

# ECF Year 1 and 2 Bulletin



Week 24: w/c Monday 11th March 2024

## KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 11th March 2024.



## MESSAGES FOR YEAR 1 ECTS

### Brightspace self-study

- In Week 24, please complete the **monitoring misconceptions** session of Module 4. This should take a maximum of 45 mins.

### Interaction with your mentor

- In Week 24, you should have your regular weekly meeting with your mentor. This will focus on **monitoring independent practice**. Your mentor will carry out a **10-minute drop-in observation**, looking at the extent to which you **monitor misconceptions, particularly during independent practice**.

They will focus on the following:

- How have you shared what 'success' looks like with your pupils before their independent practice begins?
- Can you pick out examples of success that you have observed, and who had specific mistakes/errors?
- How did you respond when you spotted an example of a mistake/error (eg stopping the class/individual correction)?

### Seminars

- We hope you enjoyed your first Module 4 seminar, on **structuring questions to anticipate and identify misconceptions**.
- If you missed the seminar for any reason, please ensure that you watch the seminar recording within 7 days. Once you have watched the recording, please notify Teach First by completing the form below.

[Catch-up recording for Module 4 Seminar 1](#)

[Teach First notification form](#)

- Your next seminar will take place in Week 25 (w/c 18th March 2024) and will be on the subject of **peer- and self-assessment**.

### Progress review/assessment

- As you know, your next progress review (or end-of-year assessment if you were an April starter) is due for completion by **28th March**. To prepare for your review, in your next mentor meeting, please complete the appropriate self-reflection form, which can be downloaded from the secure ECT Member Area of our website [ECT self-reflection document](#).

### 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=EGLabAuTL5rTM9JIPh0TjiiN4xcVba.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

#### Interaction with your mentor

- In week 24, please arrange a meeting with your mentor to discuss the observation and/or discussion with an expert colleague that you completed last week. This is also a good opportunity to discuss the area of development you are focusing on this half term and how you are implementing this into your practice.

#### 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 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

**Passcode:** 079770

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

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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** (7:49 mins) of what your ECT will be studying on Brightspace during Week 24: [Week 24 overview video](#)
- In Week 24, you should carry out a **10-minute drop-in observation**, looking at how effectively your ECT monitors misconceptions, particularly during independent practice. Please refer to pages 63-64 of your [Year 1 Mentor Handbook](#).
- Please help your ECT to complete their self-reflection form, in preparation for their end-of-term progress review (or assessment if they were an April starter).
- 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 24, please arrange your second **mentor meeting** of this half term.
- In the mentor meeting, please discuss their observation of an expert colleague from last week. What were their key take-aways? Also, check-in with your ECT regarding their area of development/focus for this half term and how they are implementing this into their 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:**

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:

#### **SEMINAR DATES/TIMES/LINKS:**

Monday 11th March, 4pm

Delivery Partner - Reigate School

<https://zoom.us/j/96441098145?pwd=TTc5QlBPUk5RV2pyUkNUTTIQalhTdZ09>

Meeting ID: 964 4109 8145

Passcode: 7ZYM3N

Tuesday 12th March, 4pm -

Delivery Partner - St Mary's Primary

<https://us06web.zoom.us/j/87980402987?pwd=irxMvuMOXDhX0Vt10GESs2Siogdb7I.1>

Meeting ID: 879 8040 2987

Passcode: 593582

Wednesday 13th March, 4pm

Delivery Partner - Esher High

[Click here to join the meeting \(MS Teams\)](#)

Meeting ID: 373 302 893 491

Passcode: jmbJCT

Thursday 14th March , 4pm

Delivery Partner - St Polycarp's Primary

<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

### **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** - Your progress reviews should have been released by ECT Manager to you today, please ensure that you have them completed and signed off by the deadline of 31/03/24. Please let your ECTs know that they need to comment and sign off these reports before they are complete. We will start to review these as a team as soon as they start coming in to us. Please remember there is full guidance in the flip book linked here. [Flipbook \(flipbookpdf.net\)](#) .

### **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](#)

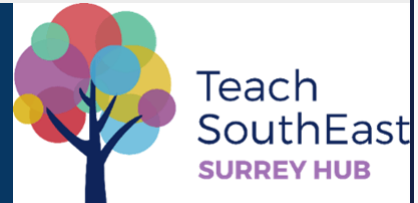
## ADDITIONAL CPD

## 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.

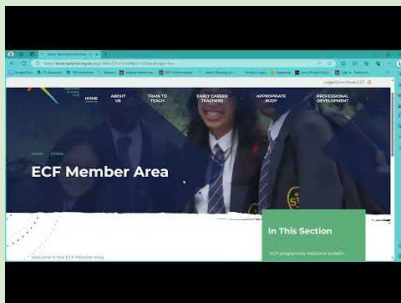
[Additional CPD form](#)

## 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](mailto:xavierecf@xavier.org.uk)

password: Xaviertsh

Follow us on:



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

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