



Year 1 ECT Week 38 bulletin
w/b Monday 17th July 2023

TRANSITION TO YEAR 2

1 A MESSAGE FROM THE TEAM

Welcome to your Week 38 bulletin. This is the final bulletin you will receive this academic year, so it has a slightly different format. Hopefully, the bulletin will tell you everything you need to know about Year 2 of the ECF induction programme – whether you are an ECT, a mentor or an induction tutor.

May we take this opportunity to wish you a wonderful, well-deserved summer break. Whatever your plans are, we hope that you rest well and have a very enjoyable few weeks. We will see you on the other side! We will write to you again at the beginning of the autumn term.

2 END-OF-SUMMER-TERM PROGRESS REVIEWS AND ASSESSMENTS

At this time of year, there can sometimes be a little confusion about the different timelines for training and assessment, and ECTs' statutory entitlement to time off-timetable (in addition to PPA):

- If an ECT started induction in September 2022, and works full-time, their training and assessment align perfectly (see Table 1).

SEPT 2022 STARTERS	Autumn term 2022	Spring term 2023	Summer term 2023	Autumn term 2023	Spring term 2024	Summer term 2024
Training	Year 1 training Modules 1 & 2	Year 1 training Modules 3 & 4	Year 1 training Modules 5 & 6	Year 2 training Development Cycles 1 & 2	Year 2 training Development Cycles 3 & 4	Year 2 training Development Cycles 5 & 6
Assessment	Progress review	Progress review	End of Year 1 assessment	Progress review	Progress review	End of Year 2 (final) assessment
ECT time off-timetable	10%	10%	10%	5%	5%	5%

Table 1: September 2022 starters

- If, however, an ECT started in January 2023, and works full-time, their training and assessment pathway will be slightly different (see Table 2).

JAN 2023 STARTERS	Spring term 2023	Summer term 2023	Autumn term 2023	Spring term 2024	Summer term 2024	Autumn term 2024
Training	Year 1 training Modules 1 & 2 (catch up) Modules 3 & 4	Year 1 training Modules 5 & 6	Year 2 training Development Cycles 1 & 2	Year 2 training Development Cycles 3 & 4	Year 2 training Development Cycles 5 & 6	
Assessment	Progress review	Progress review	End of Year 1 assessment	Progress review	Progress review	End of Year 2 (final) assessment
ECT time off-timetable	10%	10%	10%	5%	5%	5%

Table 2: January 2023 starters

- Regardless of whether this is a progress review or assessment term, please do ensure that all termly reports have been fully completed on *ECT Manager*, before leaving school for the summer break.

3 REGISTERING YEAR 2 ECTS

Induction tutors, please note that there is **no need** for you to re-register existing Year 1 ECTs for Year 2. The only time that Year 2 ECTs need registering is if they are moving to you from another school and/or provider.

4 2023-24 PROGRAMME FOR ECTS

Induction

At the start of Year 2, all ECTs are required to complete 5 sessions of induction:

Induction Session 1	An introduction to Year Two of the ECF
Induction Session 2	Sustainable workload
Induction Session 3	Maximising development cycles
Induction Session 4	Inclusive practice
Induction Session 5	Networking for professional development

We have recorded all of the above sessions and these will be available on the secure *ECF Member Area* of our website <https://tshub.xaviercet.org.uk/> by Friday 21st July. ECTs should complete the induction sessions by **Monday 18th September 2023**. Please note that there is **no requirement** for ECTs to watch the recordings before coming back to school in September – we are simply putting them on the website in case anyone would like early access

Login details for the secure area can be found at the end of this bulletin.

Year 2 Development Cycles

In Year 2, as Induction Session 1 will fully explain, ECTs move from training Modules to **Development Cycles**. Just as there were 6 Modules in Year 1, so too are there 6 Development Cycles in Year 2. The Development Cycles are designed to review and built upon the Year 1 Modules.

DEVELOPMENT CYCLE	DEVELOPMENT CYCLE FOCUS
1	Developing pupils' intrinsic motivation
2	Supporting pupils to develop subject-specific skills
3	Using meaningful and memorable explanations
4	Anticipating and addressing common misconceptions
5	Using structured talk to develop pupils' literacy
6	Developing a coherent curriculum

Brightspace online learning

Year 2 is far less prescriptive in nature than Year 1. At the start of each Development Cycle, ECTs are required to complete up to 45 minutes of self-directed study on *Brightspace*. ECTs then work with their mentors to identify one key area of their practice which they would particularly like to develop during that half-term. Ideally, this should be related to the focus of the Development Cycle but, as we always say, there is flexibility in the programme, if needed. The Year 2 programme is therefore more personalised than in Year 1.

If you do not have access to the Year 2 Development Cycle materials on *Brightspace* by **Tuesday 12th September**, please email Alison Maingard at Xavier (a.maingard@xaviercet.org.uk).

When they move into Year 2, ECTs will still be able to access Year 1 materials on *Brightspace*. For September, Teach First has added a new optional Year 1 module, entitled *Excellent Teaching in Special Schools* for 2023. This module is designed to provide further support for ECTs working in special schools or those in mainstream working with pupils with more complex needs. The optional module covers the following areas:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs
- Supporting behaviour in a special school
- Developing early communication
- Effective use of teaching assistants
- Assessment in a special school.

Although this is a new module for ECTs, we have asked Teach First that this be added to your *Brightspace* materials so that you can also benefit from its content, as needed.

ECT Seminars – Primary

In Year 2 ECTs are required to attend **one 90-minute seminar per Development Cycle** (i.e. one per half-term).

Primary ECTs will remain in their current training cohorts and will continue to attend **face-to-face** seminars at their usual training locations, the only exception being those ECTs who have been attending training seminars at St Anne's in Chertsey. They will remain with the same training cohort, but their Year 2 seminars will take place at Pycroft Grange Primary School. We hope you have become a support network for each other and this will continue into your second year.

Dates, times and locations of all 2023-24 Year 2 seminars can be found in the attached booklet.

ECT Seminars – Secondary and Sixth Form

In Year 2 secondary- and sixth-form-based ECTs attend **subject-specific** seminars, led by subject specialists. This allows ECTs to not only benefit from more subject-specific training, but also to build subject networks, which we hope will enable the sharing of best practice across a wide variety of schools.

Our 2023-24 subject hubs are as follows:

SUBJECT HUB	DELIVERY SCHOOL	LOCATION
Art	Epsom & Ewell High School	Ewell, Surrey
Business/Economics	St Andrew's Catholic School	Leatherhead, Surrey
Computing	St Joseph's Catholic High School	Slough, Berks
DT	Salesian School	Chertsey, Surrey
English (cohort 1)	St Paul's Catholic College	Sunbury-on-Thames
English (cohort 2)	St Peter's Catholic School	Guildford, Surrey
Geography	Reigate School	Reigate, Surrey
History & Politics	St John the Baptist School	Woking, Surrey
Maths	Reigate School	Reigate, Surrey
Media Studies	Salesian School	Chertsey, Surrey

MFL	St Andrew's Catholic School	Leatherhead, Surrey
Music	St Andrew's Catholic School	Leatherhead, Surrey
PE	St Philip Howard Catholic School	Woking, Surrey*
Performing Arts	Esher Church of England High School	Esher, Surrey
Psychology	St Joseph's Catholic High School	Slough, Berks
RE & Philosophy	Warlingham School & Sixth Form College	Warlingham, Surrey
Science (cohort 1)	Esher Church of England High School	Esher, Surrey
Science (cohort 2)	St Andrew's Catholic School	Leatherhead, Surrey

*Seminars will be held at St John the Baptist School, Woking.

ECTs who teach more than one subject should attend the subject hub which is most representative of their 2023-24 teaching timetable.

If your subject is not listed above, please advise Kate du Toit (k.dutoit@xaviercet.org.uk) which of the above subject hubs you feel would be most beneficial for you to attend. There are some curriculum subjects for which Teach First do not yet provide specialist materials. In these cases, please note that the core slides for all subject hubs are the same, with only the exemplification materials in each being subject-specific. Your seminar facilitator will be made aware of the subject you teach and will do all they can to make the seminars relevant to your development needs.

In Year 2, ECTs are required to attend six 90-minute seminars. However, because of the travel distances involved in some cases, this year the six seminars are being combined into **3 x 3-hour training afternoons**, one per term. The dates, times and locations of all seminars for the year can be found in the attached booklet.

Term	Development Cycle
Autumn term	1 & 2 combined seminar
Spring term	3 & 4 combined seminar
Summer term	5 & 6 combined seminar

English and **Science** ECTs will note that there are two cohorts per subject, because of the numbers involved. Before the end of this term, emails will be sent to English and Science ECTs to let them know the cohort to which they have been assigned. Cohorts will be determined by the geographical location of ECTs' schools.

As attendance at the afternoon training sessions will require cover, mentors and induction tutors in particular should ensure that cover is arranged well in advance of the seminar dates – many thanks.

5 2023-24 PROGRAMME FOR MENTORS

Induction

At the start of Year 2, all mentors are required to complete 5 sessions of induction:

Induction Session 1	An introduction to Year Two of the ECF programme
Induction Session 2	Supporting development cycles
Induction Session 3	Networking for professional development
Induction Session 4	Using Brightspace and your programme guide
Induction Session 5	Mentoring and diversity

We have recorded sessions 1, 2 and 3, so that they can be accessed at a time most convenient for mentors. The recordings will be available on the secure *ECF Member Area* of our website <https://tshub.xaviercet.org.uk/> by Friday 21st July. Mentors should complete the induction sessions by **Monday 18th September**. Please note that there is **no requirement** for mentors to watch the recordings

before coming back to school in September – we are simply putting them on the website in case anyone would like early access. Login details for the secure area can be found at the end of this bulletin.

Induction sessions 4 and 5 are self-directed study materials on *Brightspace*.

Subsequent training dates can be found in the table below.

Mentor seminars and self-directed study

As will be explained in Induction Session 1, in 2023-24 there is a change to Year 2 mentoring. Rather than attending half-termly training seminars, Year 2 mentors will only be required to attend one 60-minute training seminar per term.

The details of these sessions, plus details of mandatory and optional self-directed study on *Brightspace*, are outlined below

Term	Mandatory self-directed Brightspace study	Optional self-directed Brightspace study	Mandatory seminars	
1	Mentor assessment (30 mins)	Modules (30 mins each) <ul style="list-style-type: none"> • Building research literacy • Metacognition and self-regulation in teaching 	Seminar 1: Induction Mentors should attend the online training seminar on <u>either</u> Mon 11 Sept or Wed 13 Sept (3.45-4.45 pm)	
2	-	<ul style="list-style-type: none"> • Finding balance in your workload • Understanding equality, diversity and inclusion 	Seminar 2 Mentors attend <u>either</u> Mon 5 Feb or Wed 7 Feb 2024	Xavier will choose 2 of the following 5 seminar options: <ul style="list-style-type: none"> • Engaging your ECT with research • The adaptive teacher • A professionally acceptable workload • Developing an inclusive educator • Developing beyond the ECF
3	Mentor assessment (30 mins)		Seminar 3 Mentors attend <u>either</u> Mon 20 May or Wed 22 May 2024	

Graham Jones, from the Xavier central ECF team, will lead our provision for mentors in 2023-24 alongside Sam Robinson from our ITT team to ensure a joined-up approach to mentoring across your schools. All training is online, via Zoom, and will have the same login details for each session:

Direct link: [Mentor training seminar](#)

Or <https://us06web.zoom.us/j/85415764774?pwd=LzRpRTNDbGhHZUFGc2xZTncxS2N4QT09>

Meeting ID: 854 1576 4774

Passcode: 386595

6 2023-24 PROGRAMME FOR INDUCTION TUTORS

Induction

Sophie Hunter, our Appropriate Body (AB) lead, will host an online training session for all induction tutors (Year 1 and Year 2) on **Wednesday 20th September 2023** from **3.30-4.30 pm**.

Login details are as follows:

Direct link: [Induction tutor training](#)

Or <https://us06web.zoom.us/j/84118527445?pwd=MEIOMk9ZbDZFcVdGb1NYS3lHVWJvQT09>

Meeting ID: 841 1852 7445

Passcode: 720234

Induction tutors are an integral part of the programme and are responsible for ensuring mentors and ECTs receive their full entitlement in schools. In this first session of the year, Sophie will outline the roles and responsibilities of induction tutors and how to ensure you feel fully prepared for your role.

7 THE XAVIER ECT TEAM

The Xavier central team are here to help you in any way we can. If you have any questions or concerns, please do not hesitate to get in touch.

Main email: TeachingSchoolHub@xaviercet.org.uk

01932 578688 (General ECF)

01932 578687 (Appropriate Body)

	Role	ECF responsibilities	Direct emails
Amy Harper	Director XTSH and Teach South East		a.harper@xaviercet.org.uk
Charlotte Carr	Deputy Director	ECF Lead Teach First liaison	c.carr@xaviercet.org.uk
Sophie Hunter	ECF Central Team	Appropriate Body Lead	s.hunter@xaviercet.org.uk
Jan Keating	ECF Central Team	Strategic Lead and Delivery Partner liaison Year 1 programme	j.keating@xaviercet.org.uk
Graham Jones	ECF Central Team	Mentor Lead Sussex Lead	g.jones@xaviercet.org.uk
Leanne Fullbrook	ECF Central Team	Year 2 programme Additional CPD	l.fullbrook@xaviercet.org.uk
Katherine Powlson	Partnership Manager	Admin lead	k.powlson@xaviercet.org.uk
Kate du Toit	Operations Officer	Year 1 administration Website Registration issues	k.dutoit@xaviercet.org.uk
Alison Maingard	Administrative Assistant	Year 2 administration AB support Social media	a.maingard@xaviercet.org.uk

As a team we pride ourselves on responding to emails quickly and resolving issues swiftly. We are committed to the programme and programme members in school. As part of this commitment, we are often out in schools, but will get back to our emails as soon as possible.



Amy Harper



Charlotte Carr



Sophie Hunter



Jan Keating



Graham Jones



Leanne Fullbrook



Katherine
Powlson



Kate du Toit



Alison Maingard

8 LINKS

XAVIER TEACHING SCHOOL HUB WEBSITE

- Website: <https://tshub.xavercet.org.uk/>
- Link: [Xavier Teaching School Hub - Home \(xavercet.org.uk\)](https://tshub.xavercet.org.uk/)

LOGIN TO THE **SECURE ECF MEMBER AREA** OF THE WEBSITE

- Email: xavierecf@xavier.org.uk
- Password: Xaviertsh (case sensitive)

ECT MANAGER

- Website: <https://xaviertsh.ectmanager.com>
- Link: [ECT Manager](https://xaviertsh.ectmanager.com)