**ECT Registration – Walkthrough** 



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

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: <u>https://thearthurterryschool.ectmanager.com/</u> Named Contact: Caroline Finn Email: <u>northbirminghamtsh@atlp.org.uk</u> Link: <u>https://jttshub.ectmanager.com/</u> Named Contact: Carly Kelly Email: <u>AB@jths.co.uk</u>

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

Helpdesk

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.



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

#### lpha 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' (Marc 2021) <u>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/972316/Sta ory\_Induction\_Guidance\_2021\_final\_002\_\_1\_\_1\_.pdf</u>

#### 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 experience time to enable them to fulfil this role effectively
- Ensure that Induction Co-ordinators and Induct
- Appropriate Body
- Ensure appropriate staff are familiar with the re-
- Ensure the ECT has a reduced timetable in according to the experimental sector.
- Ensure the additional 10% ECT Induction time
- Ensure the ECT is observed at regular intervals
- · Support the ECT in arranging to observe lesson
- Complete Induction Progress Reviews & Assess Appropriate Body.
- · Complete and submit Assessments by the dead
- · Co-operate with requests for information about
- Inform the Appropriate Body immediately shou Teacher Standards by the end of the Induction pe
- Provide additional support as necessary to allow
- Make a recommendation to the Appropriate Boo 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
- $\bigcirc$  The school does not agree to the Terms and Conditions above



# 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.

### 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 🗸	Please do take care with this information needs to align with	
First Name:		the Teaching Regulatio	
Last Name:		It must be absolutely accurate	•
Previous Surname:	(if applicable)	e) registrations.	
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:			

## 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
- O 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

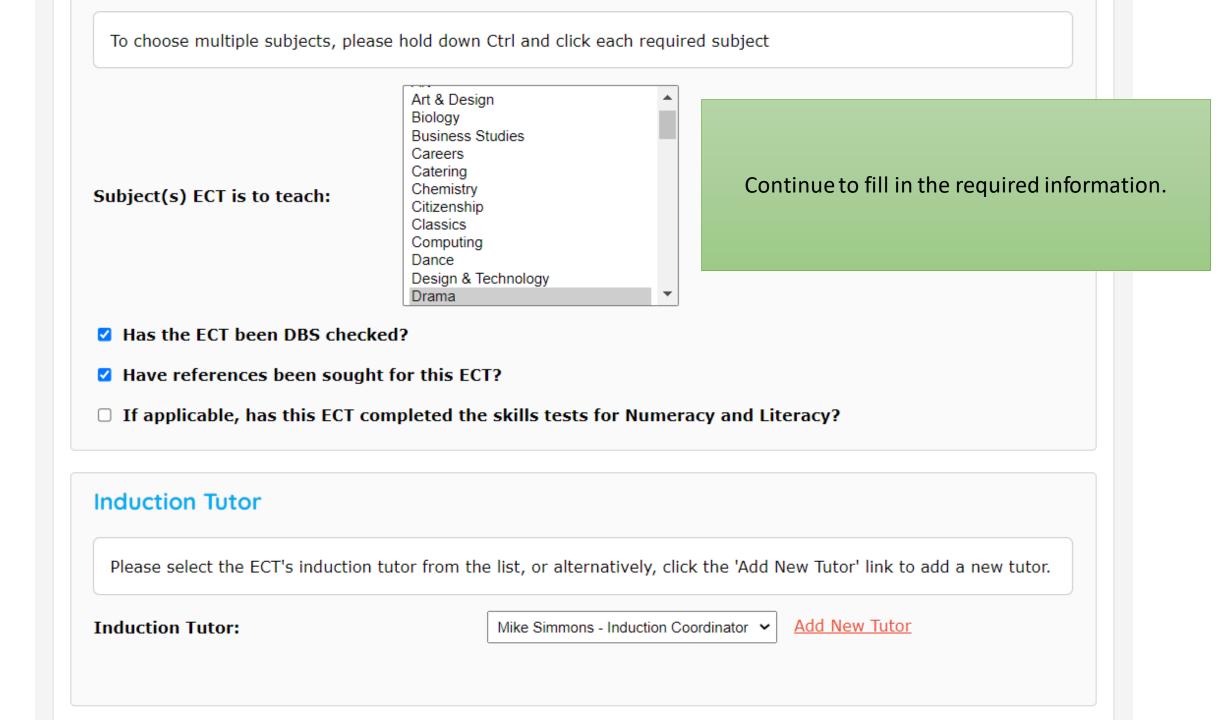
#### Contract

Please enter the statutory induction start date inline with the Appropriate Body term dates in the dropdown bo the date the ECT is contracted/employed). If the ECT is starting mid term select the correct term in the drop o 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: How Many Days per week:	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	-	(This includes release time).		
Contract Type:	06/06/2023 - 27/10/2023 04/09/2023 - 22/12/2023				
To choose multiple years, please ho	ld down Ctrl and click e	each r	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



### **ECT Registration - Training Details**

		•
Insti	++++	ion
11131	ιυι	

Teacher training institution:

John Taylor SCITT

#### Qualifications

Qualification awarded:

PGCE

Art & Design

Biology Business Studies

3 - 5 3 - 7 4 - 11 7-14

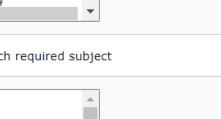
To choose multiple subjects, please hold down Ctrl and click each required subject

#### Qualified Subject(s):

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):



~

~

# 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.

🗕 Back

→ Continue

## ECT Registration - Home Address

Address Details			
Please enter the ECT's	home address below.		-
House:			
Street:			
Town:			
County:		Continu	e to work your way through the form.
Postcode:			
Telephone (Home):			
Telephone: (Work):			
Telephone (Mobile):			

CT Registratio	n - ECF programme	
Early Career Framew	vork Programme Details	
Which approach have you	opted for to deliver an ECF-based induction for th	is ECT?
Programme:	Please Select ~	
		← Back → Continue

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.

CT Registration - ECF programme				
Early Career Framework Programme Details		Continue to complete the required informati on the form.		mation
Which approach have you opted for to deliver an ECF-based induction for this				mation
Programme:	Full Induction Programme			
Funded provider-led prog	jramme.			
Which ECF Programme de	elivery partner or teaching school hub are you using?			
Delivery Partner:	John Taylor Teaching School			
Which provider is your de	elivery partner using?			
Provider:	Education Development Trus	t		
		← Back → Continue		

#### **Complete Registration**

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



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