

# ECF Year 1 and 2 Bulletin



Week 18: w/c Monday 22nd January 2024

## KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin, which holds all the relevant information you will need for the w/c 22nd January. However, if you do have any questions or require any support, please do not hesitate to get in touch with us at [teachingschoolhub@xaviercet.org.uk](mailto:teachingschoolhub@xaviercet.org.uk).

### **\*\*NEWS\*\***

#### **Changes to the ECF Member Area of our website**

You may have noticed that we have made some changes to the secure *ECF Member Area* of our website, in order to make things a little easier to find. Do take a look!

#### **Pioneering bespoke support for ECTs working in post-16 provision**

We are delighted to announce that we are actively working with St Charles Catholic Sixth Form College (London) and Farnborough Sixth Form College to develop **bespoke materials** for those ECTs working in post-16 provision. This is a key initiative, on which we are proud to be taking the lead amongst Teach First's nationwide delivery partners. A huge thank you to all involved in this development of the programme.

## MESSAGES FOR YEAR 1 ECTS



**Module 3: What makes classroom practice effective?**

#### **Brightspace self-study**

- In Week 18, please complete the Module 3 section: ***Guided practice***. (max 60 minutes).

#### **Interaction with your mentor**

- Mentor interaction will focus on **planning guided practice to build pupil independence**.
- There is **no observation** in Week 18.
- You will have a **professional discussion** with your mentor.

#### **ACTION:**

To prepare for this discussion, you should **reflect** on the following questions:

- What will pupils need to know prior to guided practice? What key teaching points will the guided practice focus on?

What methods or strategies will you utilise?

- How does guided practice build on your explanation and modelling?
- How does this guided practice prepare pupils for their independent activity?
- How could you adapt this guided practice for pupils who require a greater level of support?

### Seminars

- In Week 17 you will have attended **Module 3 Seminar 1**.

**ACTION:** If you have not yet completed the seminar evaluation, please do so by clicking on this link - thank you! [Module 3 Seminar 1 evaluation](#)

### Evidence

- We have received a number of enquiries from ECTs, asking if they need to provide and upload evidence to Brightspace throughout the year.
- The only evidence documents that ECTs are asked to keep are (a) records of weekly mentor meetings and (b) copies of any observation records. Mentor meeting records, observation records and the self-reflection forms can be stored in any format.

## MESSAGE FOR YEAR 2 ECTS



### Development Cycle 3 - Using meaningful and memorable explanations.

#### Brightspace

- If you have not already done so, please complete the Brightspace retrieval quiz for Development Cycle 3. You can find this when you login to Brightspace, **ECF 2022**, then **ECT Development Cycle 3**.

#### Interaction with your mentor

**ACTION:** Please schedule a mentor meeting for this week to discuss the observation/discussion that you completed with an expert colleague last week.

### Seminars

- If you have not yet completed the seminar evaluation for your most recent seminar, please do so by clicking on the link below - thank you!
- [Primary and SEND seminar evaluation - Development Cycle 3](#)
- [Secondary seminar evaluation - Development Cycle 3 and 4](#)

### Evidence

- We have received a number of enquiries from ECTs, asking if they need to provide and upload evidence to Brightspace throughout the year.
- The only evidence documents that ECTs are asked to keep are (a) records of weekly mentor meetings and (b) copies of any observation records. Mentor meeting records, observation records and the self-reflection forms can be stored in any format.

## 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 ensure that your ECT attends Module 3 Seminar 1.
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Please watch the short overview video (9.02 mins) of what your ECT will be studying on *Brightspace* during Week 18: **[Week 18 mentor overview](#)**
- In Week 18, there is no observation. Rather, you will have a professional discussion with your ECT around guided practice. Please refer to pages 48-49 of your **[Year 1 Mentor Handbook](#)**.
- Key dates and information for this half term are in the **[ECT 1 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 18, you should have your second, fortnightly mentor meeting of the term. In the meeting, discuss the peer observation/discussion from last week and deconstruct the good practice. With your ECT, plan how they might put that learning into practice in their future lessons.

### **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 Area](#)**.

## Year 1 Mentor Training - Mentors in their *first* year of the programme

- The next online training session for **new** mentors; i.e. those who are in Year 1 of the mentor training programme (not necessarily those who are mentoring an ECT1), will take place in the week beginning 22nd January. You **must** choose to attend **one** of the four training sessions which are repeated throughout the week: 4pm-5pm, Monday-Thursday. Details and links are below:

Monday 22nd January, 4pm

Delivery Partner - Reigate

**<https://zoom.us/j/92919404366?pwd=TzJ1amtLY1F0eWtRVGQxVGdmaTlkdz09>**

Meeting ID: 929 1940 4366

Passcode: 3iUB7G

Tuesday 23rd January, 4pm -

Delivery Partner - St Mary's

**<https://us06web.zoom.us/j/89479663547?pwd=76sj3c9rqfPXzgUSMa7VrdOW08uUb8.1>**

Meeting ID: 894 7966 3547

Passcode: 187924

Wednesday 24th January, 4pm

Delivery Partner - Esher

**[Click here to join the meeting](#)** (Please note, this a MS Teams link)

Meeting ID: 325 719 010 954

Passcode: TbtvkN

Thursday 25th January, 4pm

Delivery Partner - St Polycarp's

**<https://us06web.zoom.us/j/81187421386?pwd=eWpyb0ExeDErYkU2SU03dWNRN1BGdz09>**

Meeting ID: 811 8742 1386

Passcode: 449738

## Year 2 Mentor Training - Mentors in their *second* year of the programme

□ Please note that the dates of the Year 2 mentor training have changed. The new dates are:

- Seminar 2: Tuesday 6<sup>th</sup> and Thursday 8<sup>th</sup> Feb (Please choose one session) 4pm ([Zoom link](#))
- Seminar 3: Tuesday 21<sup>st</sup> and Thursday 23<sup>rd</sup> May (Please choose one session) 4pm ([Zoom link](#))

Meeting ID: 854 1576 4774 Passcode: 386595

## MESSAGE FOR INDUCTION TUTORS



### Terms and Conditions

#### **ACTION:**

Please find above the links to a google form to confirm you have read our Service Level Agreements and Partnership Agreements. Both 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.

#### **Follow up from progress reviews**

We have been reviewing progress reviews this week, it is lovely to read the progress that your ECTs have made over the last term. Where you have indicated that an ECT is not on track we will be in contact to support you and your ECT moving forward. All ECTs make progress at different rates, please be reassured that with appropriate extra support we do see ECTs making improvements and being successful. We pride ourselves in the support we offer and have lots of experience in supporting teachers in this stage of their career, and its important that we are a part of this process.

#### **ACTION:**

Do you mentors know the following?

Mentors are able to be flexible with the programme to suit their ECT's needs. The Teach First week to week recommendations are there as a guide, but we are aware that sometimes mentors may feel that they need to spend another week on a topic or pause to reflect on something that has occurred in the week. ECTs on support plans may need to only focus on their support plan targets during this time.

#### **Induction tutor checklist correction**

Induction tutor training date was incorrect on the checklist, apologies for this, the correct date is Monday 26th February 4-5pm. Please find the checklist on the shared member area [here](#).

#### **Induction tutor training**

We are keen to get your opinions on what training you feel would be most beneficial to you in your role. You will be emailed by Sophie Hunter next week to get your feedback.

## ADDITIONAL CPD



We are delighted to be able to offer additional CPD throughout the year. As we are at the beginning of a new term, please see the list of additional CPD sessions on offer and indicate your interest in the Google form below. We want to make sure that this CPD is closely matched to your needs so please do indicate any other areas of CPD which would be of interest to you; many thanks.

### Additional CPD form

On **Monday 29th January**, SJB (St John the Baptist School in Woking) are holding a conference, which is open to all, entitled "***A decade of Digital: Sharing best practice and lessons learnt***". Please see the flyer below and spread the word in your schools. If you (or other colleagues) would like more information, or to book a place, please contact Becky Shepherd at SJB on [b.shepherd@sjb.surrey.sch.uk](mailto:b.shepherd@sjb.surrey.sch.uk)

**SJB**

# A DECADE OF DIGITAL

Sharing best practice and lessons learnt

## SAVE THE DATE

Monday 29th January 12-5pm

**TICKETS £75**  
Early bird offer:  
book before 20th Dec £50

**Seminars on**

- Embedding 1:1 devices
- Supporting SEND students
- Developing AI literacy in staff
- Utilising Showbie
- Feedback
- Developing student voice
- Plus many more

**Keynote on**  
"The DNA of Learning"  
**Abdul Chohan**  
(Vice President of Learning at Showbie)








St John the Baptist School, Elmbridge Lane, Kingfield, Moking, Surrey, GU22 9AL

## 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](mailto: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](#)

## DO YOU KNOW ANYONE WHO WOULD MAKE A GREAT TEACHER?



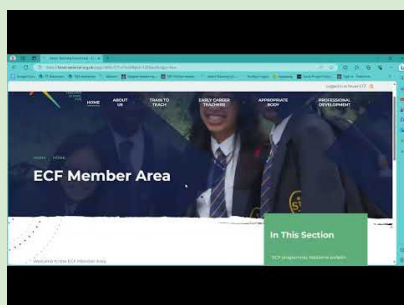
If you know anyone who you think would make a great teacher, and who might like to train to teach with an outstanding ITT provider (Xavier Teach SouthEast), please do send them our way!

They might like to take a moment to flick through XTSE's prospectus [here](#) or watch some of our 'success stories' [here](#).

If they want to find out more before applying, please signpost them to the following upcoming events:

- **Tuesday 30<sup>th</sup> January 2024 - 11.00-11.30am:** Online information event. Join using this [link](#)
- **Wednesday 7<sup>th</sup> February 2024** - School Experience Day at St John the Baptist school in Woking. For those looking for a chance to get into a secondary school and observe some lessons. Sign up [here](#)

Follow XTSE on social media to find out about more events, or just pick up the phone today to the Xavier Teach SouthEast team on 01932 578 682 or email [j.crome@xaviercet.org.uk](mailto:j.crome@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

[Unsubscribe](#) [Manage preferences](#)