

ECF Year 1 and 2 Bulletin



Week 29: w/c Monday 29th April 2024



KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 29th April 2024.

ACTION:

A polite request from **Teach First** that you complete survey form they have sent to you. This feedback provides essential information which feeds into the **DfE** and directly influences the programme moving forward. Thank you.

How can Artificial Intelligence (AI) help you as a teacher?

AI in education is a hot topic! Are you interested in learning how AI can help you with your workload, teaching practice and supporting engagement in your lessons? We are delighted to offer you a **free online** training workshop, run by Kate Atherton from St John the Baptist School, Woking. Full details can be found below. This is available for ECTs, mentors and induction tutors so please **[do sign up here!](#)**



FREE ONLINE CPD

ARTIFICIAL INTELLIGENCE (AI) to support and enhance high-quality teaching practice

Date: Wednesday 8th May 2024

Time: 4:00pm - 5:00pm

HOSTED BY KATE ATHERTON

- AI platforms to support pastoral, planning and quizzing in schools
- Practical demonstrations and tips to support classroom practice
- AI strategies to help teachers make efficient use of time

[REGISTER YOUR INTEREST NOW](#)

Additional CPD:

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

Join Zoom Meeting

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

Meeting ID: 890 3693 2113

Passcode: 382653

ACTION: Please register your interest by clicking the flyer above and fill in the online form.

MESSAGES FOR YEAR 1 ECTS (September/January starters)

Brightspace

- In Week 29, you will continue your study of **Module 5**. On Brightspace, please complete the section entitled *Developing reading and writing*. This will take a maximum of 45 minutes.

Interaction with your mentor

- In Week 29 you will hold your usual 60-minute meeting with your mentor.
- Your mentor will also carry out a **10-minute drop-in observation**, with a focus on the implicit and/or explicit **teaching of vocabulary**.

Seminars

- In Week 29, most of you will attend your Module 5 seminar (if you did not attend in Week 28). This seminar focuses on the vital areas of **developing pupils' reading and writing**. As always, if you are unable to attend due to exceptional circumstances, please remember to notify your seminar facilitator, as well as emailing ecfattendance@xaviercet.org.uk. Many thanks.

MESSAGES FOR APRIL STARTERS 2024 (ECTS AND MENTORS)

Thank you to all those of you who attended the online induction training session for April starters. We hope you found it helpful. For those who could not attend please contact Kate at k.dutoit@xaviercet.org.uk who will share the recording with you.

ECTs

ACTION:

- In Week 29, you will hold your usual 60-minute weekly meeting with your mentor.
- In addition, please watch the ECT induction video entitled [Introduction to instructional coaching](#) (44:24 mins).
- As you watch the video, you should also complete pages 7-9 of the ECT Induction Workbook. This can be downloaded from the **April 2024 starters** folder in the secure area of our website (see below).
- If you have not already done so, please also take time to log into, and navigate around, the secure **ECT Member Area** of the Xavier Teaching School Hub website. Please especially look at the area which has been specifically designed for April starters: [April 2024 starters folder](#). Please remember to log in using the following details and not your personal or professional email address::

Login email: xavierecf@xavier.org.uk

Password: Xaviertsh (case sensitive)

Mentors

ACTION:

- Please read the actions for your ECT (above).
- Please watch the mentor induction video on [Instructional coaching and deliberate practice](#) (30:56 mins).
- Please also carry out a **10-minute drop-in observation** of your ECT's classroom practice. There is no specific focus for this observation - it is an ideal opportunity just to get a sense of how things are going.
- Please hold your usual 60-minute weekly meeting with your ECT, using the guidance in the *Overview and welcome* document, which can be found in the secure area of the website (login details above). [Overview and welcome document](#)

MESSAGE FOR YEAR 2 ECTS

Development Cycle 5 - Using structured talk to develop pupils' literacy.

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 in week 29 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

- We hope that you enjoyed your seminars last week. There are a couple of seminars which are taking place in week 29. Please see the [ECT 2 seminar document](#) for dates and times of your seminars.
- If you are a Primary or SEND ECT 2, please ensure that you complete the seminar evaluation, using this [link](#).
- If you are a Secondary 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 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.

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 29, you should carry out a **10-minute drop-in observation**, with a focus on the implicit and/or explicit **teaching of vocabulary**. Please refer to pages 79-80 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (11:14 mins) so that you know what your ECT will be studying: [Week 29 mentor overview video](#).
- 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.
- This week (No. 29), ensure that your ECT has organised an expert colleague to go and observe – the focus of this observation is intended to be your ECT's focus area of development for this half term.
- If possible, go and observe the expert colleague *with* your ECT.
- 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:

- The next online Mentor Training (seminar 5) will be in the week beginning 6th May. As always, you just need to attend **one** of the the seminars, which are repeated each night that week, **Tuesday to Thursday**. Please note, that due to Monday 6th May being a Bank Holiday, there will be no Monday seminar.
- Please see [next week's](#) bulletin for the Zoom links to each of the online seminars

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

ACTION:

□ The third and final Mentor Training seminar will be online on either **Tuesday 21st May or Thursday 23rd May**. They will run from 3.45pm and we intend for the seminar to be no longer than 30mins. Please see future bulletins for the Zoom links.

MESSAGE FOR INDUCTION TUTORS

Outstanding progress reviews - We are still awaiting some outstanding progress reviews. It's essential that ECTs have a progress report at the end of every term, this is part of their statutory rights of induction. Thank you so much to those of you who have already completed their ECT's progress reviews, if you have any outstanding 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](#) or contact Alison Maingard on a.maingard@xaviercet.org.uk.

ECTs who are going to be over 30 days absence at the end of the year - Please inform us if you have an ECT in this situation, the ECT will need an extension to the programme into September. We can guide you and the ECT through this process and support completion at the earliest date. As their induction tutor, please inform them that 30 days absence triggers an extension period of the ECF programme.

Part time ECTs and January Starters 2023 - Part time ECTs who are due to complete the 2 years of full ECF training in July may be eligible for a reduced induction. We will be contacting you if you have an ECT who maybe suitable for reduced induction before half term.

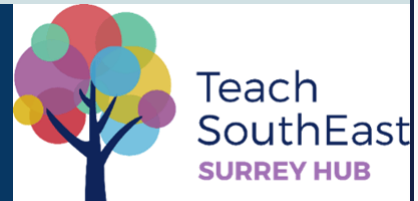
ECF Funding - There is new guidance for funding for ECTs and Mentors, please find all information here [Funding and eligibility for ECF-based training - GOV.UK \(www.gov.uk\)](#)

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?

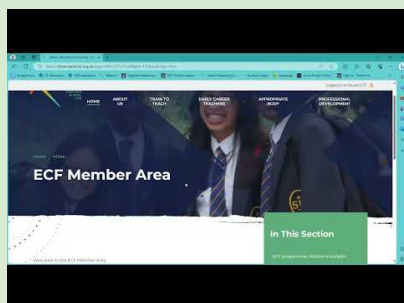
Register a new ECT here

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](#).



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:

ECF member area

email: xavierecf@xavier.org.uk

password: Xaviertsh

Follow us on:



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

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