

# ECF Year 1 and 2 Bulletin



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Week commencing 2nd October 2023

## KEY LINKS

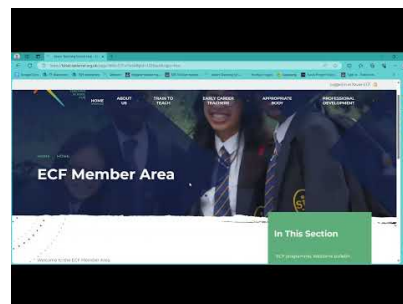
All information in the weekly bulletins will be **hyperlinked** to the secure '[ECF Member Area](#)'.



Once you have access to our website, click on the members area button at the top right of the page and use the log in details below:

Email address: [xavierecf@xavier.org.uk](mailto: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 members area will hold all proformas, handbooks, training dates, videos, bulletins, Brightspace content and information about the course.



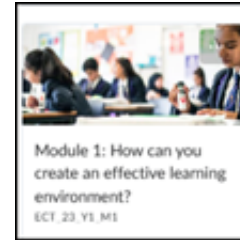
## New to our Xavier ECF secure member area?

Please click on the video on the left for a short tutorial of where you can access all the information mentioned in this bulletin.

Secure member area

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# 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 5, please complete the session entitled **Addressing low-level disruption**. This will take a maximum of 40 minutes.
- If you have not yet received your Brightspace login, or have received a login but do not have access to all the Year 1 modules, Teach First have set up a very quick online form for schools to report any access issues to them. This can be found at [Contact Centre](#). Until you receive your working login, you can access downloaded Brightspace content on the members area of our website - [downloaded Brightspace content](#).

## **Interaction with your mentor**

- In Week 5, 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 5, there is no required observation. Rather, you will have a **professional discussion** with your mentor on the subject of **addressing persistent and challenging behaviour**. Your mentor will work with you to plan, script and practice using positive, least invasive behaviour management strategies.

## **Together, you may wish to consider:**

- Why is it important to manage behaviour in a positive and least invasive way?
- What should you do if you are feeling very agitated by a pupil in your class? How can this negatively impact upon your behaviour management strategies? What can you do to help you to control your emotions in these situations?
- Behaviour management strategies in the light of your school's behaviour policy.
- Managing pupils' behaviour can be a real challenge at times. Please do seek support from your mentor and other colleagues, if you are finding behaviour challenging.

## **Seminars**

- In Week 4 you should have attended **Module 1 Seminar 1**. Hopefully, you will already have completed the seminar evaluation. We want your seminar experiences to be as enjoyable and impactful as possible, so the Xavier team read every evaluation that comes in. If you have not yet completed your seminar evaluation, please do so now, using the following link: [Module 1 Seminar 1 evaluation](#)
- 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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## MESSAGE FOR YEAR 2 ECTS



### **Brightspace self-study**

- If you have not already done so, please complete the **45 minutes of self-directed study** on Brightspace. This is the only requirement for Brightspace self-study this 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.
- Should you be experiencing any issues with receiving your Brightspace login from Teach First, please do contact them via their [Contact Centre](#).

### **Observation/discussion:**

- If you have not yet observed or had a discussion with an expert colleague focused around your chosen area of development, please arrange to do so this week.

### **Interaction with your mentor**

- Please make sure you are meeting **fortnightly** with your mentor to discuss the area of your practice on which you will work on this half-term as well as the feedback from the observation/discussion you had with an expert colleague. Please record your mentor meeting notes. The template can be found [here](#).

### **Seminars**

- We hope you enjoyed your first seminar a couple of weeks ago. If, for any reason, you were unable to attend you will be contacted by Xavier.
- 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](#).

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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.



## This week's mentor checklist for those mentoring Year 1 ECTs

- √ Please read *Messages for Year 1 ECTs* above.
- √ Please read pages 18-19 in the [Year 1 mentor handbook](#).
- √ Please watch the short overview video (6:33 mins) of what your ECTs will be studying on Brightspace during Week 5: [Week 5 mentor overview](#).
- √ Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- √ Please check with your ECT that they have completed the evaluation (Google form) of their Week 4 seminar. If they have not yet done so, please ensure they complete this during their weekly mentor meeting with you – many thanks. [Module 1 Seminar 1 evaluation](#).

Please do encourage your ECTs to seek help from you or other colleagues, if they are finding any behaviour particularly challenging. They are often reluctant to seek help, for fear that it reflects poorly on them. Sharing your top tips and experiences can make all the difference.

## This week's mentor checklist for those mentoring Year 2 ECTs

- √ Please read *Messages for Year 2 ECTs* above.
- √ If your ECT has not done so already, please encourage them to attend **an observation and/or discussion with an expert colleague** focused around their area of development.
- √ Check with your ECT that they have completed the evaluation from their first seminar. If they have not done so yet, please ensure they do so this week. The link for these evaluations are in the *Messages for Year 2 ECTs* section of this bulletin. If the ECT missed the seminar, Xavier will be in contact with them soon.
- √ Please schedule in your **fortnightly mentor meeting** with your ECT for approximately **one hour**. Please discuss the specific development area that the ECT is focusing on this half term as well as the observation/discussion of an expert colleague that your ECT has completed. See below for discussion prompts:

### Discussion prompts for *mentor meeting* based on expert observation/discussion:

- How has the observation/discussion shown you how you could encourage pupils to be more intrinsically motivated?
- What were the strengths of the observation/discussion?
- What further questions would you have for the teacher?
- How can your learning from this observation/discussion feed into your own practice?
- Reflecting on your learning from both the seminar and observation/discussion, what will you now integrate into your own practice?

## Mentor training seminars

- If you are a Year 2 mentor (mentor in your second year of training) and have missed the mentor training seminar that took place two weeks ago, please see the video recording below and complete the online [evaluation form](#) in order to note your engagement.

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## Year 2 mentor training



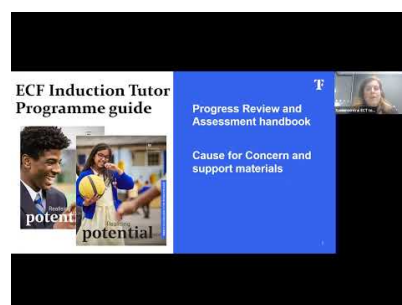
[Click here for Year 2 mentor seminar evaluation](#)

## MESSAGE FOR INDUCTION TUTORS

Please don't forget to check the induction tutor checklist which was sent out with the bulletin last week.



- 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 **below** or on the secure member area.
- As your ECTs have now been in the classroom for a few weeks, please check in on their progress, pop in for a 5 minute informal lesson observation or catch up with their mentor regarding how they are doing in the classroom, please keep us informed if you have any concerns [s.hunter@xaviercet.org.uk](mailto:s.hunter@xaviercet.org.uk)
- Have you checked your ECT's wellbeing? It's this time of year when they can feel a little overwhelmed, please keep us informed if you have any concerns [s.hunter@xaviercet.org.uk](mailto:s.hunter@xaviercet.org.uk)



Click here to register your engagement

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## BRIGHTSPACE

Brightspace log in page



If you have not yet received your Brightspace login, or have received a login but do not have access to the correct modules, Teach First have set up a very quick online form for schools to report any access issues to them. This can be found at [Contact Centre](#). Until you receive your working login, you can access downloaded Brightspace content on the ECF Member Area of our website - [downloaded Brightspace content](#).

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## KEY MESSAGES FROM THE TEAM



As you can see, our bulletin this week has been sent to you through our database which enables us to accurately monitor the delivery and engagement in the bulletin. This will enable us to ensure the most effective communication with you as we move forward.

As a team we are finalising a large scale 'cross check' of all registrations across the DfE portal, ECT Manager and our database, we may be in touch with you over the coming weeks to confirm all your data is correct to ensure the most effective communication with you. We thank you for your patience with this.



Xavier Teaching School Hub, Guildford Road, Chertsey, Surrey KT16 9LU

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