

ECF Year 1 and 2 Bulletin



Week 33: w/c Monday 3rd 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.



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

Brightspace

- In Week 33, you will start your study of **Module 6**, which focuses on **curriculum design**. On Brightspace, please complete the section entitled *What is the purpose of a curriculum?* (25 mins)

Interaction with your mentor

- In Week 33, you will have your usual weekly **mentor meeting**.
- There is no scheduled observation in Week 33. Rather, in discussion with your mentor, you will decide on a topic for a **scheme of work**, which you will work on throughout Module 6.

Seminars

- Both Module 6 seminars will help you to develop your chosen scheme of work. The first seminar - focusing on **identifying and sequencing concepts, knowledge and skills** - takes place in Week 34 (w/c 10th June). Note: If you are in the SJB training cohort, your seminar will take place on Wednesday 5th June.

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

ECTs

ACTION:

- In Week 33, you will hold your usual 60-minute weekly **mentor meeting**.
- In Week 33, your mentor will carry out a 10-minute drop-in observation, focusing on the degree to which you have established **effective routines** within your classroom.

Mentors

ACTION:

- Please read the actions for your ECT (above), which include you carrying out a 10-minute drop-in observation.

- 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

Brightspace

- **ACTION:** Complete the Brightspace retrieval quiz for Development Cycle 6 to identify and inform the area which you will work on during the final half term of the year. You can find this when you login to Brightspace, **ECF 2022**, then **ECT Development Cycle 6**, then **welcome and pre-quiz**.

Interaction with your mentor

- **ACTION:** Arrange a mentor meeting in week 33 to decide your area for development for this half term and discuss what the action steps will be.

Seminars:

- Most ECT2 seminars are coming up in week 33 - w/c 3rd June 2024. (Some ECT 2 seminars are taking place the week after). For Primary and SEND ECTs, the seminars will be held face-to-face in your usual seminar venue. For Secondary ECTs, you will have your final mid-term Zoom session and your facilitator will be in touch with your Zoom link. Please do get in touch with Xavier if you have not received your Zoom link several days before your meeting and we will be happy to help.
- To double check the dates and times of your upcoming seminar, please follow this [link](#).

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.
- Throughout Module 6, your ECT will be asked to refer to and edit (if it is already existing) or create (if not already existing) a scheme of work. In Week 33, you are asked to hold a **professional discussion** with your ECT, in which you should agree upon the scheme of work your ECT will develop. Please refer to pages 94-95 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (6:32 mins) so that you know what your ECT will be studying: [Week 33 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 33, you should check that your ECT has engaged with Brightspace for this new half termly cycle 'Developing a coherent curriculum'. They should have completed a retrieval quiz and chosen a new area of focus (development area) for 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

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 below. Last week linked to the session before so apologies and the correct link to the recording entitled '**Balancing support and challenge for ECTs**' can be found below.

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

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

Register/Evaluation Link: 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. Thank you to those of you who logged in to Tuesday's seminar, our apologies for the technical issues we experienced. Hopefully, you were able to re-join the repeated session on Thursday. If not, please see our next bulletin for a link to the recording and a link to register your engagement with the seminar.

MESSAGES FOR INDUCTION TUTORS

The time is fast approaching when you will need to complete either **progress reviews** (for those ECTs completing terms 1, 2, 4 or 5 of induction) or **end-of-year assessments** (for those completing terms 3 or 6). These open on *ECT Manager* on **4th July** and must be fully completed by **25th July 2024** at the latest.

Progress reviews

The process for carrying out progress reviews is the same as last term.

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.

Register a new ECT here

**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**

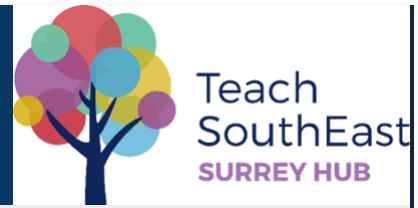
Join Zoom Meeting
[How to become a successful Head of Department](#)

Meeting ID: 892 0011 8032
Passcode: 075481

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

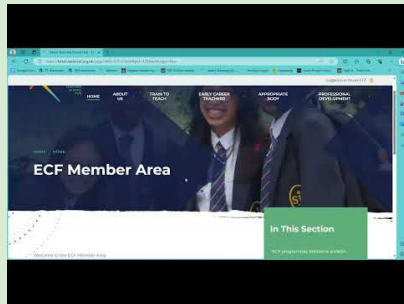
Reserve your place: How to become a successful Head of Department

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](#)