

ECF Year 1 and 2 Bulletin



Week 38: w/c Monday 8th July 2024



KEY MESSAGES FROM THE TEAM

New registrations are open!

ECF registration just got simpler.....to register your **new** ECT(s) for September 2024, please click on the image below.



MESSAGES FOR YEAR 1 ECTS & MENTORS

2024-25

- First and foremost, a huge **'well done'**! You are almost at the end of your first year as an ECT. Please note that your Week 39 bulletin (w/c Monday 15th July) will contain all the information you need about your transition to the **ECT2 year**, together with the links to the ECT2 induction videos.

ACTION

- If you are moving schools in September, taking a break from teaching, moving from full to part-time, or are changing your name, please do notify us of any changes by completing the [programme member changes form](#).
- In their second year of induction, all Secondary- and Sixth Form-based ECTs, will move into **subject-specific cohorts** for their seminars. So that we can ensure you are placed in the correct training cohort for 2024-25, if you are Secondary- or Sixth Form-based, please complete the following choices form by **Friday 12th July** at the latest - [Secondary subject cohorts](#). **Please note:** if you do not complete the form, we will place you in a cohort, based on the information we currently hold.

Brightspace

- By now, you should have completed all **6 self-study modules** on Brightspace. If you have not yet done so, this week is an excellent time to catch-up, as Teach First will be looking closely at all ECTs' engagement at the end of term.
- You may also like to engage with any of the stretch content for each module on Brightspace.

Interaction with your mentor

- In Week 38, you will have your usual weekly **mentor meeting**.
- The theme for your meeting is **'reflections on the year'**. Before your meeting, you might like to consider:
 - How do you feel you have progressed throughout the year?
 - How has this impacted upon your pupils?
 - What are your greatest successes so far?
 - What aspects of your development have you found most challenging this year?
 - What do you think are your next steps for further improvement?

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.

End of year 1 evaluation:

- **ACTION:** We would greatly value your feedback on your experience with the ECF programme after your first year as an ECT. Please can you complete the end of year 1 evaluation. Please click [here](#) for the evaluation link.

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

ECTs

ACTION:

- In Week 38, you will continue your study of Module 1. On Brightspace this week, please complete the section entitled **Addressing persistent and challenging behaviour**.
- Please hold your usual 60-minute weekly meeting with your mentor. Your discussion with your mentor will focus on your response to the case study in your online learning and/or any challenging behaviour within your classroom.

Mentors

ACTION:

- Please read the actions for your ECT (above).
- Please watch the mentor overview video of what your ECT will be studying this week [Mentor overview video - Addressing persistent and challenging behaviour \(8:16 mins\)](#)
- Please hold your usual 60-minute weekly meeting with your ECT. Please refer to the guidance for Week 38 in the *Overview and welcome* document within the secure ECF Member Area of our website. [Overview and welcome](#)

MESSAGE FOR YEAR 2 ECTS

Development Cycle 6: Developing a coherent curriculum

- Many congratulations for nearly completing your ECT 2 year! We hope you have enjoyed this year and are excited for the year ahead. We hope you are enjoying the final couple of weeks of the summer term.

Brightspace

- **ACTION:** Just as a reminder, as you are coming to the end of our ECT 2 year, you will lose access to the Brightspace materials once you complete induction. Therefore, if you would like to, please do download any materials you wish to keep for future reference before the end of term.

End of year 2 evaluation:

- **ACTION:** We would greatly value your feedback on the ECF training programme and so please can you complete the end of year 2 evaluation. As this is an end-of-programme survey, it is a little longer than our normal evaluations, but we would greatly appreciate you taking the time to complete it, as your feedback will directly impact the training of those coming after you. Please click [here](#) for the evaluation link.

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 Brightspace and seminar engagement.
- Please hold your usual **weekly mentor meeting** with your ECT for approximately one hour. Please follow the guidance on page 108 of your [Year 1 Mentor Handbook](#).
- 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.
- Week 38 marks the end of your ECT's half-termly development cycle. Ensure that your ECT has completed their End of Year Assessment document ready for the Induction Tutor in your school to complete their Assessment on ECT Manager by the end of the term.
- 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 the last mentor training seminars (w/c 17/6/24), 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 1 Mentor - End of year evaluation:

- **ACTION:** We would greatly value your feedback on your experience with the ECF programme after your first year as a mentor. Please can you complete the end of year 1 evaluation. Please click [here](#) for the evaluation link.

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 'Not engaged' on Teach First's records.

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

Complete the [Record of Engagement Form](#)

Year 2 Mentor - End of year evaluation

ACTION: We would greatly value your feedback, as a mentor, on the ECF training programme and so please can you complete the end of year 2 evaluation. As this is an end-of-programme survey, it is a little longer than our normal evaluations, but we would greatly appreciate you taking the time to complete it, as your feedback will directly impact the training of both mentors and ECTs in the future. Please click [here](#) for

the evaluation link.

MESSAGES FOR INDUCTION TUTORS

End-of-year assessments (and progress reviews for part-time and/or Jan/Apr starters)

Detailed guidance on the process for carrying out end-of-year assessments (and/or progress reviews, where relevant) 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**'.

Please note that the deadline for completing all summer-term progress reviews and/or end-of-year assessments is **27th July 2024**. However, end-of-year assessments must be signed off by the Headteacher.

Updating induction tutor information

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:

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

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

Updating information for your current ECT1s

If any of your current Year 1 ECTs are moving schools in September, taking a break from teaching, moving from full to part-time, or are changing their name, please do notify us of any changes by completing the [programme member changes form](#).

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.

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 evaluation (induction tutors):

- **ACTION:** We would greatly value your feedback on your experience with the ECF programme this year. Please can you therefore complete the end of year evaluation. Please click [here](#) for the evaluation link; many thanks.

Register a new ECT here

ADDITIONAL CPD

How to successfully coordinate a subject - Primary and SEND settings

Thank you for all those who attended this fantastic CPD training,

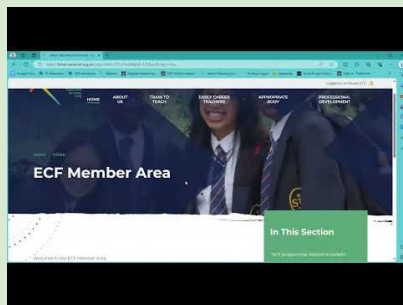
For those who were unable to come, please follow this [link](#) for the recording.

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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