TSH Berkshire ECF Information for Mid-Year Joiners

This information pack is for **ECTs and mentors** who join the programme **part way through an academic year.**
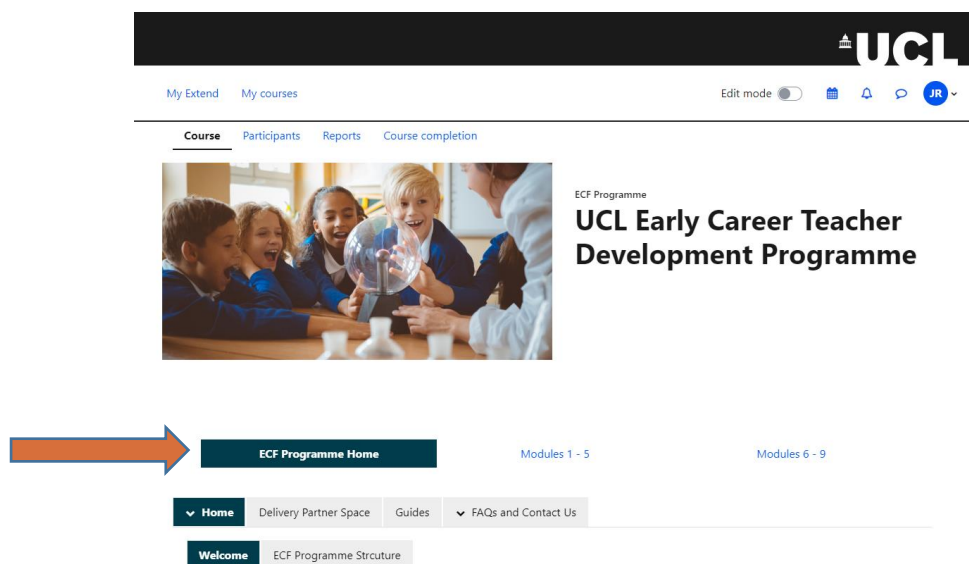
More detailed information about the programme is available in our **Guide for Schools 2023-24.** There is also a one page **Checklist** available.
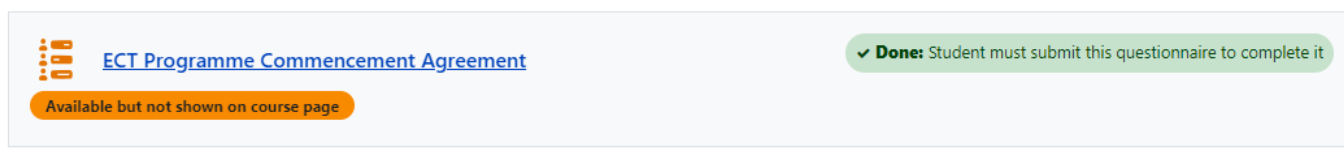
UCL Extend

UCL Extend is the online platform where all the **resources** for the ECF programme are hosted. Participants should have received **log in details for the platform via email from UCL**. If you haven't, please check your junk email folder, and also check that your induction tutor has registered you on the DfE online registration service.

If you have done both these things and you still don't think you have access to Extend, **contact Sue Watson**, TSH Berkshire Operations Manager (susanwatson@lgs.slough.sch.uk).

The **first time you log onto Extend,** you will need to complete the "Programme Commencement Agreement" before you can access any of the materials. This is on the home page:

Scroll down to the bottom of the page until you see the **"ECT Programme Commencement Agreement":**

It is important that mentors and ECTs are **accessing the materials on Extend regularly**.

You can then click on **"modules 1-5" to find the materials for year 1** of the programme, or **"modules 6-9" for year 2** materials.

Starting the Programme

There are **3 points** at which an ECT can join the programme: September, January or April – basically the start of each long term. If an ECT joins in **January or April, they will slot into an existing cluster**, and start at the same point in the programme as their peers. This will mean that they do the modules in a **slightly different order** to ECTs who started at the beginning of a school year. Mentors will start at the same point as their ECT.

For details of the **path through the programme** for January/April starters, see the table on the next page:

January/April Starters

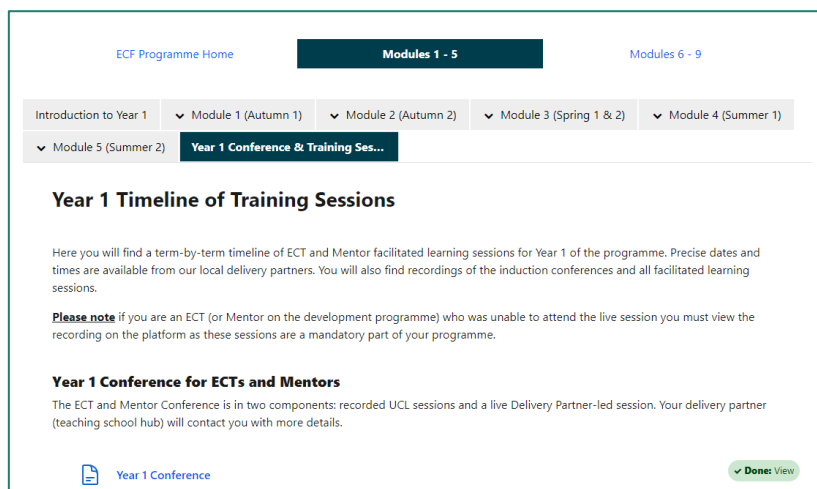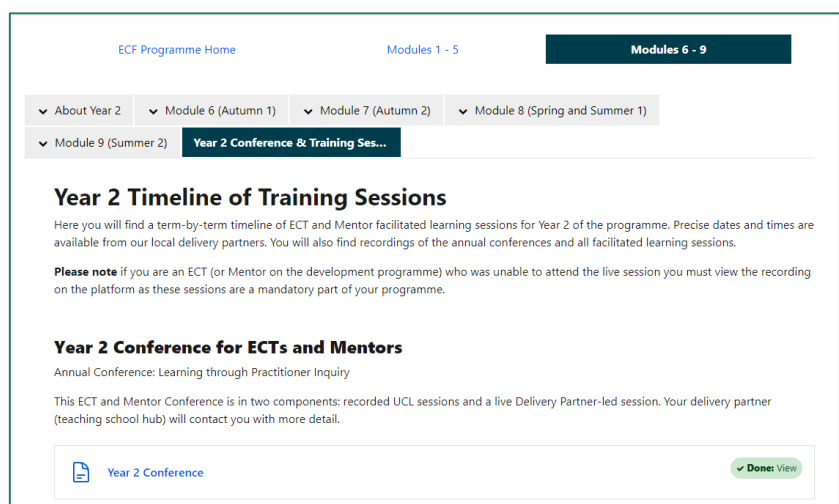|	January 2022 starters	April 2022 starters	January 2023 starters	April 2023 starters	January 2024 starters	April 2024 starters
Spring 2023 HT1	Module 3					
Spring 2023 HT2	Module 3					
Summer 2023 HT1	Module 4	Module 4				
Summer 2023 HT2	Module 5	Module 5				
Autumn 2023 HT1	Module 6	Module 6				
Autumn 2023 HT2	Module 7	Module 7				
Spring 2023 HT1	Module 8	Module 8	Module 3			
Spring 2023 HT2	Module 8	Module 8	Module 3			
Summer 2023 HT1	Module 8	Module 8	Module 4	Module 4		
Summer 2023 HT2	Module 8	Module 9	Module 5	Module 5		
Autumn 2023 HT1	Module 1	Module 1	Module 6	Module 1		
Autumn 2023 HT2	Module 2	Module 2	Module 7	Module 2		
Spring 2024 HT1		Module 3	Module 8	Module 3	Module 3	
Spring 2024 HT2		Module 3	Module 8	Module 3	Module 3	
Summer 2024 HT1			Module 8	Module 9	Module 4	Module 9
Summer 2024 HT2			Module 9	School visits	Module 5	School visits
Autumn 2024 HT1			Module 1	Module 6	Module 6	Module 1
Autumn 2024 HT2			Module 2	Module 7	Module 7	Module 2
Spring 2025 HT1				Module 8	Module 8	Module 3
Spring 2025 HT2				Module 8	Module 8	Module 3
Summer 2025 HT1					Module 8	Module 4
Summer 2025 HT2					Module 9	Module 5
Autumn 2025 HT1					Module 1	Module 6
Autumn 2025 HT2					Module 2	Module 7
Spring 2026 HT1						Module 8
Spring 2026 HT2						Module 8

Cohort 1 started academic year 2021-22
Cohort 2 started academic year 2022-23
Cohort 3 starting academic year 2023-24
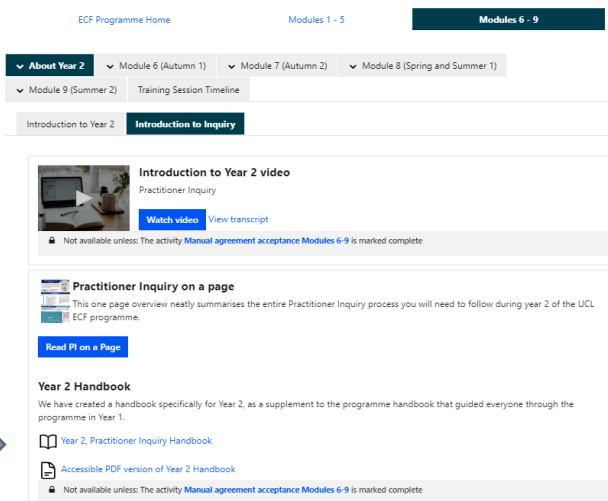Cohort 4 starting academic year 2024-25

Induction Conference Materials

Before you start the module materials, please watch the **Induction Conference recordings** on Extend, which will give you an overview of the programme. These can be found in the **"Conferences and Training Sessions"** tab of each year of the programme:

Joining in year 2 of the programme

If and ECT starts in January of the second year of induction, the ECT and their mentor should read the **Practitioner Inquiry Handbook**. This is available on Extend in the **"About Year 2"** then **"Introduction to Inquiry"** tab.

Mentor Meetings

- ECTs and mentors should be meeting **weekly in year 1** and **fortnightly in year 2.**
- The **materials for the meetings** are in the mentor's area on Extend. If there are any issues accessing Extend, please contact Sue Watson (TSHB operations manager).
- You do not need to do every activity in every session – use the **module audit** at the start of each module to focus on the ECT's areas for development.
- If you miss a week for any reason, **you don't need to go back and catch up**, unless the content from the missed week was really key – if it was, go back and do that meeting, but then miss out one later to balance out.
- UCL expects that mentors will **contextualise** the material for their ECTs – so if the case study is primary and you are secondary, it is OK to adapt and use and examples from your own context.
- If an ECT really needs to **discuss something urgently one week**, which means you have to divert from the planned activities, that is fine.
- There is **no requirement to keep a record** of the mentor meeting, or upload anything to Extend, but ECTs/mentors might want to keep their own informal notes from the sessions.

Training Sessions

- Local area coordinators will send the **training session schedule** to induction coordinators who should pass this on to ECTs/mentors.
- **Facilitators** will also send details to ECTs/mentors in advance of the session.
- **Mentors** will have one training session a term in each year of the programme.
- The pattern of ECT training sessions is slightly different in each year of the programme:
    - **ECT Year 1** – one 90 min session at the start of a half term, and a one hour session at the end of each half term.
    - **ECT Year 2** – one 90 min session each half term in Autumn and Spring term.   There are no training sessions in the summer term, but ECTs are expected to carry out **2 school visits** in the second half of the summer term.
- If you are **unable to attend a live session** because of an unavoidable clash, contact your facilitator or local area coordinator to see if there is a different session you could attend.
- If you miss a training session, please **watch a recording on Extend**. These are in the **"Conferences and Training Sessions"** tab on Extend.

Self Study

- There is **self-study reading** to do each half term, for mentors and ECTs – this is accessed via Extend.
- You can **read online**, **download** and read offline, or **listen to a sound file**. If you download the material, please remember to **click "mark as done"** so that the system records your engagement.

Workload

- There is a lot of content. **ECTs do not need to do every activity from every mentor meeting** – use the module audit at the start of each module to focus on areas for development. Likewise with the self study – skim read areas that are strengths and spend more time looking at topics that are areas for development.

Extend

- Extend is a **resource area**. Mentors and ECTs need to access the programme materials on there but **you do not need to upload anything to the system.**
- **To find materials:**
    - Click on "modules 1-5" tab (year 1) or "modules 6-9" tab (year 2).
    - Click on the module you are working on
    - Click on the relevant week to find specific resources.
- Click **"mark as done"** when you have completed an activity.
- If there are any **issues logging onto Extend**, or finding materials, please contact Sue Watson.

Contacts

Who	Details	What
Janet Roberts **Teaching School Hub** **Director** **TSH Berkshire**	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8368 janetroberts@lgs.slough.sch.uk	General queries about the programme overall.
Sue Watson **Operations Manager,** **TSH Berkshire**	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8350 susanwatson@lgs.slough.sch.uk	Administrative queries, including registration, new starters and leavers and Extend queries.
Local Area Coordinator	See table below	Operational queries about local programmes, including dates and times of sessions etc.

The local area coordinators will organise all the training sessions, and should be your first point of call for any queries about dates and times of sessions, links for online sessions etc. You should also contact them if you can't attend a session, and they may be able to find you **an alternative session** to attend.

Local Area Coordinators for 2023-24

Area	Name	School	email
Slough	Stacy Mason	Langley Grammar	StacyMason@lgs.slough.sch.uk
RBWM	Louise Roberts	Windsor Girls	pearl001@windsorgirls.net
Reading/Wokingham (secondary)	Rob Buck	Maiden Erlegh	r.buck@maidenerleghtrust.org
Reading/Wokingham (primary)	Alex Powley	The Keys Academy Trust	DL@keysacademytrust.org
West Berkshire (primary)	Karen McDowell	The Downs School	KMcDowell@thedownsschool.org
West Berkshire (secondary)	Kathy Hersh	St Bartholomew's School	Khersh@stbarts.co.uk
S7 Sixth Form Colleges Group	Sharon Kemp Anna Loveday	S7	Contact Sharon Kemp in first instance: Officer@s7colleges.com