

ECF Year 1 and 2 Bulletin



Week 26: w/c Monday 25th March 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 25th March 2024.



MESSAGES FOR YEAR 1 ECTS

Brightspace self-study

- In Week 26, please complete the **Summative assessment** session of Module 4. This should take a maximum of 30 mins.

Interaction with your mentor

- In Week 26, you should have your regular weekly meeting with your mentor. This will focus on **making judgement based on performance**. There is no observation in Week 26. Rather, you will have a discussion with your mentor, based on the assigned activity in your Brightspace learning. You are asked to look at a summative data set and identify pupils who are close to either the upper or lower grade boundary. Your mentor will consider with you whether your inferences about pupils' performance are accurate. Does each pupils' performance reflect their general performance pattern? You are then asked to identify one pupil and discuss with your mentor what strategies you could use to provide targeted support so that they make more rapid progress.

Seminars

- In Week 25, you should have attended **Module 4 Seminar 2**, which looked at **peer- and self-assessment**. If you did not attend, and have not received the catch-up materials from your facilitator, please get in touch with the Xavier central team by emailing 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 on *ECT Manager* 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

- In week 26, please arrange a mentor meeting to discuss the observation feedback from your drop-in observation that your mentor completed last week. Please also take this opportunity to discuss the impact of Development Cycle 4 on your teaching practice.

Progress review/assessment

- Your next progress review (or end-of-year assessment if you were an April starter) is due for completion on *ECT Manager* 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](#).

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** (5:48 mins) of what your ECT will be studying on Brightspace during Week 26: [Week 26 overview video](#)
- In Week 26, there is no observation. Rather, you will have a discussion with your ECT about the summative data activity they were asked to complete in this week's learning. Please refer to pages 68-69 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 26, please arrange your second **Mentor Meeting** this half term and give feedback on the drop-in observation which took place last week.
- This will be the last meeting of this half term/Development Cycle. So, please do check-in with your ECT regarding their area of development/focus for this half term and how they have implemented 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 one of our mentor training sessions last 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.

MESSAGE FOR INDUCTION TUTORS



End of term progress reviews - Thank you so much to those of you who have already completed their ECT's progress reviews are live! Please ensure you have planned these meetings in good time. If you have any questions about this process, please contact Sophie Hunter (s.hunter@xaviercet.org.uk). Please see the flipbook for full guidance to support you. [Assessment Guide Flipbook](#).

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 us 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](#)

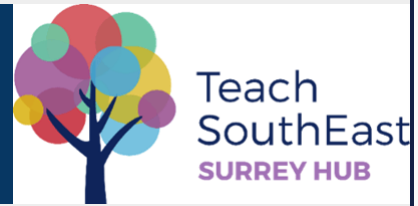
ADDITIONAL CPD

Artificial Intelligence (AI)

As part of our internal Xavier Trust CPD, some of our team were lucky enough to be involved in AI

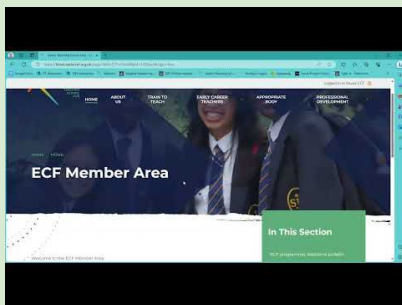
workshops to support teaching and learning in schools. We are aware that many of your schools may be exploring the benefits and limitations of using AI within our profession. However, if this is new to you, you may want to start exploring the use of Microsoft Copilot, Magic School and Canva AI as a starting point. Please be aware that some of these only offer free trial periods. In the summer term, we are looking to deliver an AI training session for those who are interested. So please watch this space!

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

[Unsubscribe](#) [Manage preferences](#)