

# YEAR 2 ECF WELCOME BULLETIN



## KEY MESSAGES FROM THE TEAM

- Welcome to Year 2 of your ECT induction programme and our new-look bulletin. We hope you have had a wonderful summer and are looking forward to the year ahead. We thought we would give you the first few days to settle in before sending this bulletin to you. We hope that the start of your term has been a positive one.
- As you may remember, in Year 2 training moves from Modules to Development Cycles. Although Development Cycle 1 does not officially start until Week 3 of term (w/c 18<sup>th</sup> September), we thought we would highlight some key information to help you to successfully navigate 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](mailto:xavierecf@xavier.org.uk)  
Password: Xaviertsh (case sensitive)
- On the ECF Member Area, in the Induction folder, you will find a document entitled [ECT 2 – 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 18<sup>th</sup> September, when the programme officially starts.

## ECT SEMINARS

- Details of the times, dates and locations of all Year 2 seminars can be found in the [ECT 2 – Seminars](#) document in the Induction folder on the ECF Member Area of our website.
- In Year 2, ECTs are required to attend **six 90-minute seminars**. For ECTs in Primary and SEND settings, these will take the form of six separate sessions, which will be held face-to-face. However, because of the travel distances involved in some cases, this year the six Secondary/Sixth Form seminars are being combined into **3 x 3-hour (face-to-face) training afternoons**, one per term. The dates, times and locations of all seminars for the year can be found in the seminar booklet.

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

### Primary and SEND

- As you know, if you are in a Primary or SEND school, you will continue to attend seminars at the same training school as last year. Just a reminder that, if you were in the St Anne's (Chertsey) cohort, you will be attending seminars this year at Pycroft Grange Primary School.

### Secondary and Sixth Form

- If you teach in Secondary or Sixth Form provision, during Year 2 you will attend subject-specific seminars.
- Our 2023-24 Secondary/Sixth Form 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

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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 Alison Maingard ([a.maingard@xaviercet.org.uk](mailto:a.maingard@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 needs.
- **English** and **Science** ECTs will note that there are two cohorts per subject, because of the numbers involved. Before the first seminar takes place, 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.

## MENTOR INTERACTIONS (meetings and observations)

- In Year 2, mentor meetings are held **fortnightly**, rather than weekly. The focus of these meetings should be on the relevant Development Cycle. Full details will be included in the weekly bulletins.

## BRIGHTSPACE SELF-DIRECTED STUDY

Year 2 is far less prescriptive in nature than Year 1. At the start of each Development Cycle, ECTs are required to complete a self-directed study task 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 therefore adopts a more personalised approach than in Year 1.

If you do not have access to the Year 2 Development Cycle materials on *Brightspace* by **Wednesday 13th September**, please notify Teach First on <https://my.teachfirst.org.uk/contact-us>

When they move into Year 2, ECTs will still be able to access Year 1 materials on *Brightspace*. For September 2023, Teach First has added a new optional Year 1 module, entitled **Excellent Teaching in Special Schools**. 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.

## 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. **If you are a fully-trained mentor (ie have completed two years of ECF mentor training), it is not a requirement for you to attend any training seminars this year, though you are most welcome to do so.**
- 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 to their wellbeing.
- **INDUCTION:** On the *ECF Member Area* of the Xavier website, in the Induction folder, you will find a document entitled [Mentor 2 – 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:** Please note that there is **no mentor handbook** for Year 2. Rather, a Year 2 programme guide for mentors can be found in the [Handbooks and Guidance](#) folder on the *ECF Member Area*.
- **SEMINARS:** As will be explained in mentor seminar 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 in the *Mentor 2 – Induction and training overview* document (referenced above).

### Mentor seminar 1: CHANGE OF DATE and TIME

- In order for you and your ECT to settle in well to the new academic year, we have decided to reschedule mentor seminar 1 to the following dates and times. The aim of this session is to answer any questions you may have about mentoring in Year 2 and to revisit the Year 2 programme, particularly in the light of feedback from last year. Mentors are required to attend one of the two (identical) seminars outlined below – please choose whichever date is most convenient for you.

#### Mentor seminar 1:

**Either** Tuesday 19<sup>th</sup> September 2023 (4 pm – 5 pm) **or** Thursday 21<sup>st</sup> September 2023 (4 pm – 5 pm)

- **All mentor training this year is online**, via Zoom, and mentors should use 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

- The dates and times of the remaining two mentor seminars will be shared in next week's weekly bulletin.

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- **Graham Jones**, [g.jones@xaviercet.org.uk](mailto:g.jones@xaviercet.org.uk) 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.

## MESSAGES FOR INDUCTION TUTORS

### Entitlements

- Induction tutors are responsible for ensuring that all ECTs receive their **statutory entitlements**. In their second year, ECTs are entitled to:
  - 5% ECT non-contact time, in addition to the 10% all teachers receive for PPA;
  - The support of a dedicated mentor, who meets with them fortnightly for approximately an hour to discuss their progress and to provide support;
  - The opportunity to observe expert practitioners, as outlined in the Development Cycle programme;
  - 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 three twilight seminars during the year;
  - The support of an induction tutor who oversees their support, engagement and progress;
  - Access to a dedicated Xavier team member. Year 2 ECTs and mentors should contact Alison Maingard (Administrator: [a.maingard@xaviercet.org.uk](mailto:a.maingard@xaviercet.org.uk)) or Leanne Fullbrook (Year 2 lead: [l.fullbrook@xaviercet.org.uk](mailto:l.fullbrook@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 20<sup>th</sup> September**. Please note that the time has changed from 3.30 pm, as previously published.

[Induction tutor training](#)

Meeting ID: 841 1852 7445

Passcode: 720234

### Changes

- It is vital that induction tutors not only initially register ECTs and mentors correctly, but also keep the DfE, Teach First and Xavier up-to-date with any post-registration changes. This includes changes to mentors, ECT contracts (e.g. moving from part-time to full-time) etc. Whenever any changes are made, please remember to promptly (1) update the DfE portal and (2) complete the Xavier [Changes form](#). This will ensure that your school receives the correct funding, and that our email communication lists are kept up-to-date. Many thanks.

## KEY LINKS

Xavier Teaching School Hub website [XTSH website](#)

- Login to *ECF Member Area*
  - Email: [xavierectf@xavier.org.uk](mailto:xavierectf@xavier.org.uk)
  - 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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<b>THE XAVIER ECT TEAM</b>		<p><b>CHARLOTTE CARR</b> Deputy Director, Xavier Teaching School Hub ECF Lead <a href="mailto:c.carr@xaviercet.org.uk">c.carr@xaviercet.org.uk</a></p> <p>Working days: Monday, Wednesday, Thursday</p>
		<p><b>SOPHIE HUNTER</b> Appropriate Body Lead <a href="mailto:s.hunter@xaviercet.org.uk">s.hunter@xaviercet.org.uk</a></p> <p>Contact Sophie for:</p> <ul style="list-style-type: none"><li>• Concerns re ECT progress, support plans, cause for concerns</li><li>• Guidance on progress reviews and assessments</li></ul> <p>Working days: Monday, Tuesday, Wednesday</p>
		<p><b>JAN KEATING</b> Year 1 Lead Strategic Lead and Delivery Partner Liaison <a href="mailto:j.keating@xaviercet.org.uk">j.keating@xaviercet.org.uk</a></p> <p>Contact Jan for:</p> <ul style="list-style-type: none"><li>• Queries re Year 1</li></ul> <p>Working days: Monday to Friday</p>
		<p><b>LEANNE FULLBROOK</b> Year 2 Lead <a href="mailto:l.fullbrook@xaviercet.org.uk">l.fullbrook@xaviercet.org.uk</a></p> <p>Contact Leanne for:</p> <ul style="list-style-type: none"><li>• Queries re Year 2</li></ul> <p>Working days: Monday, Wednesday, Thursday</p>
		<p><b>GRAHAM JONES</b> Mentor Lead Sussex Hub Lead <a href="mailto:g.jones@xaviercet.org.uk">g.jones@xaviercet.org.uk</a></p> <p>Contact Graham for:</p> <ul style="list-style-type: none"><li>• Mentor queries</li><li>• Sussex schools</li></ul> <p>Working days: Monday</p>
		<p><b>KATHERINE POWLSON</b> Partnership Manager <a href="mailto:k.powlson@xaviercet.org.uk">k.powlson@xaviercet.org.uk</a></p> <p>Contact Katherine for:</p> <ul style="list-style-type: none"><li>• Queries regarding NPQs</li><li>• Finance</li><li>• Partnership agreements</li></ul> <p>Working days: Monday to Friday</p>

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		<p><b>KATE DU TOIT</b> Operations Officer <a href="mailto:k.dutoit@xaviercet.org.uk">k.dutoit@xaviercet.org.uk</a></p> <p>Contact Kate for:</p> <ul style="list-style-type: none"><li>• All admin and registration queries relating to Year 1</li></ul> <p>Working days: Monday to Friday</p>
		<p><b>ALISON MAINGARD</b> ECF and Appropriate Body Administrator <a href="mailto:a.maingard@xaviercet.org.uk">a.maingard@xaviercet.org.uk</a></p> <p>Contact Alison for:</p> <ul style="list-style-type: none"><li>• Admin queries relating to the Appropriate Body and ECT Manager</li><li>• All admin and registration queries relating to Year 2</li></ul> <p>Working days: Monday to Friday</p>