



REDUCED INDUCTION PERIOD GUIDANCE

Reducing the Induction Period in Recognition of Previous Teaching Experience and Exceptional Circumstances ([Statutory Guidance Paragraphs 3.2 – 3.4](#))

Regulation 3.2 provides for the induction period to be reduced to a minimum of one term where **special circumstances apply**. This means that the induction period could also be incrementally reduced to a minimum of one term (i.e 1.5 terms, 2 terms or 2.5 terms) as deemed appropriate.

Reducing the induction period must be agreed with the Appropriate Body (AB) **in advance** so that relevant and appropriate QA checks can be undertaken. The AB will not normally agree to any retrospective reduction of the induction period.

A request to reduce the induction period must be received in writing by the AB. This may be:

- following appointment of the teacher who has not yet completed induction but would appear eligible for consideration under paragraphs 3.2 – 3.4.
- or as soon as the school has evidence and feels confident that special circumstances apply

Any request must be endorsed by the ECT.

In making a decision about whether special circumstances apply, and allowing a reduction of the induction period, the AB will take account of advice and evidence from the employing school. **The AB will undertake a QA visit to assess the appropriateness of reducing the induction period, with a view to ensuring the likelihood of successful completion.**

During this visit the following documentary evidence should be made available:

- Previous performance management documentation or record for last year of contracted employment
- Application form showing previous teaching experience with dates
- Supporting statement from employing school based on observation(s) and any other evidence of ECT's competence in relation to the Teachers' Standards
- Evidence from ECT of meeting the Teachers' Standards
- Evidence of two most recent lesson observations of ECT
- Statement of agreement from ECT

Where the AB applies discretion to reduce the induction period, the school must provide the full range of ECT entitlements for the duration of the induction period including:

- Reduced teaching timetable of 90%
- Allocated Mentor and regular timetabled mentor meeting
- Access to an Early Career Framework (ECF) training programme and any other internal CPD that the ECT requires
- The ECT is observed at regular intervals
- The ECT has opportunity to observe other teachers

If at the end of the reduced induction period the school's recommendation is that the ECT has not successfully met the Standards, the AB will then follow the induction process in the normal way (see paras 2.6 – 2.68). The AB will decide whether the ECT:

- Has achieved the relevant Standards and thereby satisfactorily completed their induction period;
- Requires an extension of the induction period; or
- Has failed to complete satisfactorily the induction period.

Guidance for considering a reduction of the induction period:

The teacher **should already have significant teaching experience** (3.3): For example

Prior experience as a teacher in:

- An independent school
- An Academy or Free School
- An FE institution
- A British School overseas
- Any other institution where induction may be served (2.1)

And/or

Prior experience as:

- An unqualified teacher/instructor
- A teacher in a school where induction cannot normally be served
- A teacher in an overseas school

And/or

Prior experience in a school which has provided:

- **Recent** teaching experience (ie within last 5 years) and in the same phase/age range
- **Relevant** teaching experience (ie similar subject & where relevant knowledge and understanding of syllabus/curriculum etc)
- **Continuous** contracted employment of not less than 3 terms normally undertaken at the same school
- An appropriate working and teaching environment (ie a school which has not been deemed as unsuitable to host induction through Special Measures)
- Performance management processes which can evidence experience and competence