

ECF Year 1 and 2 Bulletin



Week 28: w/c Monday 22nd April 2024

KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 22nd April 2024.



Exploring Excellence in Education Conference

Please see below an exciting opportunity for you to attend our education conference at a reduced price. The conference is open to all ECTs, mentors and induction tutors. Register your place using the link or QR code below.

The poster features a central image of a teacher and a student looking at a tablet. The text on the poster includes the Xavier Teaching School Hub logo, the conference title, a list of seminar topics, dates, time, venue, a QR code, a 'CLICK HERE TO BOOK' button, and the price. It also lists four keynote speakers with their names and titles.

XAVIER TEACHING SCHOOL HUB

EXPLORING EXCELLENCE IN EDUCATION

Plus... A range of seminars exploring different strands such as:

- Workload
- Literacy
- Inclusion
- Effective Classroom Practice
- Professional Learning

Date: **FRIDAY 28TH JUNE 2024**
Time: **9AM - 3.15PM**
Venue: **SALESIAN COLLEGE, HIGHFIELD ROAD, KT16 8BX**

[CLICK HERE TO BOOK](#)
£24.50 (Optional Lunch £5)

eteach

Keynote speaker
SAM CROME
The Power of Teams

Keynote speaker
RACHEL BALL
StepLab

Keynote speaker
ADAM BOXER
Carousel Learning

Keynote speaker
SHAUN BROWN
Inclusion - The Difference

MESSAGES FOR YEAR 1 ECTS

Brightspace

- In Week 28, you will begin your study of **Module 5**, which focuses on *How you can support all pupils to succeed*. On Brightspace, please complete the section on *Developing high-quality oral*

language. This will take a maximum of 40 minutes.

Interaction with your mentor

- In Week 28 you will hold your usual 60-minute meeting with your mentor.
- In Week 28, there is no scheduled observation. Rather, you should hold a **discussion** with your mentor on the subject of **developing pupils' vocabulary**. Depending on your phase, you might like to consider the following questions:

Early Years:

What is the difference between talking at and talking with pupils?
What are some of the key features of sustained shared thinking?
Why is it important to develop pupils' early literacy skills?

Primary/Secondary:

Why is it important to develop pupils' literacy skills in any subject or phase?
What is the difference between tier 1, 2 and 3 vocabulary and why is there an emphasis on teaching tiers 2 and 3?
Which words might be important to teach and why?
How will teaching these words support pupils to access the curriculum?
How will you teach this to pupils in a meaningful way?
How will you support pupils to remember it over time?

Seminars

- Your first Module 5 seminar will take place in either Week 28 (w/c 22 April) or Week 29 (w/c 29 April) - please check your diaries and look out for an email from your seminar facilitator. The seminar focuses on the vital area of **developing pupils' reading and writing**.

MESSAGES FOR YEAR 1 ECTS AND MENTORS - April 2024 starters only

ECTs

ACTION:

- In Week 28, you will hold your usual 60-minute weekly meeting with your mentor.
- In addition, please watch the ECT induction video entitled **Developing your expertise** (15:45 mins).
- As you watch the video, you should also complete pages 4-6 of the ECT Induction Workbook (which can be downloaded from the secure area of our website - see below).
- Please also take time to log into, and navigate around, the secure **ECT Member Area** of the XavierTeaching School Hub website. To log in, you must use the following details and not your personal or professional email address::

Login email: xavierectf@xavier.org.uk

Password: Xaviertsh (case sensitive)

Mentors

ACTION:

- Please read the actions for your ECT (above).
- On **Brightspace**, please complete the **Module 1 Unit 2 self-study**. In this session you will undertake a mentor assessment. It will take no longer than 30 minutes.
- Please hold your usual 60-minute weekly meeting with your ECT, using the guidance in the *Overview and welcome* document in the secure area of the website.
- Please also take time to log into, and navigate around, the secure **ECT Member Area** of our website.

MESSAGE FOR YEAR 2 ECTS



[Development Cycle 5 - Using structured talk to develop pupils' literacy.](#)

[Brightspace](#)

- Please complete the Brightspace retrieval quiz for Development Cycle 5 to identify and inform the area which you will work on during the first half-term of the year. You can find this when you login to Brightspace, **ECF 2022**, then **ECT Development Cycle 5. Brightspace**

Interaction with your mentor

- This week, please arrange to have a meeting with your mentor to discuss and choose the area of development that you will be focusing on this half term.
- This is also a good time to reflect on the academic year so far, and discuss these reflections with your mentor in terms of intended good practice for the term ahead.

Seminars

- **Most ECT 2 seminars** will be taking place in week 28 (**w/b 22nd April 2024**). Please make sure you know the dates, times and locations of your seminar and arrange any cover if needed.
- ECT 2 seminar details can be found [here](#).
- Please ensure that you complete the seminar evaluation, using the QR code provided by the facilitator as this registers your engagement with the programme.
- If, in exceptional circumstances, you are unable to attend the seminar, please do remember to notify your induction tutor, the seminar facilitator and Xavier (ecfattendance@xaviercet.org.uk). However, please note that all seminars are a compulsory part of the ECF programme.

ECT 2 checklist for the Summer term:

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

Additional CPD:

Using AI to support and enhance high-quality teaching practice - Wednesday 8th May (4:00 - 5:00pm) Online

- Kate Atherton, Head of Digital Learning at St John the Baptist School, is going to run an online workshop to showcase several effective AI platforms to support pastoral, planning and quizzing in schools - suitable for both primary and secondary teachers. This workshop will provide practical demonstrations and tips to support classroom practice as well as help teachers to use their time to maximum effect.

Join Zoom Meeting

<https://us06web.zoom.us/j/89036932113?pwd=9fwVqd8ek7VUaaeCabYd6bCMRa81F8.1>

Meeting ID: 890 3693 2113

Passcode: 382653

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: Using AI to support you teaching practice

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.
- In Week 28, there is no observation. Rather, you will have a discussion with your ECT about the

developing pupils' vocabulary. Please refer to pages 75-76 of your [Year 1 Mentor Handbook](#).

Please watch the mentor overview video most relevant to your ECT's phase:

- [Week 28 mentor overview video - Early Years \(10:34 mins\)](#)
- [Week 28 mentor overview video \(10:35 mins\) Primary and Secondary \(10:35 mins\)](#)

Key dates and information for the summer term are in the [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 28, please arrange a mentor meeting and discuss the area of development the ECT would like to choose to focus on this half term. Please also use this opportunity to check in with your ECT as to how they are managing their workload. Please discuss and share top tips as to how to manage time and workload effectively.

Encourage your ECT to choose an expert colleague to go and observe **next week (week 29)** – the focus of this observation is intended to be the focus area of development for this half term - chosen by your ECT.

Please do encourage your ECT to complete their Brightspace retrieval quiz for Development Cycle 5 to inform the area that they will be working on during this half term.

Key dates and information for the summer 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. We still have a few overdue assessments please ensure they are completed and signed of as a matter of urgency unless you have informed us of any reasons for late completion. If you need any support with this please see [the Assessment Guide Flipbook](#).

Absence days - Please could we ask you to add in any absence days for ECTs on their progress reviews as accurately as possible. 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. **It is also important that if an extension of time is required that you make your ECT aware of this situation so they are fully informed.**

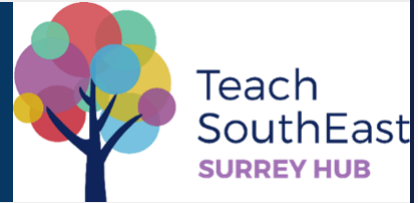
Sharing good practice - We are looking to share good practice and celebrate the successes of the program. If you have an exceptional ECT would like to share their journey over the last year or 2, please email a.maingard@xaviercet.org.uk

ECF Funding - There is new guidance for funding for ECTs and Mentors, please find all information here [Funding and eligibility for ECF-based training - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/funding-and-eligibility-for-ecf-based-training)

Recruiting an ECT: If your school is in the position where they may recruit a teacher who has already started their ECF induction, you may wish to ask the following as part of your interview process:

- Please confirm the number of terms they have completed as part of their ECF induction.
- Have they successfully passed each term?
- Have there been any times during the induction where they have been on a support plan or cause for concern?

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](#).

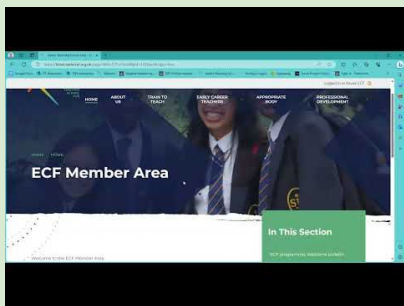


SCITT OPEN MORNING

WEDNESDAY 24TH APRIL
9.30-11AM

Salesian School, Chertsey

WWW.TEACHSOUTHEAST.CO.UK



[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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