



Year 1 ECT Week 32 bulletin

w/b Monday 5th June 2023

ECF focus of the week:

Deciding on a topic for a scheme of work and where to go for expert guidance



Team Message

A message from the team

- Welcome to Week 32 of the programme! Week 32 begins straight after the half-term break, which we hope you will have greatly enjoyed.
- This week marks the start of Module 6, the final module for this academic year. Attached to this bulletin are overviews of Module 6 for ECTs, mentors and induction tutors. It is a really interesting module, which asks the question *how can you plan a coherent curriculum?*
- Throughout module 6 you will be asked to refer to and edit (if it's already existing) or create (if not already existing) a scheme of work that is between 5-10 lessons long. You will be able to apply what you have learnt from each session within this module to your scheme of work so that, by the end of the module, you will have a complete scheme of work that is ready to teach to your pupils.



Self-Directed Study

Self-directed study: Module 6 – How can you plan a coherent curriculum?

- In Week 32 you should complete the section on Brightspace entitled *What is the purpose of a curriculum?* This will take a maximum of 25 minutes.



Your mentor

Mentor interaction

- In Week 32, there is no scheduled observation. Rather, you will have a **professional discussion** with your mentor.
- During the discussion, you should discuss with your mentor the identified scheme of work you have chosen to create/edit. If you have not yet chosen the scheme of work, your mentor can help you to decide on a possible topic. You are encouraged to select a topic you will be teaching after completing this module.
- Once the topic of the scheme of work has been decided, your mentor can help you to identify colleagues in your school whose expertise you can benefit from. You might like to consider:
 - Which colleagues might have relevant resources they can share with you?
 - Are there any other colleagues in school or your wider professional network who could support you in developing this scheme of work?
 - What resources does the school or Trust have access to that could be useful here?
 - Which websites might have high-quality resources that could be adopted and adapted for this scheme of work?



Mentors

Message for your mentor

- In Week 32, as outlined above, your interaction with your ECT centres around **deciding on a topic for a scheme of work and where to go for guidance**. Please refer to **pages 94-95** in your mentor handbook, which contain a number of prompt questions you could use in your discussion with your ECT. [Link 6min](#)
- Please find attached to this bulletin an overview of the Module.

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Message for your induction lead

- **Secure members area** - Just a reminder that all end-of-term assessment documentation is available in the secure members area of our website
 - [Xavier Teaching School Hub - Secure Area \(xaviercet.org.uk\)](https://xaviercet.org.uk)
 - Username – xavierecf@xavier.org.uk
 - Password – Xaviertsh (case sensitive)
- **September registrations** - If you have ECTs who need registering for September 2023, please [Register your interest here](#). We understand that at this point you might not know how many ECTs you may have in September. At this point, please just give your best estimate, which will inform Xavier's planning for 2023-24. The form can be completed again later in the year once you are certain of your numbers.
- **WE ARE GROWING!** - We are actively looking for another **Primary Delivery Partner** in or around the Runnymede/Spelthorne area. If you have staff in your school who would be able to deliver high-quality seminar training to ECTs, and your school would like to join our delivery partner team, please contact Charlotte Carr on c.carr@xaviercet.org.uk
- We are currently working on our **Induction Tutor Checklist** for September, if there is anything that you currently do and think would benefit all, please let Sophie Hunter know (s.hunter@xaviercet.org.uk).
- **ECT Manager clean up** - Please can you log on and check that the list of tutors/induction tutors registered for your school is up-to-date. Some schools have tutors registered who have left the school etc. Please note that each school should only have one induction tutor. Could you please also check that the email addresses of all your ECTs are their professional (school) addresses, rather than their personal ones. Please also ensure your Headteacher's name and information is current. Please update and check all the details on ECT Manager in preparation for the new year. Many thanks.
<https://xaviertsh.ectmanager.com>
- **Mentor funding** - We have had some enquiries from induction tutors asking us to clarify the mentor funding for next year. As mentioned in last week's bulletins, mentors who will complete the two-year mentor programme this July will be classed as trained and are therefore not eligible to receive DfE funding if they mentor again. Please see the documents below, which explains the funding in full.
If you would like to talk to a member of the team please contact us at TeachingSchoolHub@xaviercet.org.uk.

[Backfill payments for time off timetable for early career framework \(ECF\) mentor training \(national roll-out\) conditions of grant - GOV.UK \(www.gov.uk\)](#)



Induction tutors