



Register your Year 1 ECT for January 2024

Dear .,

It is now time to register your early career teacher (ECT) on the Early Career Framework programme for January 2024. Please see below the 23-24 registration flow diagram which outlines a step-by-step approach to complete the registration process.



STEP 1


Complete the registration data collection sheet to collate all the information required to register in full.

[Download data collection sheet](#)



STEP 2

If you use Xavier as your Appropriate Body, use the information on the registration data collection sheet to register on ECT Manager using the link below. If you are new to this system, please email Alison Maingard a.maingard@xaviercet.org.uk who can sign your school up.



Register here - ECT Manager

STEP 3

Complete the ECF Year 1 registration form using the link below. This will provide the Xavier team with all the information required to organise your ECT's and mentor's training seminars.

Register here - Xavier ECF Programme

STEP 4

Register your ECTs along with their mentors and induction tutors on the DfE portal, ensuring that you link each ECT to their correct mentor. This is an important step to ensure that your school receives all the ECF-based funding to which it is entitled.

Register here - DfE Portal

STEP 5

Once these steps are complete, your ECTs and mentors will receive an email from Teach First with login details to Brightspace (Teach First's online platform). This email will be from My.teachfirst@teachfirst.org.uk (Please ask your ECTs and mentors to check their junk folder). In September your ECTs and mentors will receive their welcome bulletin from Xavier detailing their first steps on the programme.

The ECF team at Xavier are committed to offering a flexible, yet rigorous programme of professional development to support your ECTs and mentors in school. We offer a network of 23 training hubs, facilitated by highly skilled, expert practitioners based in one of our Delivery Partner Schools conveniently located to your school.

Working in partnership with Teach First (Ofsted Outstanding 2023) we offer ECTs

the opportunity to come together with peers to engage with high-quality training materials. To complement this, ECTs will be enrolled on an online learning platform, Brightspace, which offers learning materials to further enhance their experience whilst on the programme.

To support you in the registration journey we have attached the registration data collection sheet which details all the information that you will require to successfully register your ECTs and mentors with Xavier, the Appropriate Body and the DfE portal. **If you have a Year 2 ECT transferring to you from another school,** please email Kate du Toit k.dutoit@xaviercet.org.uk who will guide you through the registration.

The information included should provide you with all you need to register on the ECF programme, however if you do require any further support please contact us on TeachingSchoolHub@xaviercet.org.uk

Best wishes
The ECF Team



Guildford Road, Chertsey, Surrey, KT16 9LU
teachingschoolhub@xaviercet.org.uk 01932 578 688

Xavier Teaching School Hub, Guildford Road, Chertsey, Surrey KT16 9LU

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