



Early Career Teacher: Progress Review Form

Below is a form which induction tutors are required use to complete progress reviews of Early Career Teachers (ECTs) in any term where a formal assessment is not required. Further guidance is available on GOV.UK.

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 and their designated mentor
- If an ECT is deemed not to be on track to meet the relevant standards or if copies are requested, send copies of this form to the headteacher/principal and the appropriate body

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).

If the ECT is less than 1.0 FTE, do you currently envisage that it could be appropriate for the AB to agree to shorten induction (a minimum of 2 years will still need to be served?) Please provide comments below and we will contact you about this if appropriate.

1. 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

2. **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.

Comments:

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.

Comments:

ECT comments

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

How have you found the training course so far (what modules have you enjoyed/what has been tricky?)

Have you received an appropriate level of time and support from your mentor and Induction tutor?

Are there any areas that you feel you require additional support?

Any other comment

7. Has the ECT had continued access a programme of support based on the Early Career Framework and received all of their statutory entitlements?

Yes/No

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met

Comments:

8. Has the ECT had continued mentor support based on the Early Career Framework and received all of their statutory entitlements?

Yes/No

If no, please explain why an ECF-based induction has not been accessed or what statutory entitlements have not been met

Comments:

I confirm that the ECT has received a personalised programme of support and monitoring throughout the period specified in line with the statutory guidance.

Yes/No

Please select one of the following statements

The ECT is making excellent progress towards meeting the Teachers' Standards

The ECT is making good progress towards meeting the Teachers' Standards

The ECT is making a satisfactory level of progress but will require improvement and the ECT has been advised of the areas for improvement

There are some concerns over the ECT's progress and these are being addressed including providing the ECT with an support plan

The ECT's performance indicates that he/she is not making satisfactory progress towards meeting the Teachers' Standards for the satisfactory completion of the induction. An action plan has been completed.

Section 3 – Signatures

This progress review was completed by:

Induction tutor 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 and their designated mentor.

If the answer given to questions (1), (3), (5) or (6) is 'No', or if the appropriate body has requested a copy, copies should also be provided to the headteacher/principal and appropriate body. Additionally, appropriate bodies are able to request copies of any ECT's progress review forms.

GDPR statement on data collection

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

