

ECF Year 1 and 2 Bulletin



Week 23: w/c Monday 4th March 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 4th March 2024.



MESSAGES FOR YEAR 1 ECTS

Brightspace self-study

- In Week 23, please complete the **Planning for effective assessment** session of Module 4. This should take a maximum of 50 mins.

Interaction with your mentor

- In Week 23, you should have your regular weekly meeting with your mentor. This will focus on **anticipating and identifying misconceptions through questioning**. Your mentor will carry out a **10-minute drop-in observation**, looking at your use of hinge questioning. They will focus on the following:
 - At what point was the hinge question asked? Why did you ask it at that point?
 - Did the question allow you to ascertain a snapshot of all pupils' levels of understanding?
 - Did the question have any anticipated misconceptions built in?
 - What did you do with the information you gathered?

Seminars

- Your first Module 4 seminar takes place in Week 23. This focuses on **structuring questions to anticipate and identify misconceptions**.
- As you know, attendance at seminars is a requirement of the programme. If, due to exceptional circumstances, you are unable to attend your assigned seminar, contact k.dutoit@xaviercet.org.uk who will help you to attend at another location. Details of the times and locations of all seminars can be found in the secure ECF Member Area of our website [Seminar information](#). If you are unable to attend at all, please remember to notify your induction tutor, your seminar facilitator and the Xavier team (ecfattendance@xaviercet.org.uk).

Additional CPD:

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. This workshop is open to **all ECTs, mentors, induction tutors and any other colleagues who would benefit from this session**.

Zoom Meeting link:

<https://us06web.zoom.us/j/89709288071?pwd=EGLabAuTL5rTM9JIPHOtJiiN4xcVba.1>

Meeting ID: 897 0928 8071
Passcode: 079770

ACTION: Reserve your place on this training, if it is of use to you..

Please register your interest by clicking the button below and filling in the online form.

Reserve your place: Difficult conversations

MESSAGE FOR YEAR 2 ECTS



Development Cycle 4 - Anticipating and addressing common misconceptions

Observation/discussion with an expert colleague

- **ACTION:** This week, please complete an observation or discussion with an expert colleague. The focus of this observation/discussion should be based on **your chosen area of development** - which you are working on this half term.

Interaction with your mentor

- There is **no mentor meeting** scheduled for this week unless you feel you need the additional support.
- If you have yet to choose the area of development that you will be focusing on this half term, please do so this week.

Seminars

- If you are a Primary or SEND ECT 2, please ensure that you complete the seminar evaluation, using this [link](#).
- If, in exceptional circumstances, you are unable to attend the seminar, please do remember to notify your induction tutor, the seminar facilitator and a.maingard@xaviercet.org.uk who will send you a recording and a google form to complete.

ECT 2 checklist for Spring 2:

- **ACTION:** Please click [here](#) to access a Spring 2 checklist for ECT 2s. This will give Year 2 ECTs a week-by-week checklist for the remainder of this term.

ECT 2 survey

- **ACTION:** Thank you to those who have already completed this ECT 2 survey. If you have not done so already, please click on this [link](#) and complete this is a short survey. This will have an enormous impact on those who have yet to complete their ECT 2 year, Many thanks!

Additional CPD:

Managing difficult conversations with parents and staff - Monday 11th March (4.00 - 5.00 pm);
delivered by Zelia Munnik.

Zoom Meeting link:

<https://us06web.zoom.us/j/89709288071?pwd=EGLabAuTL5rTM9JIPH0TjiiN4xcVba.1>

Meeting ID: 897 0928 8071
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Reserve your place: Difficult conversations

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** (9:02 mins) of what your ECT will be studying on Brightspace during Week 23: [Week 23 overview video](#)
- In Week 23, you should carry out a **10-minute drop-in observation**, looking at your ECT's use of hinge questions. Please refer to pages 61-62 of your [Year 1 Mentor Handbook](#).
- 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 23, please arrange a **mentor meeting** and discuss with your ECT the area of development they would like to choose to focus on this half term.
- Ensure your ECT has arranged to observe/have a discussion with an expert colleague – the focus of this observation is intended to be the focus area of development for this half term - chosen by your ECT. If you are able to join your ECT for this observation, that would be really beneficial for your follow-up discussion.
- 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:

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 11th March**. Please choose to attend **one** of the four training sessions which are repeated throughout the week: 4pm-5pm, Monday-Thursday. Details and links are below:

SAVE THE DATE:

Monday 11th March, 4pm
Delivery Partner - Reigate School
Zoom Link in next week's bulletin.

Tuesday 12th March, 4pm -
Delivery Partner - St Mary's Primary
Zoom Link in next week's bulletin.

Wednesday 13th March, 4pm
Delivery Partner - Esher High
Zoom Link in next week's bulletin.

Thursday 14th March , 4pm
Delivery Partner - St Polycarp's Primary
Zoom Link in next week's bulletin.

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

ACTION:

If you were unable to attend the last 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



Induction tutor training.- Thank you for joining us on Monday for a really positive training session. Please find the link to a recording of the training [here](#).

ACTION: Please can you take a moment to complete this quick [feedback survey](#) for the induction tutor training.

End of term progress reviews - Start to think about the upcoming progress review, give your mentors a copy of the self reflection document to discuss at their next mentor meeting.

ACTION:

The DfE have contacted us requesting confirmation that our schools have completed the Partnership agreement for the ECF. Every school is required to have read and signed this and the service level agreement for our appropriate body services. Once you have read these, please click on the button below to confirm that you have read and agreed with our Terms and Conditions.

Terms and Conditions

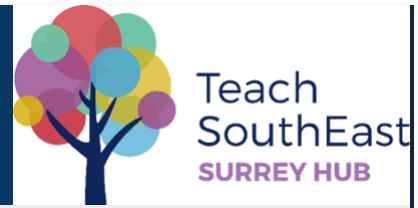
ADDITIONAL CPD

Additional CPD

We are delighted to be able to offer additional CPD throughout the year. 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.

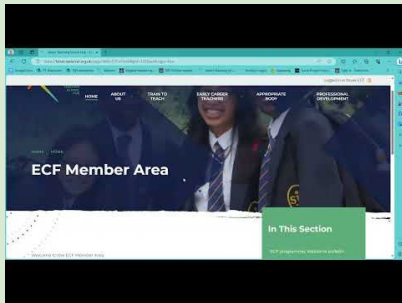
Additional CPD form

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](#).



ECF member area

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

Follow us on:



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

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