

ECF Year 1 and 2 Bulletin



Week 19: w/c Monday 29th January 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 29th 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.

PLEASE NOTE

If you know anyone who you think would make a great teacher, please signpost them to the Xavier Teach SouthEast information event taking place on Tuesday 30th January (see below).

NEW FROM THE DfE

The following publications have been released by the government this week, which are well worth a look: **Generative AI in education: educator and expert views** - insights about the use of AI in education. **Early Years Education Recovery Programme** - a package of workforce training, support, guidance and funding for the early years sector.

MESSAGES FOR YEAR 1 ECTS



[Module 3: What makes classroom practice effective?](#)

Brightspace self-study

- In Week 19, please complete the Module 3 section: ***Independent practice*** (max 60 minutes).

Interaction with your mentor

- Mentor interaction will focus on **guided and independent practice**.
- Your mentor will carry out a **10-minute drop-in observation**.
- To prepare for your mentor meeting, you might like to consider:
 - How can you utilise collaboration to support pupil practice?
 - If pupils are demonstrating a low success rate during guided practice, what might you do?
 - If pupils are demonstrating a low success rate during independent practice, what might you do?
 - Why is it important to remove scaffolds over time when pupils are ready?
 - How could you expose potential pitfalls?
 - How could you use homework as a form of practice?

Seminars

- In Week 19 you will attend **Module 3 Seminar 2 on using questioning to extend and challenge thinking**.
- Thank you to all those who attended Module 3 Seminar 1 and took time to complete the evaluation. There were so many positive comments:

"Beautifully explained. Lovely atmosphere to learn in". (St Paul's, Sunbury, cohort)
"Loved the opportunity to apply knowledge to upcoming teaching content." (SJB cohort)
"Plenty of chances to bounce ideas off of each other." (St Andrew's cohort)
"... a great way to connect with ECTs and share similar experiences." (STCAT Aylesbury cohort)
"Lots of opportunities worked in for discussion ... Helen creates a space where you feel you can share." (West Hill SEND cohort)
"Examples given and brilliant games to keep everyone involved." (Salesian cohort)

Additional CPD - Save the date

MANAGING DIFFICULT CONVERSATIONS WITH PARENTS AND STAFF Monday 11th March - 4.00-5.00 pm

- Zelia Munnik, one of our experienced Primary and Secondary Headteachers, is going to run through practical strategies and tips about managing tricky conversations.
- Open to all ECTs, mentors, induction tutors and any other colleagues who would benefit from this session.

ACTION:

- Complete your *Brightspace* self-study.
- Attend Module 3 Seminar 2.
- Complete the seminar evaluation.
- Save the 11th March in your diary if interested in the CPD offering.

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: There is no mentor meeting scheduled for this week. Instead, your mentor will carry out a **short drop-in observation** (e.g. 10 minutes) to look at the impact and improvement you have made to your practice, as a result of Development Cycle 3.

Additional CPD - Save the date

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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

ACTION:

- Please read *Messages for Year 1 ECTs* above.
- Please ensure that your ECT attends Module 3 Seminar 2 and ask them for feedback afterwards.
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Please watch the short overview video (10:06 mins) of what your ECT will be studying on *Brightspace* during Week 19: **Week 19 mentor overview**
- In Week 19, you should carry out a **10-minute drop-in observation**. Please refer to pages 51-53 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

ACTION:

- Please read *Messages for Year 2 ECTs* above.
- In week 19, you should complete your first **drop in observation** of your ECT this term. Plan a suitable lesson with your ECT, if possible, a class or KS that you have not seen them teach yet.
- Ask your ECT about their focus this half term, their engagement with Brightspace and how they are integrating their new learning into practice.
- 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**.

Mentor training

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

ACTION:

- If you were unable to attend one of our mentor training sessions this week, please find the recording **here**. Once you have watched the recording please complete the **Teach First Engagement form** so that your attendance can be recorded.

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 6th and Thursday 8th Feb (Please choose one session) 4pm (**Zoom link**)
 - Seminar 3: Tuesday 21st and Thursday 23rd 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.

In the ECTs most recent seminar survey they were asked to feedback on their statutory entitlements. Next week we will be sharing this information with the induction tutors of ECTs that have indicated they are not receiving their full entitlements or have concerns regarding their mentor meetings and ECT release times.

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](#).

ACTION:

You should have received an email yesterday regarding future induction tutor training. We are keen to get your opinions on what training you feel would be most beneficial to you in your role. Please complete the google form so we can act upon your feedback.

ADDITIONAL CPD



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

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

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?



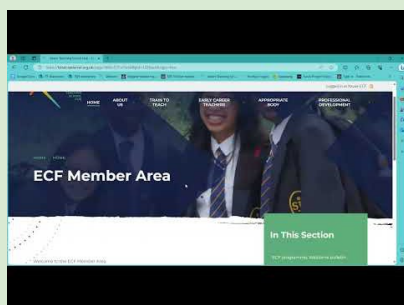
If you know anyone who you think would make a great teacher, and who might like to train to teach with an outstanding ITT provider (Xavier Teach SouthEast), please do send them our way!

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 30th January 2024 - 11.00-11.30am:** Online information event. Join using this [link](#)
- **Wednesday 7th 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.



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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