

Tracking instructional and pastoral coaching on MyECT

This is a guide for induction tutors, showing how to use MyECT to track instructional coaching and pastoral coaching on MyECT. This will give a clear picture of how mentors are using their coaching

Step one

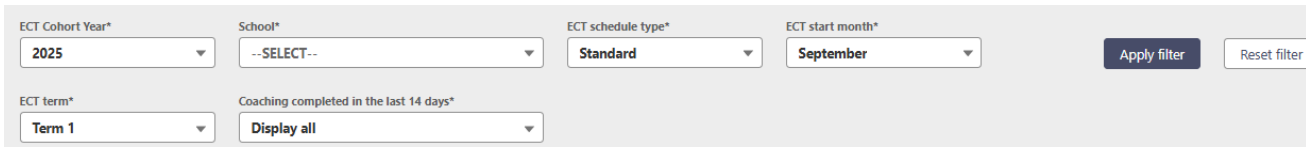
Log in to MyECT and select the 'ECT & Mentor progress' menu. From the drop down, select 'Mentor coaching progress'



Step two

Set your filters to show the group of mentors you want to view. You can look at different cohort years, different schools (if you have responsibility for more than one), different schedules, start months, terms and levels of engagement.

Once you have set your filters click 'apply filter' and your list of selected mentors will appear.



The screenshot shows the filter settings in MyECT. There are five dropdown menus for filtering: ECT Cohort Year* (set to 2025), School* (set to --SELECT--), ECT schedule type* (set to Standard), ECT start month* (set to September), and ECT term* (set to Term 1). There is also a dropdown for Coaching completed in the last 14 days* (set to Display all). To the right of these dropdowns are two buttons: 'Apply filter' and 'Reset filter'.

Please note:

- **Schedule type** refers to whether the ECT being coached is Standard (full time), Part time, Extended (has been given extra terms to complete the programme) or Reduced (has had their terms of induction reduced to less than 6)

- **ECT start month and term** relates to which term of the programme an ECT started in and is current in. For example, if you are reviewing coaching in February for an ECT who started in September, this would be Start Month = September, Term = 2
- **Coaching completed in last 14 days** allows you to view different types of engagement. You can select No if you would like to view mentors who have not coached in the 14 days to nudge them or Yes if you would like to praise those who have coached and display all if you want to see everyone regardless of what they have completed.

Step three

Now you can review your mentor engagement. In the example, we are looking at all mentors, regardless of what they have completed.

	View	Mentor	ECT	Schedule	School	Instructional sessions completed this term	Pastoral sessions completed this term	Last instructional sessions	Last pastoral sessions	Last nudge
1	☐			Standard ECF Sep 25		4	0	30/09/2025		
2	☐			Standard ECF Sep 25		1	0	10/09/2025		

NudgePraise

Here you can see two ECT/mentor pairs.

- Pair 1 have completed 4 instructional coaching sessions, you can see more detail on these sessions by clicking the eye icon next to the mentor name. The last cycle was completed on 30 September. To praise this pair, you can tick the box next to the pair on the far left, click 'praise' and follow the guided instructions.
- Pair 2 have completed 1 instructional coaching session. The last session was on 10 September. You can nudge the mentor to complete another session by ticking the box on the far left and selecting 'nudge'. This will take you through the instructions.
- Neither pair has completed any pastoral coaching sessions at this time. The number of these would be displayed where you currently see 0, and the date of the last pastoral session would also be filled in.

If you send a nudge or a praise, the date of this will be recorded on the far right of the display. You can add your own bespoke message to the auto-generated email to personalise your nudge/praise if you would like to.