



Appropriate Body Service Level Agreement

This Appropriate Body Service Level Agreement has been approved and adopted by the Xavier Teaching School Hub in July 2026 and will be reviewed in July 2027

Committee Responsible: Enterprise Committee

This Service Level Agreement (SLA) outlines the Early Career Teacher Entitlement (ECTE) Induction services provided by the Xavier Teaching School Hub as the Appropriate Body, along with the responsibilities of the employing school or college. This SLA should be read in conjunction with the Appropriate Body Handbook as found in the resource area of ECT Manager. This SLA was approved and adopted in July 2026 and will be reviewed in July 2027 by the Enterprise Committee.

Agreement to the terms of this SLA is confirmed once a school has registered on ECT Manager and confirmed they have read and agreed on the ECTE contracts in the resource area. This SLA specifically pertains to schools following both the full induction programme and the School-led induction programme and is underpinned by the statutory guidance in 'Induction for Early Career Teachers (England)'. [Induction for early career teachers \(England\)](#) This document will be reviewed annually and updated as necessary to reflect changes in statutory guidance.

1. Overview of Appropriate Body Service

The Xavier Teaching School Hub provides appropriate body services for any ECT commencing their two-year induction.

The Appropriate Body will:

- Work with schools throughout the two-year induction to assess whether the ECT has received their statutory entitlements and perform suitably against the Teacher's Standards.
- Quality assures that the ECT's induction programme is rooted in the ITTECF and is of high quality.
- Ensure appropriate support is in place for ECTs throughout their two-year induction

2. Pricing

The price of appropriate body service depends on the type of induction the schools are providing for their ECTs. The prices shown below are for the Full Induction Programme (a funded provider-led programme). The School-led Provision (where the school delivers the ECF programme, using the DfE accredited materials and resources) requires thorough fidelity checking, and details of the pricing are below.

Programme followed by school	Price for Appropriate Body service (per ECT per annum)	Price for fidelity check
Full Induction programme	£199	Not applicable

School Lead Programme	£199	£395 per ECT, per two-year cycle
Fast track reduced induction	£199	£175

3. Invoicing

Schools will be invoiced within the term that the ECT registers with the Appropriate Body. For example, an ECT registered in September will result in an invoice of £199 in the autumn term of year 1 and again in the autumn term of year 2.

The contract is a rolling contract and will automatically renew for the second year of induction unless the employing school advises otherwise. If an ECT leaves the school during the year or the school moves to an alternative Appropriate Body, the full fee will be retained by the Appropriate Body, and the contract for that ECT will be terminated. Schools will be invoice by Xavier TSH and the contact will be through Nataliya Pipe

n.pipe@xavercet.org.uk

4. Eligibility to begin ECTE programme

Induction may only begin when:

- The ECT has been awarded QTS.
- The employing school has registered on ECT Manager with Xavier as their appropriate body with an accurate record of all required details, including any prior in-school employment where the ECT was previously enrolled for induction. Once registered their eligibility for induction will be verified with the Teaching Regulation Agency or TRA.
- Confirmation that the headteacher has received and agreed to this SLA and its implementation.
- The headteacher ensured that the role is a suitable post for induction, ECTs have their statutory entitlements, and suitable skilled mentors and induction tutors are in place to support ECTs throughout the two years of induction.
- Xavier Teaching School Hub has agreed to act as the Appropriate Body.

5. Appropriate Body Responsibilities

The Appropriate Body will:

- Provide registration with the Teaching Regulation Agency (TRA).
- Provide a handbook for Induction Tutors and training and further guidance and training on support and assessment.

- Provide the ECT with a named contact for unresolved concerns: Sophie Hunter, Appropriate Body Lead (01932 578688, s.hunter@xaviercet.org.uk).
- Calculate the induction period for each ECT and advise the school/college of assessment form submission dates via ECT Manager.
- Quality assure ECT's entitlements through entitlement check-ins with ECTs, analysis of reports at progress reviews and assessment points.
- Provide training and support for Induction Tutors.
- Provide support, as necessary, through telephone conversations, email, and in-school visits.
- Additional support visits can be arranged at an extra cost of £175 per half-day or £350 per day.
- Provide suitable and timely support to ECTs and schools when there is a risk of an ECT not meeting required standards.
- Ratify satisfactory completion of the induction period and communicate the decision to the TRA, ECT, and employing school/college within required timescales.
- Agree and communicate any required extensions to an induction period (detailed in Annex A).
- Ensure all Xavier AB representatives are DBS checked and hold a TRN.
- Submit evidence to the TRA or attend appeal hearings as necessary.
- Retain appropriate records of ECT progress for at least six years on ECT Manager.
- Conduct quality assurance visits across 10% of employing schools to ensure statutory guidance is met.
- Provide fidelity checking for any ECTs on the School-led Induction Programme, with clear guidance provided in the School-led Handbook and access to a School-led SharePoint, to ensure appropriate support and monitoring is in place for any schools with Section 41 funding.

6. School Responsibilities

The school/college commits to fulfilling the statutory responsibilities set out in '[Induction for Early Career Teachers \(England\)](#)'.

The school/college will:

- Check and confirm each ECT has QTS prior to registration.

- Register each ECT with the Appropriate Body before the induction period commences. (Note: Any employment period before confirmed registration will not count towards the Induction period).
- Designate an appropriately qualified ECT Induction Tutor who holds QTS and can provide effective coaching, mentoring, and make fair judgments about the ECT's progress.
- Ensure the induction tutor has sufficient time to undertake the role and engage in training provided by Xavier Teaching School Hub.
- Ensure the ECT has a reduced timetable:
- Year 1: No more than 90% of other main pay range teachers' timetables.
- Year 2: No more than 95% of other main pay range teachers' timetables.
- Allocate a suitable mentor to support the ECT throughout the two-year induction, who will meet, observe, and assess them in line with the ECTE programme.
- Allow mentors sufficient time to carry out their role effectively within the school timetable. Mentoring can take place outside of teaching hours if necessary, due to timetabling constraints, but always within contracted time.
- Facilitate ECT engagement in the full induction programme through the Teaching School Hub and their Lead Provider, Teach First or the School-led programme using the NIoT self-study materials and seminars.
- Provide a suitable and personalised monitoring and support programme, including:
- Support and guidance from a designated induction tutor.
- Observation of the ECT's teaching and follow-up discussion.
- Regular professional reviews of progress.
- ECT's observation of experienced teachers.
- Submission of two formal assessments and four progress reviews by dates set by the Appropriate Body via ECT Manager.
- Xavier appropriate body are authorised to sign off any overdue progress reviews or assessments, after due diligence or 60 days have passed.
- Immediately inform the Appropriate Body of any evidence that an ECT may be at risk of not meeting the Teachers' Standards.
- Provide a 'Personal Support Programme' and additional support for 'at risk' ECTs.

- Make a recommendation to the Appropriate Body on whether the ECT's performance is satisfactory or unsatisfactory at the end of the induction period.
- Adhere to the timelines as stipulated by Xavier TSH in terms of support plan and cause for concern initiation.
- Adhere to timely requests for information or QA/support visits from the Appropriate Body.
- Ensure the class given to the ECT is suitable for a teacher at the early stage of their career.
- Obtain interim assessments, formal assessments, and progress reviews from an ECT's previous post if they join the school having already started an induction period.
- Give Xavier AB permission to request progress reviews and assessments on their behalf.
- Understand that Xavier TSH visiting representatives will be DBS checked.
- Inform the Appropriate Body immediately if:
 - ECT leaves the school/college.
 - ECT's contract changes.
 - ECT goes on leave (e.g., maternity, compassionate).
 - ECT has significant periods of absence.

Independent Panel

An independent representative from the sector would provide moderation of the ECT's outcome following assessment if this was called into question by either the ECT, employing school or appropriate body and a resolution was not otherwise able to be found.

Appeals

An ECT has only one chance to complete statutory induction. An ECT who has completed induction and is judged to have failed to meet the Teachers' Standards at the end of their induction period, is not permitted to repeat induction. If Xavier Appropriate Body decides that the ECT has failed to complete their induction period satisfactorily, they will inform the ECT of their right to appeal against this decision, with the name and address of the Appeals Body (the Teaching Regulation Agency), and the deadline for submitting an appeal. The ECT

must notify the Teaching Regulation Agency that they wish to appeal the decision within 20 working days, after which the right of appeal expires except in exceptional circumstances.

Complaints

Should an employing school/college like to raise a concern or complaint about the level of service provided they should contact Charlotte Carr Deputy Director Xavier Teaching School Hub c.carr@xaviercet.org.uk

Annex A: Extenuating circumstances

Extension of an Induction Period: If an ECT's performance is deemed not to have satisfactorily met the relevant standards then a suitable period of extension is agreed in conjunction with the employing school and ECT. Each case will be decided on its own merits, but situations where extending an induction is reasonable could include:

- the ECT's induction period has been disrupted due to extenuating circumstances,
- the ECT has not received the necessary support during induction,
- there is insufficient evidence for an informed decision to be made about whether the ECT's performance against the Teachers' Standards is satisfactory at the stage of assessment,

Extension in case of absence: In cases of absence of 30 days or more, the ECTs induction will be subject to an automatic extension of the number of days absent. Absences of less than 30 days do not incur an extension. An accurate record should be kept on ECT Manager, by the employing school of any absence throughout the induction period.

Reduced induction for part time ECTs: The Appropriate Body has the ability to reduce the induction period for ECTs who are completing induction on a part-time basis. A reduction in induction will only be considered once the ECT has completed a period covering the time frame of two school years on a part time basis. For example, an ECT starting induction and working 0.5FTE would ordinarily be expected to complete a four-year induction but can be considered for a reduction after two full years of teaching when they have completed all ECTE training. A prerequisite for considering reduction past the two-year point will be that the ECT is considered to be meeting the Teachers' Standards. In making this decision, the headteacher and must always gain the agreement of the ECT concerned.

Fast track of induction period: All ECTs are entitled to a two-year induction programme. Reductions to the length of induction are only be granted in exceptional circumstances and

are likely only to be appropriate for ECTs who have significant experience of teaching prior to completing induction.

As set out in the DfE Induction Statutory Guidance, in exceptional individual cases, a headteacher or ECT might request a reduced induction period on the basis that the ECT meets the Teachers' Standards. This will need to be evidenced through the Xavier Teaching School hub 'Application for Reduced Induction' which is then supported with headteacher sponsorship, an observation and professional discussion from a member of the central Xavier team, to decide if reducing the induction period is appropriate for the ECT. If you require to discuss this process and /or receive the appropriate documentation, please contact k.dutoit@xaviercet.org.uk

Cases are decided on an individual basis, the minimum period that can be counted towards completion of the induction period (for both full-time and part-time ECTs) is continuous employment equivalent to one term (based on an institution that operates three terms in a school year). As it is important that the ECT is in post long enough to be able to receive sufficient monitoring and feedback and prepare for a fair and reasonable assessment of their performance. Xavier Appropriate Body can therefore reduce the length of the induction period to a minimum of one term (at our discretion) in these cases.