

YEAR 1 ECF WELCOME BULLETIN



KEY MESSAGES FROM THE TEAM

- Welcome to Year 1 of your ECT induction programme. We hope you have had a wonderful summer and are looking forward to the year ahead.
- Throughout your induction, one of the most important sources of information is the secure **ECF Member Area** of the **Xavier Teaching School Hub** website. This can be accessed via the orange button at the top of the website landing page. The *ECF Member Area* is restricted to those who are on the programme, so please use the following login details:
Xavier Teaching School Hub website: <https://tshub.xaviercet.org.uk>
Login email: xavierecf@xavier.org.uk
Password: Xaviertsh (case sensitive)
- On the *ECF Member Area*, in the *Induction* folder, you will find a document entitled **ECT 1 – Induction and training overview**. This outlines your training for the year and also provides links to the recorded induction sessions you are required to complete. Please try to listen to all of the recorded sessions by Monday 18th September, when the programme officially starts.

ECT SEMINARS

MEET AND GREET

(Please do not worry if you are unable to attend this due to the tight timescale. This is an informal opportunity to come together and meet your cohort)

- Next week, all of you (with the exception of ECTs in SEND schools) will attend a face-to-face **Meet and Greet** session at your designated training school. This will give you an opportunity to meet the excellent professionals who will be leading your training this year, as well as other ECTs. You will remain with this group for the whole of 2023-24, so it gives you a great opportunity to network with colleagues from other schools.
- Details of the times, dates and location of all of your training seminars this year can be found in the **ECT 1 - Seminars** booklet in the *ECF Member Area* of the website. You will shortly receive an email, letting you know to which training cohort you have been assigned. We hope that by having all the dates for the year ahead will enable you to plan effectively. Attendance at seminars is a requirement of the programme. Non-attendance is only acceptable in exceptional circumstances. If, for any reason, you are unable to attend a seminar, you must inform your school's induction tutor, as well as emailing the session facilitator and the Xavier team (ecfattendance@xaviercet.org.uk), giving as much notice as possible.

MENTOR INTERACTIONS (meetings and observations)

- At the beginning of any professional mentoring relationship, it is important for both parties to discuss and establish their preferred ways of working. Establishing this early in the relationship will support the development of mutual respect, shared expectations of the process and each other, and pre-empt any potential issues. Mentors play a key role in their ECT's continued development and they will hopefully be each ECT's greatest school support this year.
- In Year 1, ECTs meet weekly with their mentors. Records of mentor meetings must be kept, either electronically or in hard copies. Templates for the first and subsequent mentor meetings can be found in the **Proformas** folder in the *ECF Member Area*.

BRIGHTSPACE SELF-DIRECTED STUDY

- In Week 1 there is no required **Brightspace self-directed study**. ECTs might like to spend some time familiarising themselves with the *Brightspace* learning platform, and in particular the materials for Module 1.
- If you do not yet have your *Brightspace* login, please do not worry, as these are still being sent out to new ECTs. Logins come directly from Teach First and are sent to whichever email address the school used to register you on the DfE portal. Please check your junk mail folder, just in case. If you have not received your *Brightspace* login by 19th September, please notify Teach First on <https://my.teachfirst.org.uk/contact-us>
- During their first year, ECTs will complete 6 modules of online self-directed study materials, housed on Teach First's learning platform (*Brightspace*). ECTs' engagement with their online learning is monitored by TeachFirst and Xavier. At the end of each module, there is an optional session, called 'stretch material'.

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- ECTs will also receive access to an optional module, *Excellent Teaching in Special Schools*, which has been designed to provide further support for ECTs working in special schools or those in mainstream working with pupils with more complex needs.
- Please note that ECTs do not need to complete any of the tasks or assignments set on Brightspace, eg often signposted by the prompt 'Over to You'.

MESSAGES FOR MENTORS

- Thank you for taking on the role of being a mentor this year. Some of you may be completely new to the programme, and others fully-trained. Wherever you are in terms of your own training, the information below is current and hopefully useful.
- We will send you a bulletin every week, containing all you need to know. More than anyone else, your support is key to your ECT's success within the classroom and their wellbeing. A large part of the mentor role is supporting your ECT to effectively implement what they learn in their online self-directed study into their classroom practice. You will be about to see all of your ECT's self-directed study materials through your own Brightspace login. We recognise that mentors will not necessarily have the time to review the self-directed content in full. Therefore, you will have access to short weekly overview videos (7-10 minutes), detailing the content of the week's online study. It is important to note that access has been given to mentors to support their knowledge and continued development and mentors are not expected to complete the activities, quizzes etc within the online self-directed study.
- **INDUCTION:** On the ECF Member Area of the Xavier website, in the Induction folder, you will find a document entitled [Mentor 1 – Induction and training overview](#). This outlines your training for the year and also provides links to the recorded induction sessions you are required to complete.
- **MENTOR HANDBOOK:** Teach First has published a comprehensive mentor handbook, which can be located in the [Handbooks and Guidance](#) folder in the ECF Member Area of the Xavier website. This handbook breaks down, week by week, what the focus of your interactions with your ECT should be. In every weekly bulletin we send, we will signpost you to the key pages for that week. In Week 1, please refer to the guidance on **pages 10 and 11** of the mentor handbook.
- **SEMINARS:** Unless you are a fully-trained mentor (ie have completed both years of mentor training), It is extremely important that you attend one of the mandatory Year 1 mentor induction online seminars this week or watch the recording if the timeline is tight for you. **If you have been unable to attend our welcome mentor training this week a recording of this can be found on the secure members area in the [mentor area](#). If you would like to attend a live session of this mentor training, then this session will be repeated on Wednesday 20th September 3.45 -4.45pm**
[Zoom link to mentor training](#)
 Meeting ID: 854 1576 4774
 Passcode: 386595
- Mentors are expected to attend one seminar per half-term. All mentor seminars are delivered online and are 60 minutes in length.

Registration

If you have not already done so, please ensure that all ECTs and mentors have been correctly registered:

- 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](#)

Entitlements

- Induction tutors are responsible for ensuring that all ECTs receive their statutory entitlements. In their first year, ECTs are entitled to:
 - 10% ECT non-contact time, in addition to the 10% all teachers receive for PPA;
 - The support of a dedicated mentor, who meets with them weekly for approximately an hour to discuss their progress and to provide support;
 - Weekly interactions with their mentors, in the form of either a short (10-minute) lesson observation or professional discussion;
 - A programme of support offered by Teach First and Xavier, in the form of access to online self-study materials on Teach First's Brightspace learning platform, and

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	two twilight seminars per half-term (delivered by Xavier's delivery partner schools) - o The support of an induction tutor who oversees their support, engagement and progress; - o Access to a dedicated Xavier team member. Year 1 ECTs and mentors should contact Kate du Toit (Year 1 administrator: k.dutoit@xaviercet.org.uk) or Jan Keating (Year 1 lead: j.keating@xaviercet.org.uk). 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
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KEY LINKS	Xavier Teaching School Hub website XTSH website • Login to ECF Member Area - o Email: xavierectf@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
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THE XAVIER ECT TEAM	 CHARLOTTE CARR Deputy Director, Xavier Teaching School Hub ECF Lead c.carr@xaviercet.org.uk Working days: Monday, Wednesday, Thursday
	 SOPHIE HUNTER Appropriate Body Lead s.hunter@xaviercet.org.uk Contact Sophie for: • Concerns re ECT progress, support plans, cause for concerns • Guidance on progress reviews and assessments Working days: Monday, Tuesday, Wednesday
	 JAN KEATING Year 1 Lead Strategic Lead and Delivery Partner Liaison j.keating@xaviercet.org.uk Contact Jan for: • Queries re Year 1 Working days: Monday to Friday

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		LEANNE FULLBROOK Year 2 Lead l.fullbrook@xaviercet.org.uk Contact Leanne for: • Queries re Year 2 Working days: Monday, Wednesday, Thursday
		GRAHAM JONES Mentor Lead Sussex Hub Lead g.jones@xaviercet.org.uk Contact Graham for: • Mentor queries • Sussex schools Working days: Monday
		KATHERINE POWLSON Partnership Manager k.powlson@xaviercet.org.uk Contact Katherine for: • Queries regarding NPQs • Finance • Partnership agreements Working days: Monday to Friday
		KATE DU TOIT Operations Officer k.dutoit@xaviercet.org.uk Contact Kate for: • All admin and registration queries relating to Year 1 Working days: Monday to Friday
		ALISON MAINGARD ECF and Appropriate Body Administrator a.maingard@xaviercet.org.uk Contact Alison for: • Admin queries relating to the Appropriate Body and ECT Manager • All admin and registration queries relating to Year 2 Working days: Monday to Friday