

## Completing the progress review form on ECT manager

A support guide can be accessed via the link below.

<https://docs.ectmanager.com/tutor/completing-a-progress-review-form/>

Just a couple of tips..

1 - Please ensure you know how many days absence each ECT have had before you begin.

2 - Please note that the ECT will be able to see what you write even if you only 'save' it, we suggest that if you are going to suggest that they are not meeting the standards, or that you meet with them to discuss what you are going to write before you fill out the form. Nothing should come as a shock to them.

3 - Once you have finished you send it on to the ECT for their comments, and then after that signature are added. Please ensure that you do your forms in good time for all parties to complete it before the deadline.

Please find below examples for two ECTs at opposite ends of the scale, but both passing. If you have a 'fail or serious concern' then add to example one and do contact us for help. All other boxes are tick boxes so this is the only questions that requires 'text'. Please refer to the teacher standards in your text.

### Example one:

XXX has met with her mentor weekly and is successfully completing/engaging with the UCL FIP program. She has been observed formally. XXX is on track to meet some Teaching standards, however there are some standards which she needs to work on.

These include...

Standard 2 - Promote good progress and outcomes by pupils

Standard 3 - Demonstrate good subject and curriculum knowledge

Standard 4 - Plan and teach well structured lessons

Standard 5 - Adapt teaching to respond to the strengths and needs of all pupils

These issues have arisen from observations, and because of concerns raised by some students. XXX is aware of this, and we are working hard to support her with continuing to make progress. XXX is being incredibly resilient and is very reflective and pro-active with moving her teaching forward. We are confident at this stage that XXX will meet the standards as her induction continues. Her mentor, the IT, and the pastoral teams around her are working closely together to support XXX.

### Example two:

XXX has met with her mentor weekly and is successfully completing/engaging with the UCL FIP program. She has been observed formally. XXX is on track to meet all teaching standards,

Standard 2 - Promote good progress and outcomes by pupils

Standard 3 - Demonstrate good subject and curriculum knowledge

Standard 4 - Plan and teach well structured lessons

Standard 5 - Adapt teaching to respond to the strengths and needs of all pupils

This isn't a formal assessment so no need to do more than the above. Make sure they know what's coming (I sent the PDF to them to see before passing on).