

# ECF Year 1 and Year 2 Bulletin



Week	4	DATE	w.c Monday 25 <sup>th</sup> 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. Click on the **red links** and use the email login: [xavierectf@xavier.org.uk](mailto:xavierectf@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.

## KEY LINKS

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

- Login
  - 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](#)

## MESSAGES FOR YEAR 1 ECTS



### Brightspace self-study

- This week you should continue to study **Module 1 – How can you create an effective learning environment?** – on Brightspace. In Week 4, please complete the session entitled **Developing motivation through a supportive environment**. This will take a maximum of 70 minutes.
- If you have not yet received your Brightspace login, please refer to the last section of this bulletin. Until you receive your login, you can access downloaded Brightspace content on the ECF Member Area of our website - [downloaded Brightspace content](#).

### Interaction with your mentor

- In Week 4, 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 4, you will have a **10-minute drop-in observation by your mentor**. The focus of this drop-in will be to look at your use of precise praise and acknowledgement, linked to your Brightspace learning. Your mentor will consider:
  - Do you use acknowledgement rather than praise when recognising pupils who are following your expectations?
  - Do you use precise praise when rewarding a pupil, by linking it to their task or learning?
  - Whether you are generally praising pupil ability or pupil effort.
  - Whether you are missing any opportunities to give praise or acknowledgement.

### Seminars

- Module 1 seminars begin in Week 4, i.e. w/c Monday 25<sup>th</sup> September. Your first seminar (**Module 1 Seminar 1**) focuses on **using praise and consequences effectively**. If you do not know the location, dates and times of your seminars, please check with your **mentor** and **induction tutor**. If they do not have this information, please email Kate Du Toit ([k.dutoit@xaviercet.org.uk](mailto: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](mailto:ecfattendance@xaviercet.org.uk)), giving the reason for your non-attendance.

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## MESSAGES FOR YEAR 2 ECTS

### Brightspace self-study

- 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 28<sup>th</sup> August 2023. Year 2 ECTs registered after 28<sup>th</sup> August 2023 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>
- 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.

### Interaction with your mentor

- Mentor meetings are now **fortnightly**. Please arrange to meet your mentor and discuss the area of your practice on which you will work this half-term.
- Make sure to keep a record of your mentor meeting; you can find the template for the mentor meeting [here](#).

### Observation/discussion:

- Where possible, this week, please arrange and attend an observation and/or a discussion with an expert colleague focused around your chosen area of development.

### Seminars

- We hope that you enjoyed your first Development Cycle seminar(s) last week. If you have not already done so, please complete the evaluation (see link below)
  - For **Primary** and **SEND** ECTs, you can find the seminar evaluation [here](#)
  - For **Secondary** ECTs, you can find the seminar evaluation [here](#)

All seminar dates, locations and times for the entire year are on the ECF Member's Area and this document can be found [here](#).

## MESSAGES FOR MENTORS

**The Mentor half-termly checklist is attached to this bulletin** to support you in your role.

- Please read *Messages for Year 1 ECTs* above.
- Please read pages 15-16 in the [Year 1 Mentor Handbook](#).
- Please watch the short overview video (9:27 mins) of what your ECTs will be studying on Brightspace during Week 4 - [Week 4 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 25<sup>th</sup> September), and that they attend.
- Please **meet weekly** with your ECT for **approximately one hour**.
- **This week**, please complete a **10-minute drop in observation** of your ECT with a specific focus on using 'precise praise and acknowledgement,' (linked to their Brightspace learning). When observing, please consider:
  - Do they use acknowledgement rather than praise when recognising pupils who are following their expectations?
  - Is precise praise being used when rewarding a pupil? Is praise linked to the task or learning?
  - Are they generally praising pupil ability or pupil effort?
  - Are there any further opportunities to give praise or acknowledgement (that may have been missed)?

**Mentors mentoring Year 2 ECTs:**

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	<ul style="list-style-type: none"><li>Please make sure you are <b>meeting fortnightly</b> with your ECT for <b>approximately one hour</b> to discuss the specific development area that the ECT is focussing on this half term.</li><li>Please encourage ECTs to attend an observation and/or discussion with an expert colleague focused around their area of development.</li><li>If you would like a refresher of the Year 2 ECF programme, please see the <a href="#">Year 2 Mentor Programme Guide</a>.</li></ul> <p><b>General Mentor messages:</b></p> <ul style="list-style-type: none"><li><b>A reminder</b>, if you are in your first year of mentoring an ECT (whether they be a ECT 1 or ECT 2) you will attend the Year 1 mentor training. If you have already completed a year of mentor training, you will move on to the year 2 mentor training sessions (whether you are mentoring an ECT 1 or ECT 2).</li><li><b>Year 1 mentor training:</b> The first mentor training session (for year 1 mentors) took place a fortnight ago; a recording of the session can be found <a href="#">here</a>. After EVERY session you must register your attendance/engagement by completing an <a href="#">evaluation</a>.</li><li><b>Year 2 mentor training:</b> The first mentor training session (for year 2 mentors) is taking place this week. The recording will be found in the Secure Member Area (in the mentor section) next week. To register your engagement with this session, please complete <a href="#">this form</a>.</li><li>If you are a <b>fully-trained mentor</b>, there is no expectation of completing this training.</li></ul>
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<b>MESSAGES FOR INDUCTION TUTORS</b>	<ul style="list-style-type: none"><li>Please can you check in with your ECT 1s and ensure they know where they are going for their seminars next week. If there are exceptional circumstances which will make it impossible for an ECT to attend their seminar, they must let you know first, before notifying both the facilitator and Xavier. Please reiterate that these are compulsory sessions and funding is affected by attendance.</li><li><b>Brightspace logins</b> - Please remind your ECTs that the ECF course officially starts on the <b>18<sup>th</sup> September</b>. ECTs and mentors should have their Brightspace logins by the 19<sup>th</sup> September if they were registered on the DfE portal by the 4<sup>th</sup> September. If you have not received your Brightspace login by 19<sup>th</sup> September, please notify Teach First on <a href="https://my.teachfirst.org.uk/contact-us">https://my.teachfirst.org.uk/contact-us</a></li><li><b>The Induction tutor half-termly checklist is attached to this bulletin.</b> This is a 'to do' list to support you for the term ahead. If you can think of anything that you feel should be on the list, please do let Sophie Hunter know <a href="mailto:s.hunter@xaviercet.org.uk">s.hunter@xaviercet.org.uk</a>, as we always welcome suggestions.</li><li>Thank you to those of you who attended the Induction for Induction Tutors this week, It was great to see so many of you there. A recording and the slides for this training can be found in the Induction Tutor section of the secure <i>ECF Member Area</i> of our website. Login details as always are at the top of this bulletin.</li></ul>
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<b>OTHER MESSAGES FROM THE TEAM</b>	<ul style="list-style-type: none"><li>During your seminars you may have seen the two videos we have put together. The first introduces you to most of the members of the Xavier central EFT team. The second features a number of our Strategic Lead and Delivery Partner schools talking about the programme. If you have not seen the videos, please do take a moment to watch them via the following links: <a href="#">Our Passionate Partners Video</a> <a href="#">Meet the team</a></li></ul>
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