

# ECF Year 1 and 2 Bulletin



Week 30: w/c Monday 6th May 2024



## KEY MESSAGES

We appreciate you taking the time to engage with this week's bulletin for the w/c 6th May 2024. We hope you enjoy the Bank Holiday Monday and the shorter week ahead.

**ACTION:**

**Teach First** have asked us to remind you to complete survey they have sent to you, if you have not already done so. Many thanks. Your feedback is shared with both Teach First and the DfE, so it does directly influence the ECF programme, moving forwards.

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

If you haven't yet signed up for the excellent, upcoming AI workshop, please feel free to do so. 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, plus any other interested colleagues, 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 filling in the online form.

## MESSAGES FOR YEAR 1 ECTS (September/January starters)

### Brightspace

- In Week 30, you will continue your study of **Module 5**. On Brightspace, please complete the section entitled *Further developing pupils' prior knowledge*. This will take a maximum of 35 minutes.

### Interaction with your mentor

- In Week 30 you will hold your usual 60-minute meeting with your mentor.
- There is no scheduled observation in Week 30. Rather, you will hold a discussion with your mentor on the topic of **pre-teaching key knowledge**. If you can complete your self-study before your mentor meeting, that would be helpful, as you are asked to reflect on an activity within the materials.

### Seminars

- We hope that you enjoyed your recent seminar. If you have not already done so, please do complete the seminar evaluation.
- The second seminar for Module 5 is scheduled to take place in Week 31, ie w/c 13th May (or Week 32 for those ECTs at SJB). This will be on the important topic of **adaptive teaching and the graduated approach**.

## 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](mailto:k.dutoit@xaviercet.org.uk) who will share the recording with you.

### ECTs

#### **ACTION:**

- In Week 30, you will hold your usual 60-minute weekly meeting with your mentor.
- In addition, please watch the ECT **induction video** entitled **Your well-being** (17:33 mins)
- As you watch the video, you should also complete pages 21-24 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:** [xavierectf@xavier.org.uk](mailto:xavierectf@xavier.org.uk)

**Password:** Xaviertsh (case sensitive)

### Mentors

#### **ACTION:**

- Please read the actions for your ECT (above).
- Please watch the mentor **induction video** on **Improving instruction** 34:24 mins).
- 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.

### Interaction with your mentor

- Please arrange a mentor meeting in week 30 and discuss the observation/discussion that you carried out last week, of an expert colleague.
- During your mentor meeting, you may wish to discuss what you are learning throughout Development Cycle 5 and the impact this is having on your teaching practice. You could also discuss how you could share this new learning/practice more widely in the school (for example: in staff meetings, department/phase meetings or with members of SLT).

### 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 30, there is no scheduled observation. Rather, you are asked to hold a **professional discussion** on the subject of **pre-teaching key knowledge**. Please refer to pages 82-84 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (6:52 mins) so that you know what your ECT will be studying: [Week 30 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 (week 30), you should have your second meeting of this half term. The focus of this meeting is to deconstruct your ECT's focus area of development for this half term and to help them plan how they can incorporate this learning into their practice.
- 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 next week (week beginning 6th May).
- As always, you just need to attend **one** of the the seminars, which are repeated each night that week, **4pm -5pm, Tuesday to Thursday**. Please note, that due to Monday 6th May being a Bank Holiday, there will be no Monday seminar. Details and links are below:

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

Tuesday 7th May, 4pm

Delivery Partner - St Mary's Primary

<https://us06web.zoom.us/j/84330200814?pwd=AC44CPRdvQwnDahHfPSIzYOCmIM5uB.1>

Meeting ID: 843 3020 0814

Passcode: 948793

Wednesday 8th May, 4pm

Delivery Partner - Esher High Secondary

[Join the meeting now \(MS Teams\)](#)

Meeting ID: 322 105 409 264

Passcode: 8crq9k

Thursday 9th May, 4pm

Delivery Partner - St Polycarp's Primary

<https://us06web.zoom.us/j/81187421386?pwd=eWpvc0ExeDErYkU2SU03dWNRN1BGdz09>

Meeting ID: 811 8742 1386

Passcode: 449738

### 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 - 35 progress reviews are still outstanding**, most are submitted and just need signing off, please remind your ECTs to do this as a matter of urgency. 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 by the end of the week.

If you need any support with this please see the Assessment Guide or contact Alison Maingard on [a.maingard@xaviercet.org.uk](mailto:a.maingard@xaviercet.org.uk).

**Draft dates of seminars for 24/25** - To help with your planning for next year, we have added the draft dates for year 1 and 2 seminars to the induction tutor area on our Member Area.

**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.

**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?**

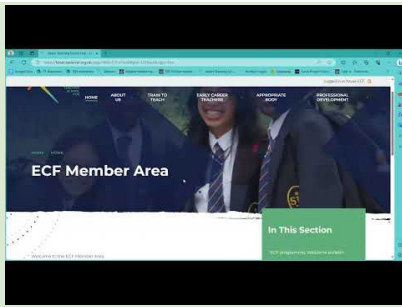


Teach  
SouthEast  
SURREY HUB

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**



ECF member area

## 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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