

ECF Year 1 and 2 Bulletin



Week 9: w/c Monday 6th November 2023

MESSAGES FOR YEAR 1 ECTS



Brightspace self-study

- Week 9 marks the start of **Module 2 - How do pupils learn?** Module 2 is divided into 5 sections:
 - The working and long-term memory
 - Considering how to introduce new knowledge to pupils
 - Using worked and partially-completed examples
 - Helping pupils to remember
 - Introduction to metacognition

There is also an optional stretch session on teaching self-regulation and metacognition.

- In Week 9, you should complete the section entitled ***The working and long-term memory***. This will take a maximum of **55 minutes** to complete. This introduces you to a model of the mind and revisits the role that working memory and long-term memory play in the process of learning.

Interaction with your mentor

- In Week 9, you should have your usual weekly 60-minute meeting with your mentor. There is no scheduled observation in Week 9. Rather, you will have a **discussion** with your mentor on how you are **building on pupils' prior knowledge when preparing to introduce new knowledge**.

Seminars

- Module 2 Seminar 1 - **w/c Monday 13th November** - How can you avoid working memory overload?
- Module 2 Seminar 2 - **w/c Monday 27th November**. - Building well-organised mental models.
- If, in exceptional circumstances, you are unable to attend either seminar, please do remember to notify your induction tutor, the seminar facilitator and Xavier (ecfattendance@xaviercet.org.uk).

Teach First Survey

- By Week 9, you will hopefully have received an email from Teach First, with a link to an ECT survey. We would be very grateful if you could please complete the survey, if you have not already done so, as your this is your opportunity to provide feedback to Teach First directly about

the training content etc.

****Optional CPD** - Primary - Managing SEND-related behaviour in the Primary classroom**

For those who have signed up to the optional training on the **8th November** (delivered by our SEND expert, Helen Pearman), the Zoom meeting details and link are shown below. If you have not yet signed up but would like to attend the online workshop, there is still time! Please scroll down to the '*Key messages from the team*' section and express your interest by completing the Google form.

Topic: Managing SEND-related behaviour in the Primary classroom

Time: 8th November 2023 (4pm - 5:30pm)

Join Zoom Meeting

[Link to Zoom Meeting](https://us06web.zoom.us/j/84851781634?pwd=2J7tpMT31m4YxV6auX2Y1QwtWRuq61.1)

<https://us06web.zoom.us/j/84851781634?pwd=2J7tpMT31m4YxV6auX2Y1QwtWRuq61.1>

Meeting ID: 848 5178 1634

Passcode: 921121

****Optional CPD** Save the date!**

Supporting emotionally vulnerable pupils: Wednesday 6th December 2023,- 4pm to 5pm - online CPD workshop. More details to follow in next week's bulletin.

Please see the '*Key messages from the team*' section to see our fantastic range of additional CPD on offer.

MESSAGE FOR YEAR 2 ECTS



Development Cycle 2 - Supporting pupils to develop subject-specific skills.

This half term is the start of Development Cycle 2 and focuses on supporting pupils to develop subject-specific skills.

Brightspace

- At the very start of Development Cycle 2, you will need to complete the retrieval quiz and revisit any areas of the self-directed study that you feel would benefit your development. The Year 1 areas that relate most to this Development Cycle are:
 - Module 2 – session on considering how to introduce new knowledge to pupils
 - Module 3 – session on explanations and modelling
 - Module 6 – session on identifying concepts, knowledge and skills
 - Module 6 – session on sequencing teaching and learning
 - Module 6 – session on helping pupils to master important concepts, knowledge and skills.

Interaction with your mentor

- In Week 9, please arrange to meet your mentor (for approximately 60 minutes). This session will provide an opportunity for you and your mentor to discuss and choose your developmental area

for this half term. Ideally, this should be related to the focus of Development Cycle 2. However, if there is an area that would be more beneficial for you to work on, please do make this the focus.

Seminars: w/c 6th November 2023

- As a reminder, your next Year 2 seminar will take place in **Week 9 - w/c 6th November 2023**.
- For **Primary and SEND ECTs**, this will be your Development Cycle 2 seminar (**face-to-face** for Primary ECTs, **online** for ECTs in the SEND cohort).
- **Secondary ECTs** will have a **follow-up Zoom session (approximately 45 minutes)** with your ECT cohort. This session will allow you to have a robust, supportive discussion of how your term is going so far and the impact of Development Cycle 1 on your practice. Your facilitator will be in touch with a Zoom link.
- Seminar dates and times can be found in the ECF Members Area of our website, under the tab *ECT seminar details* ([click here](#)).
- 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.

****Optional CPD** Primary - Managing SEND-related behaviour in the Primary classroom**

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For those who have signed up to the optional training on the **8th November** (delivered by our SEND expert, Helen Pearman), the Zoom meeting details and link are shown below. If you have not yet signed up but would like to attend the online workshop, there is still time! Please scroll down to the '*Key messages from the team*' section and express your interest by completing the Google form.

Topic: Managing SEND-related behaviour in the Primary classroom

Time: 8th November 2023 (4pm - 5:30pm)

Join Zoom Meeting

[Link to Zoom Meeting](#)

<https://us06web.zoom.us/j/84851781634?pwd=2J7tpMT31m4YxV6auX2Y1QwtWRuq61.1>

Meeting ID: 848 5178 1634

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****Optional CPD** Save the date!**

Supporting emotionally vulnerable pupils: Wednesday 6th December 2023, - 4pm to 5pm - [online](#) CPD workshop. More details to follow in next week's bulletin.

Please see the '*Key messages from the team*' section to see our fantastic range of additional CPD on offer.

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 hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Please watch the short overview video (5:55 mins) of what your ECT will be studying on Brightspace during Week 9: [Week 9 mentor overview](#)
- In Week 9, there is no scheduled observation. Rather, you will hold a discussion with your ECT on **building prior knowledge**. Please read pages 28 and 29 in your [Year 1 Mentor Handbook](#).
- Key dates and information for this half term are in the [ECT1 Mentor checklist](#) which can also be found in the secure [Mentor Area](#) on our website.

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

- Please read *Messages for Year 2 ECTs* above.
- In Week 9, all Year 2 ECTs should attend their next seminar. Please check that your ECT knows the **date and time** of their seminar. For those with online seminars (Secondary and SEND ECTs) please check that your ECT has been contacted by the facilitator with the relevant Zoom link.
- Please arrange a meeting with your ECT this week (for approximately one hour) to discuss an area of development for your ECT to focus on this half term. Ideally, this should be related to the focus of Development Cycle 2. However, if there is an area that would be more beneficial for your ECT to work on, please do make this the focus.
- Key dates and information for next half term are in the [ECT2 Mentor checklist](#) which can also be found in the ECF Member Area - [in the mentor section](#).

Mentor Training - date for your diary

- The next online training session for **new** mentors, ie those who are in Year 1 of the mentor training programme (not necessarily those who are mentoring a Year 1 ECT), will take place in the week beginning 20th November. You can choose to attend **one** of the four training sessions which are repeated: 4pm-5pm, Monday-Thursday. Details and links to follow next week.

When should mentor meetings take place?

We have received some enquiries asking for clarification as to when mentor meetings should take place within the school week. In the statutory guidance for ECT induction - [Induction for early career teachers - statutory guidance](#) - the following applies from September 2023:

*(Page 8) ECT and mentor sessions are expected to be timetabled during **teaching** hours. In exceptional circumstances however where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.*

(Page 25) ECT and mentor sessions are expected to be timetabled during teaching hours as schools are funded to cover the time off timetable. The headteacher/principal and appropriate body are expected to ensure that mentors are given sufficient time to carry out the role effectively and meet the needs of their

ECTs. In exceptional circumstances where schools require flexibility due to timetabling constraints, mentoring may take place outside of teaching hours but should always be scheduled within contracted time.

Mentor meetings must therefore happen within directed time. Directed time is when teachers are directed by their headteacher to be available for work. This is a maximum of 1265 hours per academic year, spread over 195 days, which equates to roughly 6.5 hours per day. Teachers can be expected to teach on 190 days, with 5 additional days for INSET. Any compulsory activity counts as directed time – eg teaching hours, staff meetings, registration, supervisory duties, parents' evenings, INSET time. It essentially includes all time teachers are directed to be working in the school except for their lunch break. PPA and ECT time is included in directed time.

MESSAGE FOR INDUCTION TUTORS



Terms and Conditions

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

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

The induction tutor checklist for the next half term is now available for you [here](#).

Teach First mid point survey

Teach First will shortly be contacting your ECTs to ask them to complete a mid-term survey. Please be aware of this and encourage them to complete the survey promptly.

New registrations

Please note that any ECTs registered on the programme after 29th October 2023 will be classed as January starters by Teach First. All January starters must attend the face-to-face induction day, being held on 11th January at Salesian School, Guildford Road, Chertsey. ECTs should attend all day. If their mentors are new to mentoring, they should attend for the morning only. Lunch will be provided. Please register your new starters via our normal registration journey on our website [Xavier Teaching School Hub - Register your ECT \(xaviercet.org.uk\)](#)

ECT concerns

Have your ECTs settled back into the classroom after the half-term break? Please check in with all of your mentors to see whether or not they have any concerns regarding their ECT's progress. If there are any concerns, please email Sophie Hunter on s.hunter@xaviercet.org.uk.

NATIONAL DEVELOPMENTS

Each week we aim to highlight to you any national developments we feel you would be interested in:

- For those of you working in Early Years, please take a look at the **Early years education recovery programme**, updated by the DfE on 24th October. This contains information on new continuing professional development, qualifications, and support and guidance for the early years sector, funded by the DfE. [DfE Early years education recovery programme](#)

KEY MESSAGES FROM THE TEAM



ADDITIONAL CPD

****OPTIONAL CPD** - Managing SEND-related behaviour in the Primary classroom**

- There is still time for you to sign up to attend the optional, additional CPD session being run by our SEND expert, Helen Pearman from West Hill School. The focus of this session is **managing SEND-related behaviour in the Primary classroom**. The online workshop will be held on **Wednesday 8th November at 4pm**. To reserve your place on this training, please click on the button below.

Managing SEND-related behaviour

****OPTIONAL CPD** Save the date!**

Supporting emotionally vulnerable pupils: Wednesday 6th December 2023, 4pm - 5pm (Online CPD workshop). More details to follow in next week's bulletin.

Specialist Knowledge for Teaching Mathematics for Secondary Early Career Teachers

The North-East Hants and Surrey Maths Hub have asked us to let you know about a brilliant, **FREE**, two-year programme for secondary ECTs in their first two years of teaching, designed to develop your specialist knowledge for teaching maths, thus enabling you to understand, teach and support pupils in maths in the classroom. Work groups will explore designing effective learning and teaching in maths with the key focus on Multiplicative Reasoning. Activities will include lesson analysis and design. Sessions will take place on five Wednesdays throughout the year, from 2 - 5 pm, at St John the Baptist School in Woking. If you are interested, please click on the button below for the dates, further information and sign-up link.

Maths Hub courses for all teachers

The Maths Hub have a fantastic CPD offer for all teachers - from EYFS to Post-16. Please do click on the button below for a full overview of all the courses on offer.

Maths Hub courses

KEY LINKS

All information in the weekly bulletins will be hyperlinked to the secure '**ECF Member Area**' on the Xavier Teaching School Hub website. The ECF Member Area holds all proformas, handbooks, training dates, videos, bulletins, Brightspace content and information about the course. Please use the following details to login:

Email address: xavierecf@xavier.org.uk

Password (case sensitive): Xaviertsh

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

OTHER 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](#)

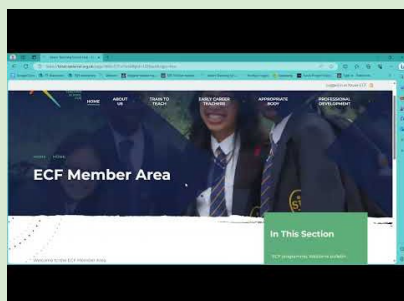
Xavier changes form [Changes form](#)

DfE funding guidance [Funding and eligibility for ECF-based training](#)

Teach First Contact Form

BRIGHTSPACE ISSUES

If you have not received your Brightspace login, or do not have access to the correct modules/development cycle materials, please complete the **Teach First Contact Form**. If, after 10 days, the issue has not been resolved, please contact the Xavier team on TeachingSchoolHub@xaviercet.org.uk



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.

Follow us on:



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

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