

Early Career Teachers – Induction Tutor FAQs 2024

Here are some of the most frequently asked questions from the June 2024 registration period for Ambition Institute’s Early Career Teacher programme. If you cannot find the answer to your question here, please email the ECT support team at ectsupport@ambition.org.uk.

The Early Career Teachers Programme with Ambition – an introduction

The Early Career Framework provides an entitlement to two years of evidence-based development for teachers at the start of their career.

We have been perfecting our programme for early career teachers since our early pilot in 2019, funded by the Education Endowment Foundation. We use what we learned to further develop our programme offer for schools across England.

You can download our free [Expert Edit](#) publication now for more information about the Early Career Framework and how our Early Career Teachers programme can support your teachers from the start of their career.

Through the framework, early career teachers are entitled to additional support and training, including one-to-one mentoring from an experienced colleague. Mentors are similarly offered support and guidance on how to get the most from their role and their early career teachers.

At Ambition Institute, we have delivered the Early Career Framework to around 30,000 new teachers and their mentors on our Early Career Teachers programme.

For more information on our curriculum please visit [our website](#) or for more registration and onboarding specific guidance please visit our ‘Getting Started’ webpage.

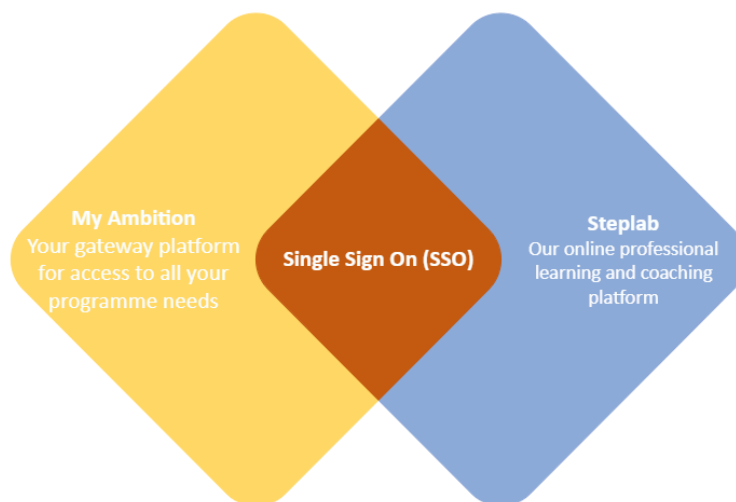
An introduction to our platforms

What is My Ambition?

My Ambition is our gateway platform where you can access your Steplab Access Form. It’s also where you access Steplab via SSO and so the first thing you and your ECTs and mentors will be asked to do is register and set up a password for this.

What is Steplab?

Steplab is an online learning platform, designed specifically to help teachers develop by drawing on the best available evidence about how teachers learn. Steplab houses all the online content for ECTs and mentors. It also scaffolds their instructional coaching sessions. You will always need to log in to Steplab via your My Ambition account.



The role of the Induction Tutor

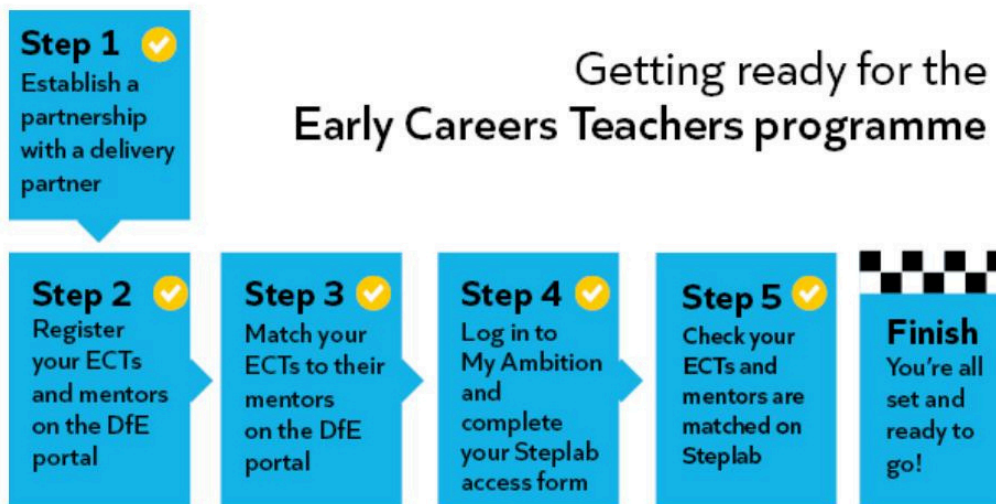
The Induction Tutor (IT) is the member of staff within each school with overall responsibility for putting the Early Career Teachers programme into action. This will usually be a member of the senior leadership team. The Induction Tutor drives engagement with our Early Career Teacher programme in their school, for both mentors and teachers. Key to this role is supporting and protecting the statutory entitlements of early career teachers and their mentors in line with the early career framework reforms and statutory guidance.

You can find more information on 'How induction tutors can support an effective programme implementation' in the **Ambition Institute ECT handbook** which you should have received from your DP – please contact them directly if you have not.

Your main point of contact for support with your role as an Induction tutor should always be your Delivery Partner (the ECT Lead within your teaching school hub or diocese).

Registration & Onboarding

- > All registrations (for Induction Tutors, Mentors and ECTs) are completed on the [DfE portal](#)
- > Once you have completed registration, your information is shared with Ambition as your Lead Provider and the onboarding journey begins.
- > You can find detailed information on the registration and onboarding process on our [dedicated ECT webpages](#)



Frequently Asked Questions

How long does it take to go from DfE registration to being set up on Steplab?

Unfortunately, the answer is 'It depends'... completed registrations come through to us from the DfE hourly and are invited to onboard immediately. The first thing to ask your ECT or Mentor (if you are not seeing them on Steplab yet) is, 'have you completed your Steplab access form on My Ambition?'. If they are having trouble accessing their My Ambition account or finding the Steplab access form, please contact us [ECT Support Team](#).

Do Induction Tutors need to onboard?

Yes, all participants, no matter their role, need to complete the Steplab access form to gain access to Steplab. The questions asked in the form are not role specific but do provide us with important and necessary information.

How does an Induction Tutor gain access to the DfE portal?

The DfE will contact the registered Induction Tutor, or the person listed as the school's contact on GIAS (Get Information About Schools). Please click the link in the email from the DfE, and complete the questions asked to nominate your school's Induction Tutor. If the person who receives this email is not the Induction Tutor, they can then nominate the correct person. If you would like support with this, please contact the DfE at continuing-professional-development@digital.education.gov.uk

I cannot see my ECT/Mentors on Steplab

If you have successfully registered them on the DfE Portal, then this is most likely because they have not yet accessed their My Ambition account and completed their Steplab access form. If both of those steps are complete and you still cannot see them, please contact the [ECT Support Team](#).

My ECTs/Mentors have not received any emails from Ambition Institute

If you have successfully registered them on the DfE Portal, then it might be that our emails have gone into their junk folder. If they are using a school email address and trying to access the emails at work, we advise that you ask your IT team to add our email addresses to their safelist;

@salesforce.com // @ambition.org.uk // @steplab.co // @steplab.co.uk

Do ECTs require a school email address for registration with the DfE/Ambition before their employment starts?

All staff need an active email address so that they can receive our welcome email and gain access to the programme. If you have new staff whose school email address is not yet live, please register them with their personal email address instead. Once their school email address is live, you can update the details on the DfE.

How do I match my mentors and ECTs on Steplab?

You do not! All mentor pairing is done on the DfE Portal. Once ECTs and new Mentors are registered you can match them on the DfE service (you can also match ECTs with existing mentors). Once you have completed mentor pairing on the DfE, the information will come through to us. You won't see your ECTs or Mentors until they have accessed their My Ambition account and completed their Steplab access form.

How do you remove a mentor/ECT from Steplab if they are no longer with the school?

You should inform your delivery partner of any staff changes so that they can withdraw them from the programme. You can then register a new mentor (if necessary) on the DfE portal and match them with the appropriate ECT.

I need to change my ECT/Mentor's details.

If you need to update the name or email address of an ECT or mentor, you will need to do this on the DfE portal. If you are changing roles and will no longer have induction tutor responsibility, you will need to update this on the DfE portal. Please keep your Delivery Partner informed of changes to induction tutors, so that they can keep track of who to contact and who has completed their Steplab access forms.

What is the cost for registering a new ECT at an independent school?

ECT programme costs for independent schools is £1,260 (inc. VAT) per participant.

How much does it cost for an ECT 2 who has previously used Ambition (Steplab)?

If an ECT has completed their first year with Ambition and then transfers to a new independent school for their second year, the new school will be charged half the full fee as the ECT only needs one more year of access. If the previous school is also an independent school and paid the full fee upfront, they may request a reimbursement of half the fee.

Is the payment for the two-year programme made in one instalment, and does the payment cover both the mentor and the trainee?

The programme fee is £1,260 (inc. VAT) per participant (e.g. £2,520 total for 1 ECT and 1 mentor) and is paid in one instalment.

If my school already uses Steplab, will this affect signing staff up with Steplab for the ECT programme?

If the same email address is used by the staff, the accounts should merge automatically once registered. If this does not happen, please contact Steplab support team at hello@steplab.co and they will be able to manually merge the accounts.

How do independent schools register new ECTs with Ambition for the ECF program?

For independent schools, your delivery partner will register your staff. Please let them know the details of your new ECTs and mentors.

Can an ECT2 who has completed their first year with another provider transfer to Ambition for the second year?

It is recommended by the DfE to continue with the same Lead Provider. However, it is possible to transfer to another Lead Provider. The ECT will need to be registered by their Induction Tutor on the DfE as a transfer (moved school) and their mentor will need to be assigned on the DfE portal.

I have an ECT/Mentor transferring in/out of my school, what do I do?

For Transfers OUT of your school - Log in to the DfE portal and report on there that your ECT/Mentor is leaving your school. This will generate a Transfer Out notification to the DfE and your Lead Provider.

For Transfers IN to your school - Log in to the DfE portal and report on there that you have an ECT/Mentor joining your school. This will generate a Transfer In notification to the DfE and your Lead Provider.

I am a new induction tutor - I have onboarded on My Ambition for 2024 but am unable to see my 2nd year ECTs.

New Induction Tutor registrations for 2023 and 2024 will be sent to us via the DfE portal. However, for access to previous cohort years, you will need to contact your delivery partner to be given access.

What are the conditions for reducing an ECT's induction period?

It's advisable to reach out directly to the appropriate body since individual circumstances can vary and may require tailored guidance.

Do I need to re-register with an appropriate body before registering a new ECT with the DfE?

You can state that you are continuing with the same appropriate body, but you should also notify your appropriate body separately of any new staff.

Can the appropriate body be the same as the delivery partner? Yes, some of our delivery partners are also appropriate bodies.

On the DfE service it says, ‘waiting for induction to be recorded’ Is this something I need to action?

If you have not already then you need to inform your appropriate body that you have ECTs joining your school, DfE guidance on this can be found [here](#). If you have done this, there is nothing else you need to do. This will not stop registrations being received by us. **I feel like I need more Steplab training.**

Fear not! We will be running Steplab training sessions in September/October. These sessions are designed to provide ECTs, mentors, and Induction Tutors who are new to the programme with a walkthrough and overview of the key aspects of Steplab relevant to their role and returning participants with a refresher of the same. We will send out further information about these sessions at the proper time.

What can mentors do if they have completed feedback on Steplab but it is not showing up?

You can coach your ECT by following these steps:

Go to the 'Coach' tab

> Select the relevant ECT's name

At the start of your observation, select 'Observe' and work through the sections

Following this, 'Select next step'

After the observation, select 'Give feedback' and work through the sections.

When both sections are complete and have turned blue, your coaching cycle is complete.

I am new to ECT and there are a lot of unfamiliar terms and acronyms, please help!

Our [online glossary](#) is a handy guide through the unfamiliar terms.

Who to contact

| | |
|------------------------------|---|
| ECT Support | <p>Finding your local delivery partner Participant can't access Steplab Participant can't access the Steplab access form Participant doesn't have access to My Ambition Participant hasn't received the welcome email</p> <p>Establishing a partnership</p> |
| Your Delivery Partner | <p>Programme delivery questions Event questions Changes in staff (withdrawal, new IT, maternity leave etc) You are unable to access the DfE portal</p> |
| DfE | |

| | |
|-------------------------|--|
| Appropriate Body | <p>You require support with editing a participant's registration on the portal</p> |
| | <p>ECT Manager Queries Queries regarding induction length</p> |