ECF Year 1 and 2 Bulletin

Week 21: w/c Monday 19th February 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 19th February.

Have a great half-term!

As you know, the week beginning Monday 12th February is half-term. The Xavier team wish you a very safe, happy, restful break!

Enjoy!

Forgotten your TRN? Need copies of your QTS and/or NPQ certificates?

We have had a number of schools requesting advice on how to download QTS certificates and Teacher Reference Numbers or TRNs

- You can find all of this information by logging into the DfE's teacher self-service portal **Teacher Self-Service Portal.**

MESSAGES FOR YEAR 1 ECTS

Buffer week

- Week 21 is what we call a 'buffer week'. There are no seminars and no specified *Brightspace* study. It offers you a great opportunity to catch up with any missed *Brightspace* or seminar materials.

Interaction with your mentor

- In Week 21, you should still have your regular weekly meeting with your mentor.

Looking ahead

- In Week 22 (w/c 26th February), you will start your study of **Module 4**, which focuses on **how can you use assessment and feedback to greatest effect?** The Module looks like this:

Wk	Date (week commencing)	Brightspace self-study	Suggested stimulus	Suggested focus of mentor interaction (page in mentor handbook)
21	19 Feb 2024			
22	26 Feb 2024	What makes assessment effective?	Discussion	Planned assessment opportunities (p59)
23	4 Mar 2024	Planning for effective assessment	10-minute drop-in lesson observation	Anticipating and identifying misconceptions through questioning (p61)
24	11 Mar 2024	Monitoring misconceptions	10-minute drop-in lesson observation	Monitoring independent practice (p63)
25	18 Mar 2024	Making feedback purposeful and manageable	10-minute drop-in lesson observation	Giving effective verbal feedback (p65)
26	25 Mar 2024	Summative assessment	Discussion	Making judgement based on performance (p68)

Seminars

- **Module 4 Seminar 1** focuses on structuring questions to anticipate and identify misconceptions.
- **Module 4 Seminar** 2 looks at peer- and self-assessment.

MESSAGE FOR YEAR 2 ECTS

Development Cycle 3 - Using meaningful and memorable explanations.

Interaction with your mentor
ACTION: There is no mentor meeting scheduled for this week as this is a buffer 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 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. ards.
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- Key dates and information for this half term are in the **Spring term 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 21, there is a 'buffer' week. So, there are *no* observations or meetings. Your ECT should use this time to catch-up on their weekly Brightspace tasks.
- 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:
If you were unable to attend either of this week's Mentor Training seminars on Zoom (Tuesday 6th/Thursday 8th Feb), you ***must*** watch the recording of the training and complete the link to register your attendance.
Recording Link: Year 2 Mentor Training Session 2
Register/Evaluation Link: https://forms.gle/rUsry7EBAfiB8Dya6

MESSAGE FOR INDUCTION TUTORS

This week is a buffer week for all ECTs so please check in with your ECTs and mentors to check on their well being and how they are feeling after the half term break.

Induction tutor training. The next training is on Monday 26th Feb, 4-5pm where we will be focusing on

Supporting ECTs at risk and how to write effective support plans. We will also go over Progress Reports and Assessment guidance. Please see the link for the Induction tutor training here.

Induction tutor checklist for the next half term is now available in the ECF Member area. Please check for all deadlines for the next half term.

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.

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.

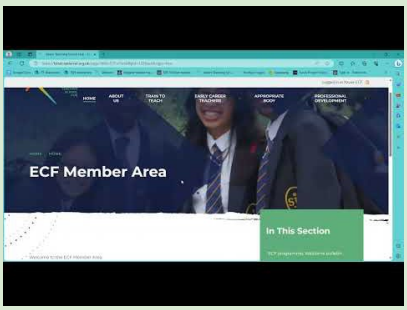
Additional CPD form

DO YOU KNOW ANYONE WHO WOULD MAKE A GREAT TEACHER?

Teach SouthEast
SURREY HUB

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.

Log in details are:

email: xavierecf@xavier.org.uk

password: Xaviertsh

Secure member area

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

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