

ECF Year 1 and 2 Bulletin



Week 7: w/c Monday 16th October 2023

KEY LINKS

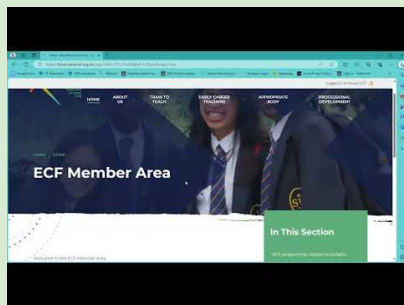
All information in the weekly bulletins will be hyperlinked to the secure '[ECF Member Area](#)'. The log in details can be found below. **The ECF Member Area holds all proformas, handbooks, training dates, videos, bulletins, Brightspace content and information about the course.**



Once you have access to our website, click on the **ECF Member Area** (orange) button at the top right of the page and use following login details:

Email address: xavierecf@xavier.org.uk and password: **Xaviertsh** (case sensitive).

Please do not try to log in using your own email address.



New to our secure Xavier ECF 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

MESSAGES FOR YEAR 1 ECTS



Brightspace self-study

- In Week 7 you should complete your study of **Module 1 – How can you create an effective**

learning environment? – on Brightspace. Please complete the final session, entitled **Holding high expectations and maintaining engagement**. This will take a maximum of 50 minutes.

Interaction with your mentor

- In Week 7, you should have your usual weekly 60-minute meeting with your mentor. Please read the *Key Messages from the Team* section at the end of this bulletin for guidance as to when mentor meetings should take place. Please remember to keep a record of all mentor meetings, either electronically (eg on your computer) or keep paper copies. You can find the proforma for the **mentor meeting** [here](#).
- In Week 7, your mentor will carry out a 10-minute drop-in **observation** with a focus on **pupil participation**. Whilst observing you, your mentor will consider:
 - Are many pupils in the lesson participating in discussions and being expected to think and engage?
 - What strategies are you deploying to ensure high participation (eg holding high expectations for contributions, using countdowns or timers, making the beginning and ending of tasks clear, asking questions to the whole class etc)?

Seminars

- We hope that you enjoyed attending **Module 1 Seminar 2 on holding high expectations of all pupils** in Week 6. Many thanks to those of you who have completed the evaluation. Each individual evaluation is read and the feedback sent to the facilitators who delivered the seminars, as well as Teach First. If you attended the seminar, but did not complete the evaluation, we would be grateful if you would please do so now [Module 1 Seminar 2 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), giving the reason for your non-attendance.

Additional CPD

- **You said..... we listened.....** Thank you to those of you who completed the CPD google form last week. Many ECTs requested additional support with managing behaviour and SEND in the primary classroom. In response to this our SEND expert, Helen Pearman from West Hill SEND school will be running an optional workshop for ECTs requiring additional support with behaviour management. The online workshop will be held on **Wednesday 8th November at 4pm**. To reserve your place on this training, please complete the '*expression of interest*' **google form** (below).
- Please see the *Key Messages from the Team* section below with regards to additional CPD on offer.

Additional CPD - Expression of interest form

MESSAGE FOR YEAR 2 ECTS



Development Cycle 1 - Developing pupils' intrinsic motivation

- By this stage in the half term, you should have:
 - Completed the Brightspace retrieval quiz
 - Observed/or had a discussion with an expert colleague
 - Deconstructed that observation/discussion with your mentor
 - Begun to integrate your new learning into your everyday practice.
 - Had a short drop-in observation by your mentor to look at the impact you have made to your practice, as a result of Development Cycle 1.
- In week 7, you should continue to develop your practice in your chosen area which is your agreed focus of your Development Cycle.

Interaction with your mentor

- In week 7, you should have a mentor meeting to discuss the feedback from your observation and discuss the impact of the Development Cycle.
- Please remember to keep a record of these meetings, either electronically (eg on your computer) or keep paper copies. You can find the proforma for the **mentor meeting [here](#)**.

Seminars

- As a reminder, for those who were unable to attend your Development Cycle 1 seminar (Primary and SEND ECTS) or your combined Development Cycles 1 and 2 seminars (Secondary ECTS), **please find below the link to the generic seminar recording**. Secondary ECTS, please note that the subject specific slides from your training afternoon are obtainable from the seminar facilitator.

Seminar recordings:

Primary and SEND ECTS - [Development Cycle 1 - Seminar recording](#)

Secondary ECTS - [Development Cycle 1 - Seminar recording](#)

Secondary ECTS - [Development Cycle 2 - Seminar recording](#)

- Please also find below the link to the **record of engagement**, which must be completed once you have watched the recording. Completing this is **essential** as enables us to report your engagement with the seminar to Teach First.

Click here: [Year 2 ECT record of engagement form](#)

Appropriate Body support

- Part of our role as an Appropriate Body is to look after your wellbeing and support you

throughout induction. If you ever wish to raise any concerns regarding your induction, please contact Sophie Hunter (s.hunter@xaviercet.org.uk).

Additional CPD

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Additional CPD - Expression of interest form

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 **23-24** in your **Year 1 mentor handbook**.
- Please watch the short overview video (7:23 mins) of what your ECT will be studying on Brightspace during Week 7: **Week 7 mentor overview**
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Please carry out a 10-minute observation of your ECT, with a focus on **pupil participation**. In your subsequent discussion with your ECT, please do consider the questions on page 24 of the mentor handbook.
- Please check with your ECT that they have completed the evaluation of their **Module 1 Seminar 2** twilight training session.

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

- Please read *Messages for Year 2 ECTs* above.
- Please familiarise yourself with the **ECT2 Mentor checklist** which can also be found in the ECF Member Area - **in the mentor section**. This checklist, for the Autumn term, will give you all the necessary information and dates to support you in your role.
- This week, please hold a mentor meeting with your ECT to give feedback from the drop-in observation

you carried out last week. Please also discuss the impact your ECT has made to their practice, as a result of Development Cycle 1.

- Catch up training videos are available for your ECT if they were unable to make the first seminar. Please check with your ECT that they complete the **training and online form** if they were unable to attend the session (links are in the *Messages for Year 2 ECTs* section above).
- Please watch this short video if you are a new Mentor and are new to Brightspace. The video explains how, as a mentor, you can monitor your ECT's engagement and progress on Brightspace:

<https://www.youtube.com/watch?v=cg983C1Sl64&t=1s>

MESSAGE FOR INDUCTION TUTORS



Terms and Conditions

Please find the links to our Service Level Agreements and Partnership Agreements which are available for you to read in the Induction Tutor area on our members area [here](#).

Once you have read these, please click on the button above to confirm that you have read and agree with our Terms and Conditions.

As we come to the end of the first half term of the year, your ECTs should be starting to settle into their schools and you may have a clearer picture of how they are progressing in the classroom. With this in mind, please can you contact us if you are concerned regarding any of your ECT's progress so that we can offer support. Early intervention is key to ensuring the most successful outcomes for your ECTs in the classroom. Please contact s.hunter@xaviercet.org.uk

KEY LINKS

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](#)

KEY MESSAGES FROM THE TEAM

[Additional CPD](#)



We are delighted to be able to offer **additional CPD** throughout the year. However, we want this CPD to be very closely matched to your needs. In order to help us to plan impactful CPD sessions for you, please indicate which topics are of most interest in this Google form.

[Additional CPD form](#)

When should ECT mentor meetings take place?

A number of schools have asked us for guidance as to when mentor meetings should take place. The only official guidance states that ECTs should meet with their mentors during 'directed time'.

[What is 'directed time'?](#)

However, it is important to remember that ECTs are given an additional 10% (in Year 1) and 5% (in Year 2) time off of timetable so that they can complete their Brightspace study and have the opportunity to go and observe other practitioners etc. Holding mentor meetings during this time could potentially reduce an ECT's opportunity to engage with all aspects of the programme. Best practice would be for each ECT and mentor pairing to decide together on a day and time which works for both of them. This may or may not be during the 10%/5% release time.

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