

Induction Tutor Processes and Guides

The Role:

The induction tutor is responsible for the following:

- 🔗 Overseeing the induction of ECTs and co-ordinating an internal programme of development.
- 🔗 Overseeing the role of mentors.
- 🔗 Monitoring the engagement and progress of ECTs and Mentors on the online platform.
- 🔗 Liaising with Tudor Grange Teaching School Hub and engaging in our support systems.
- 🔗 Notifying Tudor Grange Teaching School Hub of any changes and updates.
- 🔗 Completing quality assurance internally.
- 🔗 Completing assessments and progress reviews on ECT Manager (appropriate body).
- 🔗 To read more about your role, please view your [welcome pack](#) or read through the [briefing slides](#) on the website.

The Online Platform:

- 🔗 The link to the online platform is here: [Online platform](#).
- 🔗 As Induction tutor, you do not have block learning to complete.
- 🔗 You should use the online platform as a means of tracking engagement and process of both your ECTs and Mentors.
- 🔗 You can find out how to do this by watching a help video here: [Induction Tutor help section](#).

Participant Management Processes:

- 🔗 There are several administrative complexities with managing participants for ECF. All scenarios and instructions are detailed [here](#) on the participant management processes document on the website.

Events and Deadlines:

- 🔗 Your termly bulletin will detail block learning deadlines and event information. Please refer to this to ensure you can plan each term effectively and ensure your ECTs and mentors are on track and organised. These are available on your webpage [here](#).

Please Notify us as soon as possible if there are changes in the role of any of your ECTs/mentors:



- 🔗 They are moving schools.
- 🔗 They are on extended leave (maternity/paternity/sick).
- 🔗 They are leaving the profession.
- 🔗 There is a change of mentor.
- 🔗 There is a change in your induction (reduced/extended).
- 🔗 There are contract changes (part-time/full-time).

It is essential that our records are up to date for communication purposes and to ensure your training is relevant and correct. Please use the contact details below.

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Support:

We offer a range of support to induction tutors throughout the year including:

-  All information provided on your webpage [here](#).
-  Fortnightly online drop-in clinics which you can sign up for via Eventbrite. More information can be found [here](#).

Note, if you work with us for appropriate body, we will communicate separately regarding assessments etc.

TSH@tgacademy.org.uk

estallard@solihull.tgacademy.org.uk

