

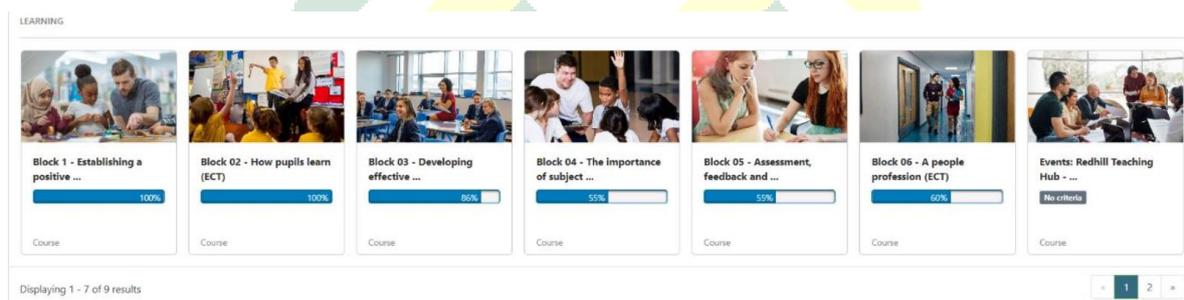
# ECT and Mentor Processes and Guides

## The Course:

- ECTs complete a 2-year ECF course to accompany the 2-year induction period.
- Mentors complete a 2-year ECF course alongside the ECT.
- Tudor Grange Academy Teaching School Hub is the 'delivery partner' who co-ordinates your course on behalf of Education Development Trust (EDT), a DfE-accredited lead provider.
- ECTs and Mentors will belong to a cohort depending on when they start their course (e.g. September 2022 or April 2023).
- It is essential you know your cohort to ensure you follow your course correctly and complete correct learning and attend correct events.

## The Online Platform:

- The link to the online platform is here: [Online platform](#).
- If you are on a standard contract, you are expected to complete 2 blocks per term.
- This is a DfE requirement.
- To view your percentage progress, go onto your dashboard to view each block:



- The colour coded tiles will show you which activities you have completed and which are outstanding:

### Introduction to the Block

Activity 1.1: Video introduction to Block 1 (10 minutes)

Activity 1.2: The importance of expectations, routines and relationships (60 minutes)

- Green = completed, Yellow = in progress, Red = not started, Blue = optional materials.
- You can use the online platform for other things, such as optional webinars on the 'explore' section.
- You have a 'help' section of the platform, which can be found here: [Help section](#).

## Events:

- You will have either face-to-face or online events most terms over the 2-year course.
- Please refer to the graphic on your specific cohort webpage to view the structure of your course and when your events will take place.

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- ✎ It is a DfE requirement to attend these events.
- ✎ You must sign up to your events on the online platform here: [event calendar](#).
- ✎ You may be allocated a group at the beginning of your course depending on your cohort.
- ✎ It is unfortunately not possible to change group unless there are extenuating circumstances.
- ✎ It is important to attend the correct event for your group to ensure continuity of provision and to also ensure the number of attendees is manageable for venues.
- ✎ If for whatever reason you cannot attend an event, it is important you view the catch-up materials on the platform. These will be emailed to you after the event.

## **School Reminders:**

- ✎ You should have an allocated mentor to support you one-to-one.
- ✎ You should have a weekly (in year 1) or fortnightly (in year 2) mentor meeting.
- ✎ The school should have an allocated induction tutor to oversee your induction and the ECF provision.
- ✎ Please direct initial queries to your mentor/induction tutor.

## **Please Notify us as soon as possible if there are changes in your role including:**

- ✎ You are moving schools.
- ✎ You are on extended leave (maternity/paternity/sick).
- ✎ You are leaving the profession.
- ✎ You have a change of mentor.
- ✎ You have a change in your induction (reduced/extended).
- ✎ Your contract changes (part-time/full-time).

**It is essential that our records are up to date for communication purposes and to ensure your training is relevant and correct. Please use the contact details below.**

## **Support:**

- ✎ Fortnightly online drop-in clinics which you can sign up for via Eventbrite. More information can be found [here](#).

[TSH@tgacademy.org.uk](mailto:TSH@tgacademy.org.uk)

[estallard@solihull.tgacademy.org.uk](mailto:estallard@solihull.tgacademy.org.uk)