XAVIER ECTE WEEKLY BULLETIN

FOR THE WEEK COMMENCING 23rd NOVEMBER 2026



Audio Version of Bulletin

KEY ANNOUNCEMENTS

Information from the DfE: FREE Reading resources for secondary schools

As part of the National Year of Reading 2026, the Department for Education is providing funding for secondary schools in England to purchase books and other reading materials to support reading enjoyment amongst their pupils. This funding is available to all state-funded secondary schools in England with pupils in key stage 3 and key stage 4. All eligible schools have been contacted by the department's supplier, Browns Books, in September or October. If you believe you are eligible but cannot locate details of your allocation, please contact the dedicated Browns Books Department for Education team via: Telephone: 01482 384660 Email: dfe@brownsbfs.co.uk

Note for ECTs and mentors

Individual ECTs and mentors **may** receive an email from us regarding engagement requirements. There is an upcoming engagement deadline that schools need to meet in order to receive ECT and/or mentor funding. Please complete the actions outlined in the email to ensure the deadline is met.

IMPORTANT DATES

ECT 1 seminars - take place from the **30th November** to the **3rd December** depending on your venue (see messages for YEAR 1 ECTS)

ECT 2 seminars - take place **online** in January (see messages for YEAR 2 ECTS)

Mentor training dates:

Expert instructional coaching and deliberate practice - **Tuesday 1st or Thursday 3rd December** at 4pm online (see messages for MENTORS)

Link for training

NB: Fully trained mentors are **not** required to attend this.

YEAR 1 ECTS

ECT 1 seminars

Module 2 Seminar 2: Building well-organised mental models **- week commencing 30th November -** 4-5.30pm online.
Your facilitator will send you the link for your seminar in the week prior to the seminar.

Brightspace Tasks to engage with

Module 2: How do pupils learn?
Session 4: Helping pupils to remember
Action: Complete self-study 4 on Brightspace (approximately 45 minutes) and the knowledge check at the end of the session, this is required to evidence your engagement with the self-study materials.

Mentor meeting focus

Your mentor meeting will focus on 'Using worked and partially completed examples' linking to your Brightspace learning from last week. Your mentor will be dropping in to observe you using a worked example to take pupils through each step of a new process. They will be looking into your worked example which you will have prepared as well as your explanation to the pupils. If you have completed the summary and stretch content then you might also have looked at using a worked or partially completed example beyond the initial explanation.

If you cannot access Brightspace please contact: Contact Us | My Teach First

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YEAR 2 ECTS

ECT 2 seminars - take place **online** in January (see messages for YEAR 2 ECTS)

Engage with an Expert Activity: During the week beginning **23 November**, you have another opportunity to learn from a colleague with expertise in an area connected to your professional development focus this term. Please arrange either to **observe their practice** or take part in a **professional discussion** with them. For example, you might observe how an experienced teacher uses questioning to deepen pupils' understanding or support pupil engagement.
To record your learning, you may use the Teach First **Engage with an Expert Proforma (link here)**. Alternatively, you are welcome to record your reflections in another format if you would prefer.

Engage with an Expert Activity – upload to Brightspace:

Once completed, please upload your proforma of your observation or professional discussion to the **Assignments** area in Brightspace. You can do this in **one** of the following ways:

1. Upload a Word document or PDF.
2. Upload a photograph or scanned copy of handwritten notes.

3. Submit your reflections directly as a text response, using the proforma headings to structure your notes.

MENTORS

Eligibility prompts

A handful of mentors will have received a direct email from our main email address, teachingschoolhub@xaviercet.org.uk. If you have received this email it is imperative that you follow the instructions to complete the Mentor eligibility question and/or the Mentor training needs analysis. The completion of the mentor eligibility question and training needs analysis (if applicable) will enable you to understand what training and tasks you need complete as a mentor.

All new and partially trained mentors

A requirement of your funded mentor training is to complete self-directed training. This is in the mentor section of Brightspace in a tile titled **'Unit 4: Putting research into practice'.**
New mentors - Please select **2 sections** within 'Putting research into practice' to complete before **Friday 4th December** to ensure you meet the engagement deadline.
Partially trained mentors - Please select **1 section** within 'Putting research into practice' to complete before **Friday 4th December** to ensure you meet the engagement deadline.
We have included a video below to show how to find the tile and the sections within it.
Application to practice

Mentors mentoring an ECT1

Brightspace Task

Mentor Meeting Focus

1. Follow the section 'Using worked and partially completed examples' in the Mentor Handbook p43-45

2. Once you've watched the video linked at the top of page 43 to find out what your ECT has learnt about last week linked to 'Using worked and partially completed examples'. You will need to arrange to complete a drop in observation of your ECT prior to your meeting to observe them using a worked example to take pupils through each step of a new process. Further details of the focus of this observation are on page 43 of the Mentor Handbook (linked above).

Action: All new and partially trained mentors of ECT1 are required to complete Unit 2: Supporting an ECT in Year 1 in Brightspace as part of their engagement on the mentor programme by **Thursday 4th December**.

Mentors mentoring an ECT2

There is no mentor meeting scheduled this week.
If you want to look ahead to the mentor interaction in the w/c 30th November the links are below, the focus will be reviewing your ECT's 'Engage with an Expert' observation or discussion.
New and partially trained mentors
DC1 Mentor Interaction 5: Mentor Handbook p22-23
Trained mentors
DC1 Mentor Interaction 5: Mentor Handbook p26-27

Action: All new and partially trained mentors of ECT2 are required to complete Unit 3: Supporting an ECT in Year 2 in Brightspace as part of their engagement on the mentor programme by **Thursday 4th December**.

Mentor Training

Moving from novice to expert

The catch-up from this training for **new mentors** is now available in the mentor area of our website: Xavier Teaching School Hub - ECTE Member Area . Please do complete the engage form (below the training) and click **submit** in order for your engagement to be recorded. If you are a partially trained mentor or a fully trained mentor you are welcome to watch this training if you would like.

INFORMATION FOR INDUCTION TUTORS

Half term deadline for reporting concerns with your ECT's progress

End-of-term progress reviews will soon be upon us. If you have any concerns regarding an ECT's progress, please contact s.hunter@xaviercet.org.uk as early as possible. This enables us to work together to provide timely support and ensure appropriate action can be taken where needed before progress reviews are completed.

End of year progress reviews (released on ECT manager 27.11.26)

- Share the progress review self-reflection template here with ECTs, they should complete these in their mentor meeting, well in advance of their progress review meeting, please ask for a completed electronic copy to be returned to you, you can then use it to help structure your meeting and write the review.
- Book in your end of term progress review observations and meetings.
- Please familiarise yourselves with the updated '*Nov 26 Progress Review Guide'* for a step by step guide to support induction tutors with the process here

Mentor changes

- Need to change a mentor or any details? Please complete this Google Form **https://docs.google.com/forms/d/13Sw4sr8aJEtypDRSIbEgqlm-ssxuXwfjJd_1bQ-ARiY/ed**
- This allows us to update all our platforms to ensure we have correct information for all programme members

If any links in this bulletin do not work for you, you may need to copy and paste the url and open it in a new window depending on your school's IT set up.

DO YOU HAVE A QUESTION REGARDING BRIGHTSPACE?

If you have any questions about Teach First's online learning platform please contact them
https://my.teachfirst.org.uk/contact-us

LOG IN TO OUR MEMBER AREA BELOW:

All information about the programme can be found on the Xavier ECTE Member area here:
Log in details below:

https://www.tshub.xaviercet.org.uk/

email: xavierecf@xavier.org.uk

password:
Xaviertsh2024

CONTACT US BELOW:

Our team is here to support you every step of the way. If you need help, have any questions, please contact us: teachingschoolhub@xaviercet.org.uk
Thank you for your patience with us at this busy time,we will try to get back to you asap.

Xavier Teaching School Hub, Guildford Road, Chertsey, Surrey KT16 9LU

Manage preferences