

ECF Year 1 and 2 Bulletin



WEEK	3	DATE	w/c Monday 18 th September 2023
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All information in the weekly bulletins will be [hyperlinked](#) to the secure 'ECF Member Area', a password-protected part of our website. Please click on the **red links** and use the email login: xavierecf@xavier.org.uk and password: Xaviertsh (case sensitive). **Please do not try to log in using your own email address.** For your convenience, the ECF Member Area will hold all proformas, handbooks, training dates, videos, bulletins, Brightspace content and information about the course.

HELPFUL LINKS

Secure ECF Member Area of the Xavier Teaching School Hub website [XTSH website](#).

- o Login [Xavier Teaching School Hub - ECF Member Area \(xavierecf.org.uk\)](#)
- o Email: xavierecf@xavier.org.uk
- o Password: Xaviertsh (case sensitive)

ECT Manager [ECT Manager](#)

DfE guidance on statutory induction [Induction for early career teachers \(England\)](#)

For induction tutors only

Xavier ECF Year 1 Registration form [Xavier registration](#)

How to set up training for early career teachers [How to set up training for ECTs](#)

DfE portal [Manage training for early career teachers](#)

Xavier changes form [Changes form](#)

DfE funding guidance [Funding and eligibility for ECF-based training](#)

MESSAGES FOR YEAR 1 ECTs



Module 1: How can you create an effective learning environment?
ECT_23_Y1_M1

Year 1 induction

- We hope you have enjoyed watching the Year 1 ECT induction videos, which are outlined in the [ECT 1 – Induction and training overview](#) document, found on the secure ECF Member Area. These should be completed by **Monday 18th September**. Please confirm your engagement with the induction videos [here](#).

Brightspace self-study

- Brightspace logins are not required until the 18th of September at the earliest. Until you have your login, all Brightspace content can be found [here](#) on the ECF Member Area.
- **Module 1** of Brightspace focuses on **How can you create an effective learning environment?** It is split up into a number of different sessions:
 - o Welcome
 - o Establishing effective routines
 - o Developing motivation through a supportive environment
 - o Addressing low-level disruption
 - o Addressing persistent and challenging behaviour
 - o Holding high expectations and maintaining engagement
- In Week 3, if you have your login, you should complete the **Welcome** and **Establishing effective routines** sessions.

Interaction with your mentor

- In Week 3, you should have your usual 60-minute meeting with your mentor. Please remember to keep a record of this. You can find the proformas for the **mentor meeting** [here](#).
- In Week 3, you will have a **10-minute drop-in observation by your mentor**. The focus of this drop-in will be looking at helping you to develop effective entry and settling routines in your classroom. You might like to think about:
 - o Why are routines so critical to classrooms?
 - o What make routines effective?

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	<p>Seminars</p> <ul style="list-style-type: none">• Module 1 seminars begin in Week 4, i.e. w/c Monday 25th September. If you do not know the location, dates and times of your seminars, please check with your induction tutor. If they do not have this information, please email Kate Du Toit (k.dutoit@xaviercet.org.uk). Seminar information for the entire year can be found here: Year 1 seminars• Please note that seminars are a compulsory part of the ECF Programme. If, in exceptional circumstances, you are unable to attend, you must notify your school's induction tutor, the facilitator leading your seminar and the Xavier central team (ecfattendance@xaviercet.org.uk), giving the reason for your non-attendance.
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MESSAGES FOR YEAR 2 ECTS	<p>Year 2 induction</p> <ul style="list-style-type: none">• We hope you have enjoyed watching the Year 2 ECT induction videos, which are outlined in the ECT 2 – Induction and training overview document. These should be completed by Monday 25th September. Please confirm your engagement with the induction videos here. <p>Brightspace self-study</p> <ul style="list-style-type: none">• The vast majority of Year 2 ECTs will already have working Brightspace logins. ECTs who have transferred into the Programme for Year 2 should have received their Brightspace logins directly from Teach First, if they were registered by 28th August 2023. Year 2 ECTs registered after this date should receive their logins within two weeks of registration. If you have not received your login within the above timeframe, please contact https://my.teachfirst.org.uk/contact-us• As you know, each Year 2 Development Cycle only requires you to complete 45 minutes of self-directed study on Brightspace per half-term. When you log into Brightspace, please select ECF 2022, then ECT Development Cycle 1. Unit 1 incorporates a retrieval quiz, to identify and inform the area which you will work on during the first half-term of the year. <p>Interaction with your mentor</p> <ul style="list-style-type: none">• In Year 2, you must meet fortnightly with your mentor for approximately one hour. As you did last year, please remember to keep a record of this. You can find the template for the mentor meeting here.• In Week 3, once you have completed the Brightspace retrieval quiz, the focus of your mentor meeting should be selecting the area of your practice on which you will work this half-term. <p>Seminars</p> <ul style="list-style-type: none">• In Week 3 (w/c Monday 18th September), you will attend your first Development Cycle seminar of the year. For Primary and SEND ECTs this will be a 90-minute seminar for Development Cycle 1. For Secondary/Sixth Form ECTs, this will take the form of a combined, 3-hour seminar comprising Development Cycles 1 and 2.• Details of all Year 2 seminars can be found in the secure <i>ECF Member Area</i>.• As in Year 1, please note that seminars are a compulsory part of the ECF Programme. If, in exceptional circumstances, you are unable to attend, you must notify your school's induction tutor, the facilitator leading your seminar and the Xavier central team (ecfattendance@xaviercet.org.uk), giving the reason for your non-attendance.
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MESSAGES FOR MENTORS

- The ECF Programme offers mentors training over a two-year period. We have mentors at all different stages of their training supporting ECTs in both the first and second years.

Fully trained mentors

Mentors who have already engaged in the two years of training are considered fully-trained. There is **no requirement** for you to attend **ANY** mentor training throughout the year. Fully-trained mentors are required to read the bulletins each week and to have read the mentor handbooks [here](#).

Mentors in their first year of training

If you are a mentor new to the programme, and in your first year of your training, you will engage in **Year 1 mentor training**. You may be supporting a Year 1 or Year 2 ECT but you are in your first year of being an ECT mentor.

- All mentors should have completed the [Year 1 Mentor induction training](#) videos by **Monday 25th September**. Please confirm your engagement with the induction videos [here](#).
- The first mentor session took place last week; a recording of the session can be found [here](#). After EVERY session you must register your attendance/engagement by completing an [evaluation](#).
- This first session will be repeated 'live' on **Wednesday 20th September** from 4.00-5.00 pm. If you attend the live session, you will, of course, have the opportunity to ask questions directly of the ECF team.

[Join Zoom Meeting Mentor training - 20th September Zoom link](#)

Meeting ID: 856 6461 9244

Passcode: 233284

Mentors in their second year of training

If you are a mentor in your second year of training, you will engage in **Year 2 mentor training**. All Year 2 mentors should have completed the [Year 2 Mentor induction training](#) videos by **Monday 18th September**.

Please confirm your engagement with the induction videos [here](#).

- The first mentor training seminar for Year 2 mentors has been rescheduled and will now take place on **Tuesday 19th September and Thursday 21st September from 4.00-5.00 pm**. Year 2 mentors should attend **one** of the above training sessions. Please choose whichever is most convenient for you. Both sessions are **online via Zoom**. The link for both is the same:

[Join Zoom Meeting Year 2 mentor training - 19th/21st September 2023](#)

Meeting ID: 854 1576 4774

Passcode: 386595

Mentors who are mentoring Year 1 ECTs

- Please read *Messages for Year 1 ECTs* above.
- Please read pages 12-14 in the [Year 1 Mentor Handbook](#).
- Please watch the short overview video (5:50 mins) of what your ECTs will be studying on Brightspace during Week 3 [Week 3 overview](#).
- Please ensure that your ECT knows the location, date and times of their first seminar, which is scheduled to take place in Week 4 (w/c Monday 25th September).

Mentors who are mentoring Year 2 ECTs

- Please read *Messages for Year 2 ECTs* above.
- Please ensure that you are fully familiar with the Development Cycle process for Year 2 ECTs, as outlined in the 2023 – [Year 2 – Mentor – Programme Guide](#).
- In next week's bulletin, we will include a **termly checklist** for both Year 1 and Year 2 mentors. Please look out for it!

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MESSAGES FOR INDUCTION TUTORS

- **Brightspace logins** - Please remind your ECTs that the ECF course officially starts on the **18th September**. ECTs and mentors should have their Brightspace logins by the 19th September if they were registered on the DfE portal by the 4th September. If you have not received your *Brightspace* login by 19th September, please notify Teach First on <https://my.teachfirst.org.uk/contact-us>
- **Seminar cohorts**
 - **Year 1:** If your ECT has not heard from us yet about their seminar cohort, please do not worry. We are currently processing all registrations and organising the cohort groups. Unless you hear from us, all Year 1 ECTs will be assigned to the cohort you selected for them during registration.
 - **Year 2:** If your ECT does not yet know the cohort to which they have been assigned, please get in touch with Alison Maingard by Friday 15th September (a.maingard@xaviercet.org.uk). Primary ECTs, with the exception of last year's St Anne's cohort, will attend seminars at the same locations as last year. Secondary/Sixth Form ECTs should attend their subject-specific cohort.
 - **All seminars:** Locations, dates and times of all seminars can be found at [Year 1 and 2 seminars](#).
- **Fully trained mentors** - If you have ECF mentors in your school who have already attended two years of ECF training, just a reminder that these mentors **do not** have to attend any future training.
- **Part-time ECTs** – We will be contacting all new part-time ECTs over the next few weeks to complete a Programme Adjustment Agreement. The PAA gives part-time ECTs the option to complete the training element of their induction within the same timeframe as their full-time peers. If they choose to attend all the required Year 1 and Year 2 training within their first two years of teaching, regardless of which days they work, they are able to be signed off as having fully completed induction within 6 terms (as long as they are meeting all of the Teachers' Standards at the end of the two-year period). Please have initial conversations with your part time ECTs to see if this is a route they would like to take. Any more information please email s.hunter@xaviercet.org.uk
- Induction tutor termly checklists will be shared in next week's bulletin, with dates for your diaries and a 'things to do' list to support you for the term ahead.

Induction tutor training

- The first online (Zoom) induction tutor training session for this year will take place from **4.00-5.00 pm** on **Wednesday 20th September**.

Induction tutor training
Meeting ID: 841 1852 7445
Passcode: 720234

OTHER MESSAGES FROM THE TEAM

You said... we listened...

To support you with your **workload**, we have moved to a combined Year 1 and 2 weekly bulletin, so that mentors and induction tutors have all the information needed for both Year 1 and 2 ECTs in one place.

To ease communication, we are linking all documents and resources to our secure Member Area. Where you see a **red bold link** in the bulletin, this will take you directly to the page where the document can be located or to the relevant training.