

ECF Year 1 and 2 Bulletin



Week 37: w/c Monday 1st July 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 37, you will complete your study of **Module 6**. On Brightspace, please complete the section entitled **Supporting pupils to build increasingly complex mental models**.

Interaction with your mentor

- In Week 37, you will have your usual weekly **mentor meeting**.
- There is **no scheduled observation** in Week 37. In the online study session (see above) you will be asked to review your scheme of work to consider where you need to build in time for teacher input, guided practice and independent practice. You are also asked to consider whether it would be helpful to interleave concrete examples and non-examples to support pupils' understanding of an abstract concept. Your professional discussion with your mentor this week will centre around your answers to those questions.

Seminars

- All of the seminars for your ECT1 year have now taken place. Please do remember to catch-up on any seminars which you may have missed. Once you watched the catch-up videos, please also remember to fill in the relevant **engagement forms**, the link to which you will have been sent. If the form is not completed, you are marked as 'absent'. We are required to track and report your attendance to the DfE to release your school's funding. It is therefore important that you complete the engagement form in order to satisfy these requirements. Many thanks.

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

ECTs

ACTION:

- In Week 37, there is no required Brightspace learning.
- Please hold your usual 60-minute weekly meeting with your mentor.

Mentors

ACTION:

- Please read the actions for your ECT (above).
- Please hold your usual 60-minute weekly meeting with your ECT. Given that this is a 'light' week in terms of ECF training, you might like to check that your ECT is fully familiar with your school's end-of-year processes and practices for report writing/distribution, data management, handover etc.

MESSAGE FOR YEAR 2 ECTS

Development Cycle 6: Developing a coherent curriculum

Interaction with your mentor

- **ACTION:** Please arrange a mentor meeting to discuss the feedback from the drop-in observation that your mentor completed last week. Do also take this opportunity to discuss with your mentor what you have learnt throughout Development Cycle 6 and the impact that the Development Cycles have had throughout your ECT2 year with regards to your teaching practice. You could think about how to share this more widely in your school – this could be in staff meetings, department/phase meetings or with members of SLT.

ECT2 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 and check in with them about their seminar attendance/catch-up.
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour.
- There is **no observation** in Week 37. In this week's **professional discussion** with your ECT, you should discuss the questions asked of them during their online study. Please refer to pages 104-105 of your [Year 1 Mentor Handbook](#).
- Please watch the short mentor overview video (15:59 mins) so that you know what your ECT will be studying: [Week 37 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 37, you should organise a mentor meeting and give feedback about last week's drop-in **observation**. This week also marks the end of your ECT's half-termly development cycle. Please discuss their key learning and how they have developed their practice as a result.
- Key dates and information for the summer term are in the [ECT2 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:

If you missed one of last week's mentor training seminars, you *must* click on the link below to access the recording. Please ensure that you also click on the second link to record your engagement with the recording.

Recording Link: <https://youtu.be/Ucf79Ur3nIQ>

Complete the [Record of Engagement Form](#)

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

ACTION:

During the last week of last half term, you should have attended *one* of the two online mentor training seminars on offer. 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 for induction tutors (2024-25)

A welcome video for new induction tutors will be available as a **recorded PowerPoint** and available on the secure **ECF Member Area** of our website by the end of term.

Induction tutors leaving

If you are moving on from your role next year and you would like more support for the new induction tutor than the standard induction gives, please get in touch with s.hunter@xaviercet.org.uk. We can support with your handover to ensure a smooth transition for your ECTs. Before you hand over the role, it is extremely important that you:

- (a) complete the Xavier programme member changes form [Xavier changes form](#),
- (b) update the DfE portal with the new induction tutor's details
- (c) update the nominated induction tutor on *ECT Manager*.

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 within the secure ECF Member 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

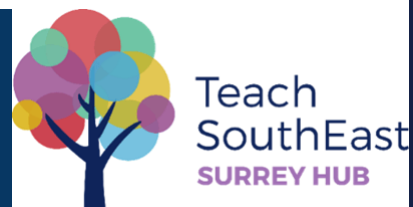
ACTION: To reserve your place on this training, please click on the flyer above and fill out the online form.

ADDITIONAL CPD

How to run a Head of Department

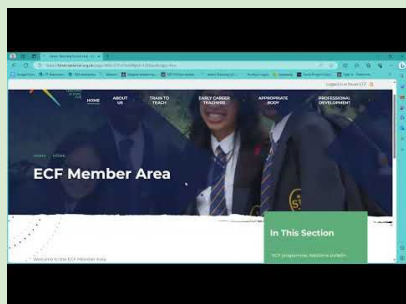
Thank you for all those who attended this fantastic CPD training,
For those who were unable to come, please follow this [link](#) for the recording.

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

[Unsubscribe](#) [Manage preferences](#)