

ECF Year 1 and 2 Bulletin



Week 39: w/c Monday 15th July 2024



KEY MESSAGES FROM THE TEAM

YOU MADE IT! HAVE A GREAT SUMMER!

On behalf of all the Xavier central ECF team, may we thank you for all of your hard work this year and wish you a **fantastic summer!** It has been a pleasure to work with you. Enjoy your well-deserved rest.

For those ECTs completing their two-year induction, may we extend an enormous 'well done!' For those remaining with us into 2024-25, we hope you enjoy the summer and we will look forward to seeing you in September.

This is the final bulletin of the 2023-24 academic year. Please look out for the first bulletin of 2024-25, which you will receive on **Thursday 19th September 2024.**

How I imagine I'll look as a teacher on summer break:



How I actually look:



MESSAGES FOR YEAR 1 ECTS & MENTORS

2024-25

Year 2 induction

Please note that your ECT2 programme will start in the fourth week of next term, ie week commencing **Monday 23rd September 2024.** Your first seminar will take place that week.

This gives you three weeks, at the start of term, in which to complete the required ECT2 induction sessions. Two of these will be on Brightspace. The remaining three will take the form of recorded videos, which can be accessed via the secure ECF Member Area of our website - [Xavier TSH website](#). All induction materials will be uploaded to the **2024-2025 INDUCTION MATERIALS** folder on the secure area of the website by Friday 19th July - [2024-2025 INDUCTION MATERIALS](#).

Induction session	Topic	Access
Induction session 1	Introduction to year two of the programme	On the secure area
Induction session 2	Sustainable workload	On Brightspace
Induction session 3	Maximising development cycles	On the secure area
Induction session 4	Inclusive practice	On Brightspace
Induction session 5	Networking for professional development	On the secure area

By Friday 19th July, we will also upload ([onto the secure ECF Member Area](#)) all the times, dates and locations of your ECT2 seminars, as well as a week-by-week training guide for 2024-25. If you are a secondary teacher, you will be contacted by your relevant subject hub in the first few weeks of term. As stated above, you will also receive the first bulletin of 2024-25 on Thursday 19th September.

*****IMPORTANT*****

□ 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](#).

ACTION

□ 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.

Catch-up - Brightspace and seminars

Before the end of term, please do remember to complete all of your Brightspace online self-study for this year, as well as the catch-up materials for any seminars you have missed. For seminars, please remember to complete the catch-up form you were sent, once you have watched the seminar videos. Teach First will be closely looking at all ECTs' engagement at the end of term and, unless you complete the seminar catch-up form, you will not be credited with having 'attended' the seminar.

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

Well done for completing your first term of induction. We hope that it has been a positive experience and look forward to working with you again in September.

Please find below your training schedule for the first half of the autumn term. As you know, from October half-term onwards, you will follow the same training schedule as the new September-starter ECTs.

Mentors

Thank you for the support you have given to our ECT this term. Please find below a copy of the training schedule for the first half-term of 2024-25, for both ECTs and mentors.

AUTUMN TERM

Wk	Date	Self-study and seminar attendance	Mentor study/mentor meeting
1	2 Sep 2024	Settle in with new class(es)	
2	9 Sep 2024	Settle in with new class(es)	
3	16 Sep 2024	Settle in with new class(es)	
4	23 Sep 2024	Brightspace Module 1: Stretch session: <i>Supporting the development of self-regulation in your pupils</i> (90 mins)	
5	30 Sep 2024	Attend face-to-face Welcome seminar at assigned school (twilight)	Attend face-to-face Welcome seminar with ECT at assigned school (twilight)
6	7 Oct 2024	Brightspace Module 1: <i>Holding high expectations and maintaining engagement</i> (70 mins)	Watch mentor overview video of Holding high expectations and maintaining engagement (7:23 mins) Carry out 10-min observation
7	14 Oct 2024	Attend Module 1 Seminars 1 and 2 at assigned school (twilight)	
8	21 Oct 2024		

AFTER OCTOBER HALF-TERM, FOLLOW THE PROGRAMME LAID OUT IN THE 'MESSAGES FOR YEAR 1 ECTS' SECTION IN THE WEEKLY BULLETIN.

MESSAGE FOR YEAR 2 ECTS



First and foremost, well done! For the vast majority of you, this will be your final bulletin. May we offer you our sincerest congratulations for successfully completing your ECF induction. We hope that our paths will cross again, particularly if you are interested in completing an NPQ in the near future. Please do share your experience and advice with any new ECTs who might be joining your school in September and with those going into their ECT2 year. You are now the leaders of tomorrow and are always more than welcome to attend any of the additional FREE CPD we run. You should have been provided a certificate by your induction tutor as evidence of your completion. If you have not yet received this please contact them directly.

For those of you who have not yet quite finished induction, we look forward to working with you again in September.

Brightspace

- **ACTION:** Just as a reminder, as you are coming to the end of our ECT2 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.

At this time of year, may we just say thank you for all of your hard work and dedication, which help to ensure that your ECTs have the best possible experience during their induction years. Mentoring in the ECF programme requires a huge time commitment on your part. Feedback from ECTs indicates that their relationship with their mentor is often the best, and most critical, part of their training. You make a real difference!

For those of you who are moving into your second year of mentor training, all of your 2024-25 induction materials will be uploaded to the secure ECF Member Area of our website by Friday 19th July. To access the materials, please go to the folder entitled 2024-2025 INDUCTION MATERIALS any time after Friday 19th. [2024-2025 INDUCTION MATERIALS](#)

MESSAGES FOR INDUCTION TUTORS

We wanted to thank you for all your support for your ECTs and mentors this year. The role of the induction tutor is a pivotal one and we genuinely appreciate all you do on a daily basis. Thank you to those of you who have already completed your ECTs' end-of-year assessments or progress reviews. We are very aware that this is a really busy time of year and you will have much to do before the end of term. With this in mind, please can we remind you that as an Appropriate Body we are required to ensure that assessments are

completed and signed off by the ECT, induction tutor and the headteacher on ECT Manager by **27th July 2024** at the latest.

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**'.

******IMPORTANT******

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](#).

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. To register a new ECT, please click on the button below.

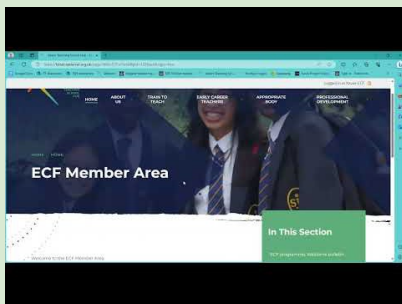
Using AI to support assessment writing

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



Signing into the secure 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.

Login details are:

email: xavierecf@xavier.org.uk

password: Xaviertsh

ECF member area

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