



Progress Reviews – Terms 1, 2, 4 & 5


Update for September 2025




Where do I complete Progress Reviews? – I use...ECT Manager

[Your ECTs](#) [Reports](#) [Tutors](#) [School](#) [Resources](#) [My Account](#) [Help & Support](#)


Dashboard - ANY School




Upcoming Reports
See report status and due dates.




Register ECT
Add a new ECT, or transfer an existing one to your school.




Update My Login Details
Change your login, email address and your password.



Update My Personal Details
Change your name, email address and phone numbers.



Helpdesk
Add a helpdesk ticket if you are having problems using the site.

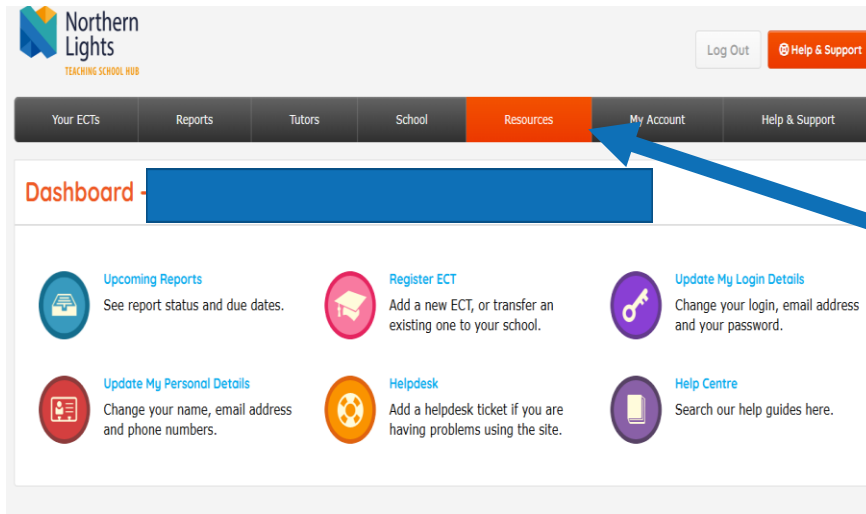


Help Centre
Search our help guides here.

This is your Induction Tutor Dashboard on ECT Manager. This is the gateway to be able to access and complete Progress Reviews and Assessments.

There are some really useful user manuals available on ECT Manager to help support users.

Finding the Guidance Document



1

From the Induction Tutor's Home Page, click on the **Resources** Tab

2

Then select the **Progress Review And Assessment Form Guidance** folder

Resources

On this page is the list of resources provided to you by your appropriate body.

To navigate the resources, simply click on the folder which the resource is in, then click on the resource you would like to view

- [AB Handbook](#)
- [ECT at Risk and Support Plan Guidance](#)
- [Progress Review and Assessment Form Guidance](#)
- [Reduction to Induction Request Form](#)
- [Service Level Agreement](#)
- [Useful Documentation](#)

Finding the Guidance Document

Resources

3

Then select the document.

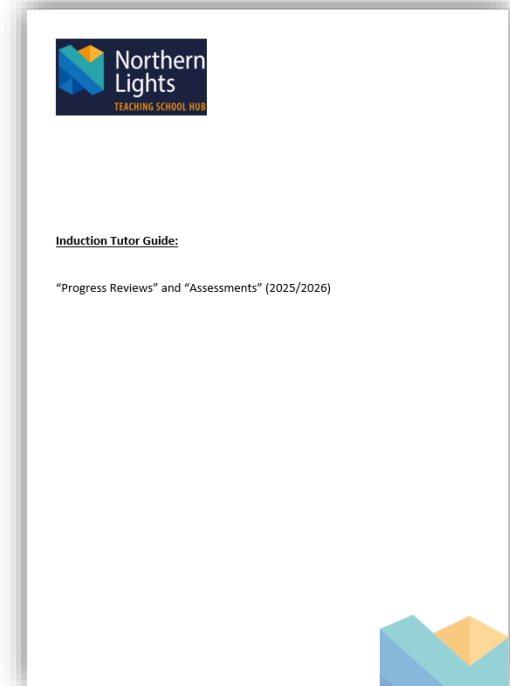
Progress Review And Assessment Form Guidance

 [Back to Resources](#)

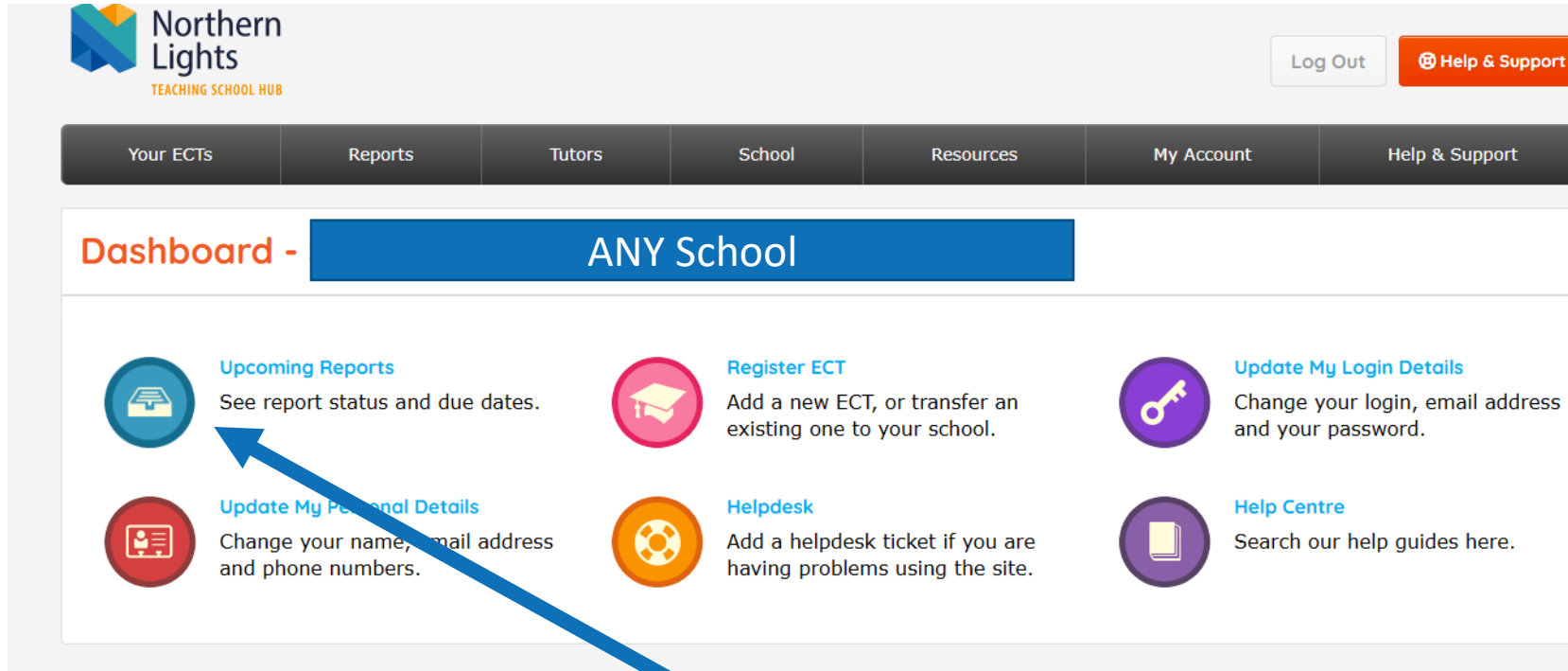
 [Induction Tutor Guide to completing Progress Reviews and Assessments](#)

4

Select and open the “**Induction Tutor Guide**” document.



Progress Review – ECT Manager



Northern
Lights
TEACHING SCHOOL HUB

Log Out Help & Support

Your ECTs Reports Tutors School Resources My Account Help & Support

Dashboard - ANY School

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“**Seeing**” what reports you have got to complete and when they are due.

From the Induction Tutor’s Home Page, click on the “**Upcoming Reports**” tab

Progress Review – ECT Manager





Log OutHelp & Support

Your ECTsReportsTutorsSchoolResourcesMy AccountHelp & Support

Upcoming reports for ECTs on two year induction

The following reports are not due, due, overdue or submitted.

Name	Type	Status	Due	
ANY Person	Progress Review	Available	12/12/2025	Fill in Report Read

Once you have opened the **Upcoming Reports** box, you will be able to see the reports which need to be completed.

Click the **Fill in Report** tab to open the report to complete.

N.B. There will be reports to complete for each of your ECT's listed here (if due).

Progress Review – completing the review



Progress Review Form - Details for Term

A.N. Other ECT

This term's contract details:

Before completing the form, please confirm contract details for the term below. When you press 'Continue', you will then be taken to the form.

Contract Type: Permanent

Days Per Week: 5

If any of these details are incorrect, please [click here to update them](#) before continuing.

Days served between 01/09/2025 and 19/12/2025

The number of days that the ECT has worked **during this period**, not including weekends, bank or school holidays, but including absences. For example working 5 days per week (1FTE) would be 74 days if no contract changes.

Days served cannot be updated until this report becomes due on 05/12/2025. Please return then to update this page. You can continue to complete the rest of the form now and save it for later.

Days employed during this period:

74

(including absences)

Days absent between 01/09/2025 and 19/12/2025

The number of days that the ECT should have been working but was absent. This should not include weekends, bank holidays, or days when the ECT was not contracted to work, for example if they only work 3 days per week.

Days absent cannot be updated until this report becomes due on 05/12/2025. Please return then to update this page. You can continue to complete the rest of the form now and save it for later.

Has this ECT had any absences during this period?

No

Year 1 absences prior to this period

0

THE FIRST SECTION Please check that your ECTs details are up to date (the whole screen is not shown here).

Next Term's Details

To ensure that we keep our records up to date and that your next assessment will be generated at the correct time, we ask that you please confirm what the ECT's contract details will be **next** term.

Will this ECT be remaining at this school for all or part of the next assessment period?

☒ Yes

☐ No

How Many Days per week:

5 days a week (Full Time)

Contract Type:

Permanent

[← Back](#)

[→ Continue](#)

IMPORTANT – the section above asks if the ECT will be remaining with you for the next assessment period. **If the ECT is leaving at the end of the term, you must select NO to generate the correct report.**

Progress Review – verifying support and training.



Support and Entitlements

Has the ECT continued to access a programme of support based on the Initial Teacher Training and Early Career Framework and received all of their statutory entitlements?

[Show Statutory Entitlements](#)

Received Support and Entitlements?

Yes

Recommendation

At formal assessment points and to successfully complete induction, the ECT's performance against the Teachers' 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?

☒ **The ECT is on track**

Based on current performance and rate of progress, the ECT **is on track** to successfully complete induction by the end of their induction

☐ **The ECT is not on track**

Based on current performance and rate of progress, the ECT **is not on track** to successfully complete induction by the end of their induction

[← Back](#)

[Save](#)

[→ Save and Continue](#)

On this page, the Induction Tutor needs to **verify that the ECT has had access to the appropriate support and training** in school.

If the ECT is identified as **not on track**, it is expected that the Induction Tutor would have raised this at their Light Touch Meeting / Emailed / made a call to the Hub and spoken to a member of the team.

After initial discussions, the Induction Tutor should complete the **ECT at Risk** form and follow the ECT at Risk procedure. If an ECT is not on track, it is expected that an ECT Support plan is in place, or in the process of being drawn up to be implemented. This documentation will be reviewed by the Appropriate Body. The **Progress Review should be reflective of the ECT Support Plan** in these circumstances.

Progress Review – making your judgements

Teacher Standards

Use the Progress Review Guide to support you with this part of the Review.

Make a 'best fit' judgement against each of the teacher standards by selecting if the ECT is enhancing, achieving, working towards or support required to achieve the standard.

Overall Judgement at this point in the ECT's induction – whilst making this judgement, consider which term your ECT is in currently.:

1. Set high expectations which inspire, motivate and challenge pupils:

2. Promote good progress and outcomes by pupils:

3. Demonstrate good subject and curriculum knowledge:

4. Plan and teach well-structured lessons:

5. Adapt teaching to respond to the strengths and needs of all pupils:

6. Make accurate and productive use of assessment:

7. Manage behaviour effectively to ensure a good and safe learning environment:

8. Fulfil wider professional responsibilities:

Personal and Professional conduct:

Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼
Please Select	▼



For progress reviews, there is a **drop down** for each of the Teacher Standards, and the **Overall Judgement**.

This is to make it straightforward for Induction Tutors to select the most appropriate option which matches the ECT's **current** development.

Progress Review – making your judgements

Making an **Overall judgement** – about the ECT



Overall Judgement at this point in the ECT's induction – whilst making this judgement, consider which term your ECT is in currently.:

Please Select ▼

Please Select

- The ECT is on track and making good progress towards the Teacher Standards
- The ECT is on track and making limited progress towards the Teacher Standards
- The ECT is not on track and is making very limited progress towards the Teacher Standards
- The ECT is not on track and is not making progress towards the Teacher Standards



Please refer to the **Induction Tutor Guide** which unpacks how to make an appropriate choice about the development of the ECT – **Remember** that the key consideration is about **making appropriate progress toward meeting the Teachers' Standards**. The expectation is that by the end of the induction, the ECT would be competent in all of the teacher standards.

Progress Review – making your judgements

Making a Judgement about each of the Teacher Standards

1. Set high expectations which inspire, motivate and challenge pupils:

Please Select

Enhancing - Sets very high expectations which inspire, motivate and challenge the pupils in their care

Achieving - Sets high expectations which inspire, motivate and challenge the pupils in their care

Working Towards - Sets reasonable expectations which inspire, motivate and challenge the pupils in their care

Support Required - Does not set adequate expectations which inspire, motivate and challenge the pupils in their care

For each of the Teachers' Standards, the Induction Tutor will need to decide which statement appropriately describes the ECT at that point in their journey through the Induction Programme. Again, you can refer to the Induction Tutor guidance.

It is important that the **Overall judgement** matches the sum of the individual Teachers' Standards. This is a **Best fit Judgement** and is not limited by a single judgement (see next slide)

Progress Review – making your judgements

Making an **Overall judgement** – about the ECT

(It is important to consider which term your ECT is in when making this judgement)

Please Select

The ECT is on track and making good progress towards the Teacher Standards

The ECT is on track and making limited progress towards the Teacher Standards

The ECT is not on track and is making very limited progress towards the Teacher Standards

The ECT is not on track and is not making progress towards the Teacher Standards

The ECT is making good progress in all TS (All statements enhancing or achieving)

The ECT is making good progress in most TS (1-3 statements working towards / support needed)

The ECT is making good progress in a few TS (3-5 statements working towards / support needed). Support plan is in place.

The ECT is not currently making good progress (all statements within working towards / support needed). Support plan is in place.

Progress Review – making your judgements

Making a Judgement about the **Personal and Professional Conduct** Teacher Standard

Personal and Professional conduct:

Please Select

No concerns

Some concerns identified (not linked to safeguarding)

Significant concerns evident

The Three options for this are shown here.

Consideration should be given to whether the ECT understands and applies the principles of:

- Treating pupils with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law
- Teachers must have proper and professional regard for ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality
- Teachers must have an understanding of, and always act within, the statutory frameworks that set out their professional duties and responsibilities.

Progress Review – final review

There is a section for you to make general comments about how the ECT is progressing, linking to wider school and enrichment that they might be taking part in.

Please include brief, general comments about the progress of your ECT so far within the context of your school (250 words max):

Brief – 250 words max

You might consider aspects such as...

- | | |
|--|---|
| <ul style="list-style-type: none">• Adapted well to school routines and expectations• Demonstrates a positive attitude towards professional responsibilities• Engages actively with induction and training opportunities.• Builds constructive relationships with colleagues and support staff• Shows openness to feedback and willingness to act on advice• Establishes clear classroom routines and expectations for pupils• Maintains a calm and purposeful learning environment• Demonstrates understanding and alignment with the school's ethos and values. | <ul style="list-style-type: none">• Develops positive rapport with pupils and promotes respectful behaviour• Communicates professionally with staff, pupils, and parents• Displays reliability and punctuality in all aspects of school life• Responds effectively to challenges and demonstrates resilience• Contributes to team planning and collaborative activities• Participates in wider school events and shows commitment to the school community. |
|--|---|

Progress Review – setting targets

Targets

Targets:

Please identify 3 targets (identifying the relevant Teachers' Standard for each one). Targets should be specific, outline the steps needed to achieve them and any support to be given.

 Save

1. Targets are important – they should be specific and achievable within a term.
2. We would expect to see targets change across the induction period.
3. We would expect them to be linked to the teacher standard being developed.

What Next?

- The Progress review / End of Year Report should be Shared with the ECT so that there are no surprises when they receive the review. It may be useful to print the guidance document to support your discussions with the ECT.
- The ECT will be asked to comment on the review.
- The ECT and Induction Tutor (and the Head Teacher for an End of Year report or an Interim assessment) will then sign the Progress review and it will come to the AB team to review.
- If there is not enough evidence / any issues identified, a member of the AB team will get in touch and discuss next steps (the report will be returned to you via ECT Manager to be updated).

If you have any queries regarding this process, you can make contact with us by:

- Email – Appropriatebody@nllt.co.uk
- Tel 0191 9336771