

ECF Year 1 and 2 Bulletin



Week 25: w/c Monday 18th March 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 18th March 2024.



MESSAGES FOR YEAR 1 ECTS

Brightspace self-study

- In Week 25, please complete the ***Making feedback purposeful and manageable*** session of Module 4. This should take a maximum of 90 mins.

Interaction with your mentor

- In Week 25, you should have your regular weekly meeting with your mentor. This will focus on ***giving effective verbal feedback***. Your mentor will also carry out a **10-minute drop-in observation**, looking at your use of verbal feedback. Please consider:
 - What does verbal feedback usually look like in your classroom?
 - How do you know if your feedback has been effective?
 - When do you give pupils time to act on the feedback that you give them?

Seminars

- In Week 25, you will attend **Module 4 Seminar 2**, which will look at ***peer- and self-assessment***. If, due to exceptional circumstances, you are unable to attend the seminar, please remember to let your induction tutor know, as well as your seminar facilitator and the Xavier central team (ecfattendance@xaviercet.org.uk).

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, please complete the appropriate self-reflection form, which can be downloaded from the secure ECT Member Area of our website [ECT self-reflection document](#),

MESSAGE FOR YEAR 2 ECTS



Development Cycle 4 - Anticipating and addressing common misconceptions

Interaction with your mentor

- There is no mentor meeting scheduled in week 25. Instead, your mentor will carry out a **drop-in observation** during the week. The focus of the observation will be the identified area for development – chosen by the yourself (and your mentor).

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.

Additional CPD:

Managing difficult conversations with parents and staff.

Thank you to all those who were able to make the additional CPD session last Monday. For those who were unable to attend, [here](#) is the recording of the session.

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 **overview video** (15:36 mins) of what your ECT will be studying on Brightspace during Week 25: [Week 25 overview video](#).
- In Week 25, you should carry out a **10-minute drop-in observation**, looking at how effectively your ECT gives verbal feedback. Please refer to pages 65-66 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 25, please arrange your second **drop-in observation of your ECT** this half term.
- 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:

If you were unable to attend the last Mentor Training seminars on Zoom (w/c 11th March), you **must** watch the recording of the training and complete the link to register your attendance.

Recording Link: [Mentor Session 3](#)

Register/Evaluation Link: [Record of Engagement](#)

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 - Progress reviews are live! please ensure you have planned these meetings in good time. If there are any reason you will not be able to completed your progress reviews on time please let me know s.hunter@xaviercet.org.uk. Please remember there is full guidance in the flip book linked here. [Flipbook \(flipbookpdf.net\)](#) .

ECTs leaving at Easter - Any ECTs leaving at Easter will need an interim assessment against all the Teachers' Standards, please contact s.hunter@xaviercet.org.uk to change the progress review to an interim assessment on ECT Manager.

Absence days - Please add in absence days for ECTS on their progress reviews correctly. ECTs follow the same absence policy as any other member of staff in your school. If they are nearing 30 days absence in this current year, please get in contact as any absence over 30 days will mean that your ECT will need to extend their induction period at the end of the summer term.

ECTs at risk of failing induction - Any ECT who is deemed to be **not meeting standard** at this term 5 progress review is at risk of failing induction. We have a robust support procedure for any ECT who has been identified as not meeting standard at any time of induction. Its absolutely crucial that there are no surprises for ECTs. If you have any concerns (that are not an ongoing issue that we are aware of.) please contact s.hunter@xaviercet.org.uk

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

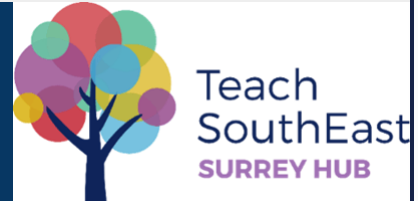
ADDITIONAL CPD

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.

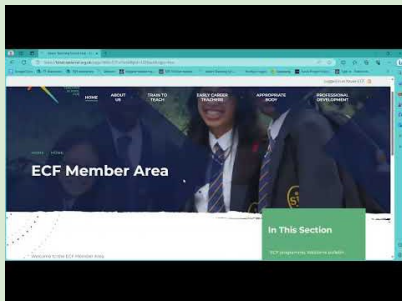
[Additional CPD form](#)

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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