

ECF Year 1 and 2 Bulletin



Week 36: w/c Monday 24th 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 & MENTORS

Brightspace

- In Week 36, you will continue your study of **Module 6**. On Brightspace, please complete the section entitled *Helping pupils master important concepts, knowledge and skills*.

Interaction with your mentor

- In Week 36, you will have your usual weekly **mentor meeting**.
- There is **no** scheduled observation in Week 36. In the online study session (see above) you will be asked to review the concepts in your sequence of work and reflect on a number of questions with regard to identifying and addressing misconceptions. Your professional discussion with your mentor this week will centre around your answers to those questions.

Seminars

- In Week 36 you will attend your final seminar of the year (Module 6 Seminar 2). The focus of this seminar will be *supporting pupils to think critically*. Just a gentle reminder that attendance at the seminars is a mandatory part of the programme.

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

ECTs

ACTION:

- In Week 36, you will continue your study of **Module 1**. On Brightspace, please complete the section entitled *Addressing low-level disruption*. This will take a maximum of 40 minutes.
- In Week 36, 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 (6:33 mins) so that you know what your ECT will be studying: [Week 36 mentor overview video for April starters](#)
- Please hold your usual 60-minute weekly meeting with your ECT. Please do discuss how effectively your ECT addresses low-level disruption in their classroom. They will no doubt be very grateful for your top tips!

MESSAGE FOR YEAR 2 ECTS

Development Cycle 6: Developing a coherent curriculum

Interaction with your mentor

- **ACTION:** There is **no** mentor meeting scheduled for this week. Instead, your mentor will carry out a short drop-in observation to look at the impact and improvement you have made to your practice, as a result of Development Cycle 6.

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.
- There is **no observation** in Week 36. In this week's **professional discussion** with your ECT, you should discuss the questions asked of them during their online study. Have they successfully identified the common misconceptions? Have they decided on strategies to address these? Please refer to pages 102-103 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (6:08 mins) so that you know what your ECT will be studying: [Week 36 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 36, you should organise a drop-in **observation** for this half term. Make the aim of the observation your ECT's development focus for this half term and plan how they might integrate their learning into their lessons.
- 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

□ If you missed last week's Mentor Training Seminar, please see a link to the recording in next week's bulletin.

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 will need to 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

Induction tutor training

Thank you to those of you who attended the induction tutor training on Monday evening. We were very grateful to be joined by Leanne Merson from Teddington school to share her knowledge of using AI to help streamline the progress review and assessment process. Please click on the link [here](#) for a recording of the training. [Induction Tutor training 17 June 2024 \(youtube.com\)](#)

Using AI to support assessment writing

We explored in the training how using AI, in a careful and specific way, can help induction tutors with workload and the quality of their comments on the ECTs' assessments. This is an optional idea designed to support induction tutors without losing the personal touch we value. All prompt documents for this can be found in the new AI section in the induction tutor area the secure area of our website.

[Xavier Appropriate Body - Using AI for assessment writing.mp4](#)

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**'.

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

Are you leading (or looking to lead) a subject in your school?

FREE ONLINE CPD

HOW TO BECOME A SUCCESSFUL SUBJECT COORDINATOR: PRIMARY AND SEND SETTINGS



WEDNESDAY 3RD JULY 2024
4:00 – 5:00PM



HOSTED BY PAULA WAY

Assistant Head at the Marist Catholic Primary School

- THE ROLE OF A SUBJECT COORDINATOR: RESPONSIBILITIES AND PRIORITIES
- ENSURING HIGH OUTCOMES FOR ALL PUPILS IN YOUR SUBJECT
- MONITORING YOUR SUBJECT EFFECTIVELY IN YOUR SCHOOL
- CURRICULUM MAPPING AND CREATING ENGAGING SCHEMES OF WORK
- STRATEGIC DECISION-MAKING AND COMMUNICATION STRATEGIES

REGISTER YOUR INTEREST NOW

We are delighted to be able to offer a fantastic additional CPD opportunity to all Primary and SEND ECTs:

- Paula Way, Assistant Head at the Marist Catholic Primary School, is going to run an online workshop focusing on successfully coordinating a subject.

WEDNESDAY 3RD JULY 2024
4.00-5.00 pm

Join Zoom Meeting

[How to become a successful subject coordinator - Primary and SEND settings](#)

Meeting ID: 860 2576 3064
Passcode: 567075

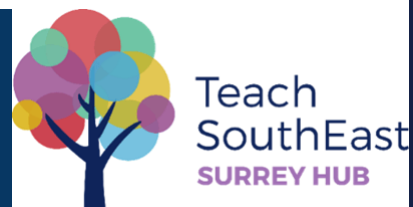
ACTION: To reserve your place on this training, please click on the flyer above and fill out the online form.

ADDITIONAL CPD

How to run a Head of Department

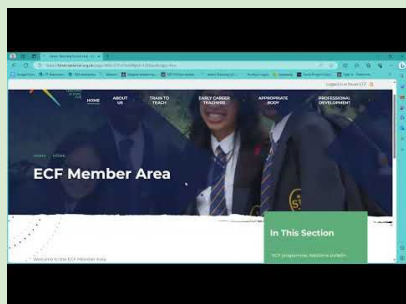
Thank you for all those who attended this fantastic CPD training,
For those who were unable to come, please follow this [link](#) for the recording.

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

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