

ECF Year 1 and 2 Bulletin



Week 34: w/c Monday 10th June 2024



KEY MESSAGES FROM THE TEAM

New registrations are open!

We have simplified our registration processes for new ECTs joining the programme. Induction tutors, to register your **new** ECT(s) for September 2024, please click on the image below.



ADDITIONAL CPD FOR SECONDARY ECTs

DO YOU SEE YOURSELF RUNNING A SECONDARY SCHOOL DEPARTMENT?



FREE ONLINE CPD

HOW TO BECOME A SUCCESSFUL HEAD OF DEPARTMENT

HOSTED BY CLAIRE FERGUSON
Head of Science at Salesian School



Wednesday 12th June 2024
4:00 - 5:00pm



- ✓ WHAT DOES GREAT LEADERSHIP LOOK LIKE?
- ✓ BUILDING AN EFFECTIVE AND INSPIRATIONAL DEPARTMENT
- ✓ STRATEGIC DECISION-MAKING AND COMMUNICATION STRATEGIES
- ✓ LEADING ON THE CURRICULUM
- ✓ OUTSTANDING OUTCOMES FOR ALL STUDENTS - EXAMS, RESULTS AND DATA

[REGISTER YOUR INTEREST NOW](#)

Are you looking ahead to leadership? Do you want to know how to become a great Head of Department?

We are delighted to be able to offer a fantastic additional CPD opportunity to all secondary/sixth-form-based ECTs:

- Claire Ferguson, Head of Science at Salesian School, is going to run an online workshop focusing on effective departmental leadership.

WEDNESDAY 12TH JUNE 2024
4.00-5.00 pm

Join Zoom Meeting
[How to become a successful Head of Department](#)

Meeting ID: 892 0011 8032
Passcode: 075481

ACTION: To reserve your place on this training, please click on the image above and fill in the online form.

MESSAGES FOR YEAR 1 ECTS (Sept 2023/Jan 2024 starters)

Brightspace

- In Week 34, you will continue your study of **Module 6**. On Brightspace, please complete the section

entitled *Identifying concepts, knowledge and skills*.

Interaction with your mentor

- In Week 34, you will have your usual weekly **mentor meeting**.
- There is **no** scheduled observation in Week 34. The focus is to will work with your mentor to identify the key concepts, knowledge and skills you want to cover and develop in your chosen scheme of work.

Seminars

- In Week 34 you should attend Module 6 Seminar 1, which focuses on **identifying and sequencing concepts, knowledge and skills** (other than if you are in the SJB cohort).

MESSAGES FOR YEAR 1 ECTS & MENTORS (Apr 2024 starters)

ECTs

ACTION:

- In Week 34, you will continue your study of **Module 1**. On Brightspace, please complete the section entitled *Developing motivation through a supportive environment*.
- In Week 34, you will hold your usual 60-minute weekly meeting with your mentor.

Mentors

ACTION:

- Please read the actions for your ECT (above).
- Please watch the short mentor overview video (9:27 mins) so that you know what your ECT will be studying. [Developing motivation through a supportive environment](#)
- 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. [Overview and welcome document](#)

MESSAGE FOR YEAR 2 ECTS

Development Cycle 6: Developing a coherent curriculum

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.

Seminars:

- We hope that you enjoyed your seminars last week. There are a couple of seminars which are taking place in week 34. 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, 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 ECT2s. 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.
- This week's **professional discussion** with your ECT will centre on helping them to identify the key concepts, knowledge and skills they wish to cover and develop in their chosen scheme of work. Please refer to pages 97-98 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (6:44 mins) so that you know what your ECT will be studying: [Week 34 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.
- In Week 34, you should help your ECT organise an observation of an expert colleague. Ideally, this should link to their development focus for this half termly cycle. If you are able to join them for this observation and discuss the T&L it will lead to productive conversations in your following meeting.
- 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

ACTION:

Year 1 Mentor training - Mentors in their *first* year of the programme

For those Year 1 mentors who missed Seminar 5 in the week beginning 6th May, please see the recording below entitled '**Balancing support and challenge for ECTs**'.

ACTION: Please click on the link to register your engagement with this compulsory mentor training.

Recording Link: <https://youtu.be/M1sODH-H12w>

Complete the [Record of Engagement form](#)

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

During the last week of half term, you should have attended *one* of the two mentor training seminars on Zoom.

ACTION: If you missed this seminar you **must** watch the recording (30min). Please also click on the link to register your engagement with this compulsory mentor training.

Recording Link: <https://youtu.be/X0dmVX-a9wU>

Complete the [Record of Engagement Form](#)

MESSAGES FOR INDUCTION TUTORS

ECTs who are over 30 days of absence - All ECTs who have accrued over 30 days absence in one year, are required to extend their ECF induction. This does not mean the ECT is not on track to meet the

Teachers' Standards, they just need the opportunity to have the time missed in the classroom, to enable them to work towards these standards.

Changes to programme members - If you have any programme members leaving, please complete **the Programme Members Changes Form**. to update us, please also remember to update your [DfE portal](#).

End-of-year assessments

Detailed guidance on the process for carrying out end-of-year assessments can be found in the secure member area of our website [Xavier Teaching School Hub - ECF Member Area \(xaviercet.org.uk\)](#). Please look in the *Progress Reviews and Assessment* folder within the Induction Tutor area. The document you need is called '**Guidance for formal assessment 2023-24**'.

ACTION: Send a copy of the *ECT self-reflection* document (found in *Guidance for formal assessment*) to all ECTs, for them to start completing with their mentor this week. Start to book in your observations and meetings with your ECTs.

Induction tutor training

SAVE THE DATE: This term's **online induction tutor training** is on **Monday 17th June, 4.00-5.00 pm**. The focus for this training will be the end-of-year assessment process and how AI can be used to support your report writing. Please find the link to the training [here](#).

2024-25 registration

Registration for new ECTs, starting in September, is now open. Please click on the button below. Please note that there is no need to re-register your current ECT1s. They will be transferred automatically into their ECT2 year on our systems at the end of this academic year.

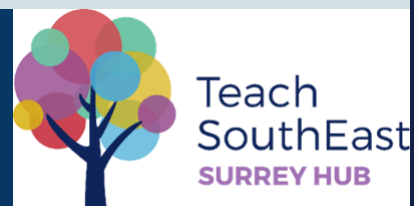
ADDITIONAL CPD

COMING SOON!! [How to successfully co-ordinate a subject - Primary and SEND ECTs](#)

We are delighted to be able to offer a free, online CPD session for Primary and SEND ECTs which will focus on how to successfully co-ordinate a subject in your school. Whether you are already co-ordinating a subject or looking ahead to a future subject leadership role, this CPD will offer practical, useful and important tips to help support you in this role. Keep an eye out in the next bulletin for further details!

Register a new ECT here

DO YOU KNOW ANYONE WHO WOULD MAKE A GREAT TEACHER?

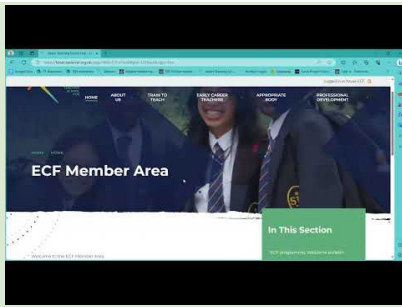


If you know anyone who you think would make a great teacher, and who might like to train to teach with an outstanding ITT provider (Xavier Teach SouthEast), please do send them our way!

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



ECF member area

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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