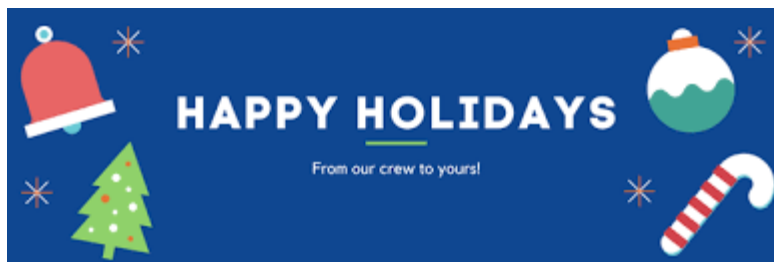


ECF Year 1 and 2 Bulletin



Week 14: w/c Monday 11th December 2023
Week 15: w/c Monday 1st January 2024

KEY MESSAGES



WE HOPE YOU ENJOY THE WELL DESERVED CHRISTMAS BREAK!

Bulletins

- We appreciate you taking the time to engage with this week's bulletin, which holds all the relevant information you will need for the weeks commencing Monday 11th December (Week 14) and Monday 1st January (Week 15). As many schools break up on Friday 15th December, **THIS WILL BE OUR LAST BULLETIN FOR 2023**. Whether you are an ECT, mentor, induction tutor or seminar facilitator, may we take this opportunity to thank you for all your hard work this term, and to wish you the happiest and healthiest of holiday seasons.

Xavier contact information during the holidays

- The Xavier team will be in the office until Friday 22nd December, **returning on Monday 8th January 2024**. The main email for the team (teachingschoolhub@xaviercet.org.uk) will be monitored daily for urgent queries between Tuesday 2nd and Friday 5th January. Only those emails marked **URGENT** in the subject line will be responded to during that week. All non-urgent queries will be answered on Monday 8th and Tuesday 9th January, when the ECF team return to work. Many thanks.

Progress reviews and assessments

- As you know, the end of term always brings with it either a progress review (at the end of terms 1, 2, 4 and 5) or an assessment (end of terms 3 and 6) for each ECT. Progress reviews/assessments for the autumn term must be completed by **20th December 2023**.

Teach First survey

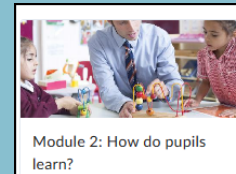
- If you have not yet completed the ECT survey, [sent to you directly by Teach First](#), there is still time to do so. The survey will remain open until 18th December and there are **4 x £50 Amazon gift cards up for grabs** from Teach First (in a raffle for all those who respond). If you have any

issues in accessing the survey, please notify Teach First's contact centre by using the following link <https://www.teachfirst.org.uk/contact-us/form>. We really appreciate you taking the time to do this.

Supporting vulnerable children with Charlie Allison

Thank you to those of you who attended the additional CPD on supporting vulnerable children. Can we also extend our thanks to Charlie Allison for taking the time to listen to individual questions and concerns and offering such sound advice. If you were not able to attend this but are interested in this training you can watch the recording using this [link](#).

MESSAGES FOR YEAR 1 ECTS



Buffer weeks

- Weeks 14 and 15 are what we call '**buffer**' weeks. There are no seminars and no required Brightspace learning. It is a great opportunity for you to catch up, reflect on your progress this term, breathe and just enjoy the Christmas season.

Brightspace self-study

- As there is no required Brightspace learning in Weeks 14 and 15, please use this time to ensure that you have fully completed Modules 1 and 2, ready to start Module 3 in January.

Interaction with your mentor

- In Weeks 14 and 15, you should meet weekly with your mentor.

Seminars

- Your next Year 1 seminars are scheduled to take place in w/c **Monday 15th January 2024**.
- If you have missed any of the seminars so far, and have not yet completed the required catch-up, please use Weeks 14 and 15 to do so. The catch-up recordings can be found below:

Module 1 Seminar 1 - Using praise and consequences effectively

[Catch-up recording Module 1 Seminar 1](#)

Module 1 Seminar 2 - Holding high academic expectations of all pupils

[Catch-up recording Module 1 Seminar 2](#)

Module 2 Seminar 1 - Avoiding working memory overload

[Catch-up recording Module 2 Seminar 1](#)

Module 2 Seminar 2 - Building well-organised mental models

[Catch-up recording Module 2 Seminar 2](#)

- For each catch-up recording you watch, please complete the Teach First notification form. This enables Teach First to record that you have completed the catch-up. If you do not complete the form, you will appear on their records as a 'No Show'. [Teach First notification form](#)

Progress reviews/assessments

- Before leaving for the Christmas holidays, please ensure that you have logged into **ECT Manager** and commented on the report which school leaders have written about you. The reports are designed to celebrate the progress you have made this term as a teacher, and to highlight your next steps. The report will be written either by your induction tutor, or a designated member of your school's leadership team.

MESSAGE FOR YEAR 2 ECTS



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

Buffer weeks

- Weeks 14 and 15 are what we call '**buffer**' weeks. There are no seminars and no required Brightspace learning. It is a great opportunity for you to catch up, reflect on your progress this term, breathe and just enjoy the Christmas season.

Interaction with your mentor

- No need to meet with your mentor this week unless you would like to finish off any loose ends.

Progress reviews/assessments

- Before leaving for the Christmas holidays, please ensure that you have logged into **ECT Manager** and commented on the report which school leaders have written about you. The reports are designed to celebrate the progress you have made this term as a teacher, and to highlight your next steps. The report will be written either by your induction tutor, or a designated member of your school's leadership team.

Seminars

- **Your next Year 2 seminars are scheduled to take place in w/c Monday 8th January 2024.**
- Please familiarise yourself with dates and times in order to arrange any necessary cover that is needed. This information can be found on the Member's area in the ECT seminar details tab. Please [click here](#) to be taken to the correct page.
- If you have missed any of the seminars so far, and have not yet completed the required catch-up, please use Weeks 14 and 15 to do so. The catch-up recordings can be found below:

Development Cycle 1 - Developing pupils' intrinsic motivation

[Catch-up recording for Development Cycle 1](#)

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

[Catch-up recording for Development Cycle 2](#)

- As a reminder, to note your engagement, you must notify Teach First by completing a [Teach First form](#) for each seminar video you watch.

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 their 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 ensure that your ECT logs into *ECT Manager* before the end of term to comment on the progress review or assessment, which the assigned tutor has written. Please note that mentors do not have logins to *ECT Manager* and are not required to complete online progress reviews/assessments - this is the role of the induction tutor (or, in larger schools, the member of the leadership team who has been assigned by the induction tutor to complete the report).

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

- Please read *Messages for Year 2 ECTs* above.
- In week 14 and week 15 (first week of January 2024) your ECT2 has 'buffer' weeks. So, there are no activities to complete on Brightspace.
- Year 2 ECTs should have now completed their EOT Progress Review and sent it to their Induction Tutor at your school. They should also have had/have booked in their EOT meeting with their Induction Tutor to discuss their progress this term.
- Once the Induction Tutor has written up their comments on ECT Manager, please ensure that your ECT2 logs in before the end of term to comment on the progress review or assessment, which the assigned tutor has written. Please note that mentors do not have logins to *ECT Manager* and are not required to complete online progress reviews/assessments - this is the role of the induction tutor (or, in larger schools, the member of the leadership team who has been assigned by the induction tutor to complete the report).

If you missed this half term's **Year 2 Mentor Training**, please ensure you have caught-up with this by the end of term and registered your engagement, using the links below:

Please view the first session of year 2 mentor training here [Year 2 initial mentor training](#)

Once you have viewed the training please complete our [Record of Engagement](#).

[Mentor Programme Guide](#).

- Key dates and information for this half term are in the [ECT 2 Mentor checklist](#) which can also be found in the ECF Member Area - [in the mentor section](#).

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 Member Area [here](#). Every school needs to have read and signed these. Once you have read these, [please click on the button above to confirm](#) that you have read and agreed with our Terms and Conditions.

Progress reviews and assessments

All progress reviews are due in ECT Manager, please remember that ECT Manager times out after 5 minutes, typing does not stop this from happening so please save any comments as you to avoid losing any work. Please complete all progress reviews and assessments by the 15th December. Any ECTs leaving need to access their emails to sign their interim assessments before they leave.

Recruiting for teachers of the future?

Our SCITT is now open for Primary and Secondary ITT applications for trainees next September 2024. If you know anyone who would be interested in training to teach, please direct them to our website [Xavier Teach Southeast - Home](#) or contact k.cornforth@xaviercet.org.uk for more information. If you are interested in having a trainee in your school and are yet to work with us, get in touch with Katie as we would love to support from training teachers to early career.

New registrations

Registrations for **January 2024 starters** are now open. Please register your new starters via the normal registration journey on our website [Xavier Teaching School Hub - Register your ECT \(xaviercet.org.uk\)](#). All January starters must attend the **face-to-face induction day**, being held on **Thursday 11th January 2024** 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. Mentors who are already on the programme do not need to attend. Lunch will be provided. More information to follow.

ADDITIONAL CPD



Please note that **all** additional CPD is open to ECTs, mentors and induction tutors.

- For those of you with an interest in **DYSLEXIA**, the British Dyslexia Association recently published their latest newsletter. This includes links to downloadable resources, which you may find useful, as well as details of how to sign up for their annual conference. You will also find an advice section. [BDA newsletter](#)
- **Teaching Core Physics** provides free early career support for Secondary teachers of science in their first and second year of teaching. These sessions offer half termly coaching in local peer groups, they also consider pedagogy and student misconceptions and support early career teachers to build their physics content knowledge for KS3/KS4 classroom teaching. [Click here](#) for more information.

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](#)

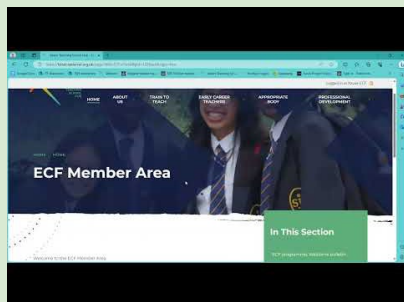
Xavier changes form [Changes form](#)

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.

Secure member area

Follow us on:



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

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