

ECF Year 1 and 2 Bulletin



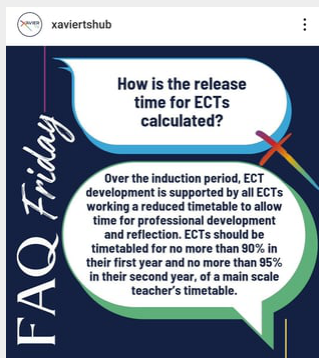
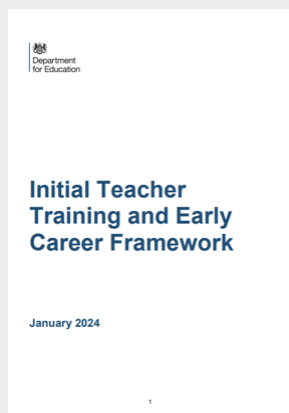
Week 20: w/c Monday 5th February 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 5th February.

****NEWS FROM THE DFE****

On 30th January, the DfE published the new, combined *Initial Teacher Training and Early Career Framework (ITTECF)*, which fully comes into effect in 2025. Amongst other developments, within the new training framework, there is significantly more content related to adaptive teaching and supporting pupils with SEND. Do take a look by clicking [this link!](#) **New ITTECF framework**



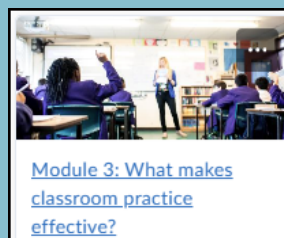
Are you following us on our socials?

We not only share key information and useful tips to assist you in your role, but we also publish the fantastic feedback from our seminars and helpful frequently asked questions every Friday.

Click on the image or the icons below to follow us or if you have a question you would like answered, send it over to: teachingschoolhub@xaviercet.org.uk.



MESSAGES FOR YEAR 1 ECTS



[Brightspace self-study](#)

- In Week 20, please complete the Module 3 section: **Questioning** (max 60 minutes).

[Interaction with your mentor](#)

- In **Week 20**, there is no scheduled observation. Rather, your mentor will have a professional discussion with you on the topic of **planning effective questions**.
- To prepare for your mentor meeting, you might like to consider:
 - When should you check for pupil understanding?
 - What are the different ways you can check for pupil understanding?
 - How have you adapted your questioning to engage **all** pupils in the lesson?

Seminars

- In Week 19 you will have attended **Module 3 Seminar 2 on using questioning to extend and challenge thinking**. If you have not already done so, please do take time to complete the seminar evaluation - [Evaluation for Module 3 Seminar 2](#)

FAQ Fridays

- You may have noticed on our Instagram account (@Xaviertshub) that each Friday we post the answer to a question we have been asked about the ECF. Recent topics include how to calculate your 10% time, what evidence you need to gather etc. If you have any questions you would like to have answered, please email them to Alison Maingard at a.maingard@xaviercet.org.uk

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.

ACTIONS:

- Complete your *Brightspace* self-study.
- Complete the evaluation for Module 3 Seminar 2, if you have not already done so.
- If you did not attend the seminar, complete the catch-up materials.
- 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.

Interaction with your mentor

ACTION: Please arrange a mentor meeting this week to discuss the feedback from the drop-in observation that your mentor completed of you last week.

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.

Seminars:

- Most ECT 2 seminars are coming up after half-term (week beginning 26th February). Please check the dates and times of your upcoming seminar and arrange cover where necessary. A calendar invite from Xavier will be sent to you soon.

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 hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Please watch the short overview video (7:07 mins) of what your ECT will be studying on *Brightspace* during Week 20: **Week 20 mentor overview**
- In Week 20, there is no observation. Rather, you should hold a professional discussion with your ECT on the topic of **planning effective questions**. Please refer to pages 54-55 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 20, you should **meet to discuss the drop in observation** of your ECT last week.
- 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

ACTION:

Attend this week's Mentor Training on either Tuesday *or* Thursday (only attend one, the session is repeated)

- Seminar 2: Tuesday 6th and Thursday 8th Feb (Please choose *one* session) 4pm (**Zoom link**)

MESSAGE FOR INDUCTION TUTORS



ACTION: Do you have any part-time ECTs? If so, you should have received Programme Adjustment Agreements to complete. Please meet with your ECT to discuss options and return the form to a.maingard@xaviercet.org.uk once completed.

ACTION:

Thank you to those of you who completed the feedback form for induction tutor, this feedback has been invaluable and will enable us to design our next training session to suit your needs. If you haven't completed the form please do so [here](#) so we can hear your reviews.

FAQs from the induction tutor feedback

- **Support with writing reports, evidence collecting and the paperwork** - We have created a information book with all this information here [AB information booklet for assessments](#),
- **Releasing ECT Manager forms for reports earlier** - Unfortunately we can't do this on an individual basis, as you are unable to override ECT Manager. however if you do have multiple ECTs you may wish to complete the forms on a word document and then copy them into ECT Manager when the assessment window opens.
- **Supporting mentors** - Check your mentors have watched the comprehensive induction training that was available at the start of the year, many were so busy at this time of year, important information may have been missed. Ensure they attend their training. Many of the questions we get asked are answered in these sessions. Link to training can be found [here](#).
- **Managing difficult conversations** - CPD session on Monday 11th March 4-5pm there is a live training with Zelia Munnik (this will also be recorded).
- **Admin queries** - If you have any questions regarding ECT Manager, Brightspace, registering ECTs, or Teach First seminars please email a.maingard@xaviercet.org.uk. Alison will happily organise a zoom and talk through any areas.
- **Workload vs ECT Programme** - All ECTs are given 10% protected release time in addition to their usual PPA. This time should be prioritised for ECF related activities. It's important that schools protect their ECTs and are mindful of any extra workload. Where there are concerns that an ECT is overwhelmed please contact the Xavier team who are able to support schools with individual cases.

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.

[Terms and Conditions](#)

ADDITIONAL CPD

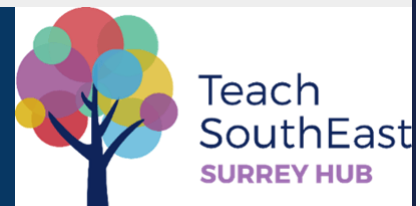
Additional CPD

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.

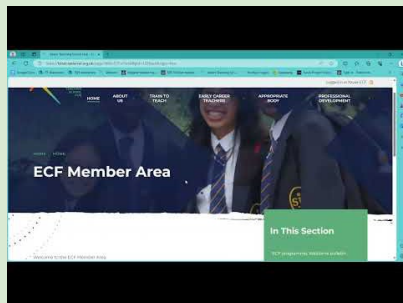
Additional CPD form

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](#).



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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