 13
- 11 - 16
- 11 - 18
- Post 16

The Teacher Training Institution and Qualification is really important.

Please do confirm with your ECT and enter the appropriate information.

*Please note JT SCITT is used here as an example.

You must put in accurate information for where your ECT completed their teacher training.

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ECT Registration - Home Address

Address Details

Please enter the ECT's home address below.

House:

Street:

Town:

County:

Postcode:

Telephone (Home):

Telephone: (Work):

Telephone (Mobile):

Continue to work your way through the form.

ECT Registration - ECF programme

Early Career Framework Programme Details

Which approach have you opted for to deliver an ECF-based induction for this ECT?

Programme:

Please Select



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Even though the ECF and AB services are separate in many ways there are areas of commonality and therefore the online system will ask you for the ECF registration information too.

ECT Registration - ECF programme

Early Career Framework Programme Details

Which approach have you opted for to deliver an ECF-based induction for this

Programme:

Full Induction Programme ▼

Funded provider-led programme.

Which ECF Programme delivery partner or teaching school hub are you using?

Delivery Partner:

John Taylor Teaching School

Which provider is your delivery partner using?

Provider:

Education Development Trust

Continue to complete the required information on the form.

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Complete Registration

Is all the information above correct? If so, then click the 'confirm' button below to proceed.

✓ Confirm

Finally click on confirm to submit your registration to us. We will do final checks and approve with the Teaching Regulation Agency.