

# ECF Year 1 and 2 Bulletin



Week 35: w/c Monday 17th 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 35, you will continue your study of **Module 6**. On Brightspace, please complete the section entitled **Sequencing teaching and learning**. This will take a maximum of **55 minutes**.

### Interaction with your mentor

- In Week 35, you will have your usual weekly **mentor meeting**.
- There is **no** scheduled observation in Week 35. In your online study session, you will be asked to complete a first draft of a sequence for teaching the essential concepts, knowledge and vocabulary in your chosen scheme of work. You will **share this with your mentor** during your Week 35 professional discussion.

### Seminars

- We hope that you enjoyed Module 6 Seminar 1. Please do remember to complete the evaluation. Your final seminar of the year - Module 6 Seminar 2 - will take place in Week 36, ie week commencing Monday 24th June. The focus of this seminar will be **supporting pupils to think critically**.

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

### ECTs

#### **ACTION:**

- In Week 35, there is no specific online self-study requirement. However, you might like to review last week's materials on **developing motivation through a supportive environment**.
- In Week 35, you will hold your usual 60-minute weekly meeting with your mentor.
- Your mentor will also carry out a 10-minute drop-in observation (see below).

### Mentors

**ACTION:**

- Please read the actions for your ECT (above).
- Please carry out a 10-minute drop-in observation, looking at how effectively your ECT uses precise praise and acknowledgement to motivate their pupils.
- 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

#### Interaction with your mentor

- **ACTION:** This week, please arrange a meeting with your mentor to discuss the observation/discussion of an expert colleague that you completed last week. Please discuss your development focus for this half term and plan how you might integrate your learning into your lessons. You could also discuss with your mentor how to share what you have learnt throughout Development Cycle 6 more widely in your school.

#### 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.
- In this week's **professional discussion** with your ECT, they will share with you their draft sequence for teaching the essential concepts, knowledge, skills and vocabulary in their chosen scheme of work. Please refer to pages 99-100 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (5:38 mins) so that you know what your ECT will be studying: [Week 35 mentor overview video](#)
- Key dates and information for the summer term are in the [ECT 1 mentor checklist](#) which is in the mentor section of the [Secure Member 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 35, you should have your second mentor meeting of this half term. You should discuss your ECT's development focus for this half term and plan how they might integrate their learning into their lessons. You will drop in to see them teach next week to assess the impact of their engagement with the Development Cycle.
- Key dates and information for the summer term are in the [ECT 2 Mentor checklist](#). The checklist is in the mentor section of the [Secure Member Area](#) on our website.

## Mentor training

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

#### **ACTION:**

- Please ensure that you attend mentor training seminar 6 (see below).
- As always, the same seminar is repeated on four different days of the week. You only need to attend **ONE** of the seminars - just choose whichever date is best for you. Seminars take place from 4-5 pm, Monday to Thursday. Details and links are below:

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

Monday 17th June, 4pm

Delivery Partner - Reigate High School

<https://zoom.us/j/96491175141?pwd=UsqR3ergdnVNNYBFibGwSNdkTnAaZH.1>

Meeting ID: 964 9117 5141

Passcode: 2g3aL9

Tuesday 18th June, 4pm

Delivery Partner - St Mary's Primary

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

Meeting ID: 843 3020 0814

Passcode: 948793

Wednesday 19th June, 4pm

Delivery Partner - Esher High Secondary

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

Meeting ID: 390 721 399 881

Passcode: uW8UEE

Thursday 20th June, 4pm

Delivery Partner - St Polycarp's Primary

<https://us06web.zoom.us/j/81187421386?pwd=eWpvb0ExeDErYkU2SU03dWNRN1BGdz09>

Meeting ID: 811 8742 1386

Passcode: 449738

### 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 online mentor training seminars on offer.

**ACTION:** If you missed this seminar you **must** watch the recording (30 mins). Once you have watched the recording, please remember to complete the Record of Engagement Form (link below). This avoids you being listed as a 'no-show' on Teach First's records.

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

Complete the [Record of Engagement Form](#)

**MESSAGES FOR INDUCTION TUTORS**

### **Engagement in the ECF**

As part of the end of term progress reviews/assessments, you will be asked to state if your ECT has engaged with the ECF programme for this term. Please ensure that you have checked your ECT's engagement and attendance at seminars over the term to be able to complete this statement accurately. If you are concerned that your ECT may not have attended their seminars, please email [teachingschoolhub@xaviercet.org.uk](mailto:teachingschoolhub@xaviercet.org.uk).

### **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 \(xaviercet.org.uk\)](https://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**'.

### **Induction tutor training**

□ 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

## **ADDITIONAL CPD**

### **SAVE THE DATE! Wednesday 3rd July - 4.00-5.00 pm - online training via Zoom** **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!

## **DO YOU KNOW ANYONE WHO WOULD MAKE A GREAT TEACHER?**

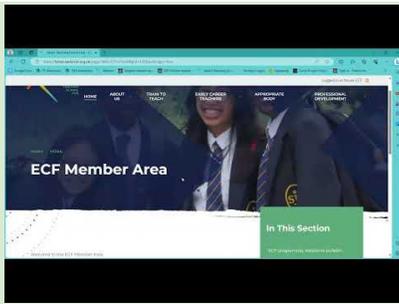


If you know anyone who you think would make a great teacher, and who might like to train to teach with an outstanding ITT provider (Xavier Teach SouthEast), please do send them our way!

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.



ECF member area

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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