



**Year 2 ECT Development Cycle 6**  
w/b Monday 17<sup>th</sup> July 2023  
**REFLECTIONS ON INDUCTION**



## A message from the team

- First of all, may we take a moment to say huge

# CONGRATULATIONS!

- Though your schools have until 21<sup>st</sup> July to complete your final assessments, we want to say an enormous well done for successfully completing induction! We hope that your ECT experience has been a positive one. We have met many of you over the course of the two years and have greatly enjoyed working with you. We are grateful for your mentors, induction tutors and the many facilitators in our partner schools who have trained, guided and supported you. Some of you will be mentors yourselves next year, so we will see you again in September. Some of you will be going into middle leadership – if you decide to undertake a National Professional Qualification (NPQ), either next year, or in the future, we look forward to working with you again.
- Induction certificates: Your induction tutor has been sent a certificate for you for successfully completing the Teach First/Xavier training programme, which we hope they will present when your final assessment has been completed! The official recognition of successfully completing induction, however, comes from the Teaching Regulation Agency, who keep records of all teachers who have completed induction. Downloadable induction certificates are available through the [Teacher self-service portal - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- **WE WANT TO HEAR FROM YOU!** As you are part of Xavier's very first cohort to complete the new two-year induction, we would greatly value your feedback on the ECF training programme. Your feedback will directly impact the training of those coming after you - we most certainly will pass on what you say to Teach First, to help them to continue to develop the programme. Please do take a few minutes to share your thoughts in as much detail as possible. Thank you. [Year 2 end-of-programme survey](#)
- We have been notified by Teach First that you will be able to access all of your ECT modules on Brightspace until 31<sup>st</sup> August 2023, at which time your logins will lapse. Please do feel free to download any of the materials before then.
- Though you will no longer be an ECT in September, your journey of professional development continues! If you are interested in completing a National Professional Qualification (NPQ), and your school would be supportive of your application, please do take a moment to look at [STSN - Schools Together Success Now - S T S N](#).



## Mentor interaction

- Before the end of this academic year, please do spend some time with your mentor, discussing your induction experience and celebrating your successes. You may wish to discuss:
  - How do you feel you have progressed throughout induction, and this year in particular?
  - How has this impacted on your pupils?
  - What are your greatest successes so far?
  - What aspect of our development have you found most challenging this year?
  - What do you think are your next steps for further improvement?
  - Where would you like to go in your career?



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Your mentor

**Message for your mentor**

- May we take this opportunity to say an enormous thank you for the support and encouragement you have given your ECT(s) this year. Mentoring an ECT requires a significant amount of time and commitment. Please know that this is recognised and appreciated. For those of you mentoring another ECT next year, we look forward to working with you again!



Induction tutors

**Message for your induction tutor**

- **Assessments:** Please ensure that your assessments are completed and signed off by ECTs, induction tutors and headteachers by the end of term. This signature process needs to be complete before any of the reports come to us for reviewing. If an ECT is leaving your school, they should also download copies of all their assessments to take with them while they still have access to their school *ECT Manager* account. Please be aware that until this process is completed, we cannot 'unclaim' ECTs from our Appropriate Body. This will hold up the transition process for their new schools.
- **Urgent action required - registering new ECTs with Xavier:** Thank you to those of you who kindly completed our *Expression of Interest form*, indicating how many new ECTs you will have in September. All new ECTs now need to be formally registered with Xavier. To formally register your new ECTs, please use the following link [2023-24 ECT registration](#). You should have received an email with full details of the registration process for September. If you have not done so, please do get in touch.
- **Registering new ECTs on the DfE portal:** Hopefully, your school will now have received an email from the DfE, letting you know that their registration portal for September starters is now open. This email usually goes to headteachers, so please do ask your headteacher to let you know once they receive it. As was the case last year, schools must register their ECTs with both Xavier **and** the DfE. Please remember to register your ECTs and mentors with their correct school email addresses and not their personal ones. Please also remember to link each ECT to their correct mentor on the DfE portal.
- **Changes to ECTs, mentors etc:** At this time of year, there are often a number of staffing changes, eg ECTs and/or mentors might be moving schools, or staffing capacity may necessitate a change of induction tutor and/or mentor etc. It is vital that both Xavier and the DfE are kept up-to-date with those changes.
  - To notify Xavier of any changes, please complete the following form [Changes form](#)
  - Induction tutors must also make the changes on the [DfE portal](#) to ensure your school receives the correct funding and your programme members receive access to the My Teach First/Brightspace online learning platform.