ROYAL GREENWICH DIRECT SERVICES TO SCHOOLS

SEPTEMBER 2015 – JULY 2016 SCHOOL WORKFORCE DEVELOPMENT PROGRAMME
Welcome to the Royal Greenwich Direct Services to Schools, 2015/16 School Workforce Development Programme.

We are very pleased that this year’s programme has been created on the success of previous years and following on-going feedback and consultation received from a wide range of school staff and practitioners.

The programme continues to provide all school staff and governors with a wide range of CPD opportunities that develop their practice and understanding in schools.

Feedback includes:

- Mental Health Strategies & HR Policies - an overview and planning day for heads and deputies:
  
  Very personalised and thought provoking. Feel much more confident in thinking through whole school approach and strategic plan – staff – governors. 
  
  (Headteacher)

- NQT Conference-Primary:
  
  Wonderful and speakers brought actual tools that I will put into practice (NQT)

- School Business Manager Conference
  
  I could easily sit through the whole conference again. It was excellent and very informative. The lunch was very nice too - thank you. (School Business Manager)

We place a great emphasis on professional development and have demonstrated that we provide high quality school practitioner training that improves outcomes for Children and Young People.

To apply for any of the courses, sessions or workshops advertised in this brochure please visit our website: http://servicestoschools.royalgreenwich.gov.uk/
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### Royal Greenwich 21st Early Years Foundation Stage conference

**Times:** 8.30am - 3.30pm  
**Date:** Friday 2nd October 2015  
**Venue:** Charlton Athletic F.C.  
**Cost:** £130  
**Tutor:** Various nationally acclaimed speakers

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| Royal Greenwich 21st Early Years Foundation Stage conference | All Royal Greenwich Nursery & Primary Schools, Private, Voluntary & Independent settings, Greenwich Pre-School Learning Alliance and Child Minders | Our conference this year will explore what it means to create and think critically. Delegates will hear from a range of speakers how to inspire children’s thinking skills and challenge the most able. Delegates will also consider the role of adults in developing a creative, critical thinking environment. Full details will be sent to schools and settings later in the summer term. | Pupils:  
- Children will have opportunities to experience an environment that promotes creative thinking  
Staff:  
- Will develop a range of practical ideas to support creative and critical thinking  
- Will understand what makes an enabling reading environment  
Settings:  
- Will understand the importance of creative and critical thinking and how this develops a focus on how and not just what we are learning |
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| Early Reading and Systematic Synthetic Phonics (Letters and Sounds Phase 2 - 6) | NQTs or Practitioners new to Reception classes or KS1 | This course provides an in-depth look at the pedagogy and practice of teaching early phonics and reading and shows how to develop this through a systematic teaching programme (Letters and Sounds). It also provides assessment and tracking of:  
- Children’s development of phonics skills  
- Effective resourcing and the learning environment  
- Linking letters and sounds to shared/guided reading and writing | Pupils:  
- Will develop their listening, speaking and phonic skills in a multi-sensory, play-based way  
- Will blend and segment to decode and encode words using secure grapheme/phoneme correspondences  
- Will be able to apply their phonic skills independently in their reading and writing  
Practitioners will increase their knowledge and understanding in:  
- Accurately identifying pupils at risk of delay and effective early intervention strategies to support the development of reading and writing  
- Using audit tools to evaluate current language provision and identify priorities for improvement  
- Securing parental engagement in their child’s learning  
Settings:  
- Will understand the importance of developing a systematic and planned approach to reading and phonics teaching  
- Will develop effective and robust assessment systems to identify pupils at risk of delay  
- Will develop effective early intervention strategies |
### EYFS

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<td><strong>Early Years Foundation Stage Leaders’ Network Meeting</strong></td>
<td>Early Years Foundation Stage Leaders in maintained &amp; PVI settings/Children’s Centre Teachers</td>
<td>This is a discussion-focused meeting that links to current EYFS developments both nationally and locally. EYFS Leaders are able to network with colleagues and share best practice across Royal Greenwich schools and settings.</td>
<td>Pupils:  ● Will experience high quality EYFS provision  Practitioners:  ● Will benefit from being given important updates relating to EYFS statutory guidance  Settings:  ● Will make links with other settings across the LA and will share effective EYFS practice through wider networking</td>
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<td>Times: 4.15pm - 6.00pm</td>
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<td>Date: 3rd November 2015 9th February 2016 26th April 2016</td>
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<td>Venue: November &amp; February - Shrewsbury House  April - PDC</td>
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<td>Cost: £30 (out of borough £40)</td>
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<td>Tutor: Members of the Early Years Foundation Stage and Primary Standards Team</td>
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<td>Also available to educational establishments outside Royal Borough of Greenwich.</td>
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| **Managing The Early Years Foundation Stage Profile for Practitioners New to Reception** | NQTs & Practitioners new to Reception in maintained and PVI settings including Teaching Assistants | This course will cover:  ● The statutory expectations of the EYFSP  ● Managing observational assessment in the setting  ● Using observational assessment to make accurate formative and summative assessments | Pupils:  ● Will be assessed accurately through a principled approach to EYFS assessment practice  Practitioners:  ● Will know the statutory requirements of the EYFSP  ● Will be able to make accurate judgements based on observed behaviours and from a range of contributors  Settings:  ● Will be able to quality assure the accuracy of their data through internal moderation processes |
| Times: 9.00am - 3.30pm                                                      |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
| Date: 21st October 2015                                                     |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
| Venue: The Forum Greenwich                                                  |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
| Cost: £120 (out of borough £150)                                           |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
| Tutor: Members of the Early Years Foundation Stage and Primary Standards Team |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
| Also available to educational establishments outside Royal Borough of Greenwich. |                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                          |
## Early Communication and Phonological Readiness (ECaT and Letters & Sounds Phase 1)

**Times:** 9.30am - 3.30pm  
**Date:** 28th January 2016  
**Venue:** Shrewsbury House  
**Cost:** £120 (out of borough £150)  
**Tutor:** Members of the Early Years Foundation Stage and Primary Standards Team  
Also available to educational establishments outside Royal Borough of Greenwich.

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| Early Communication and Phonological Readiness (ECaT and Letters & Sounds Phase 1) | NQTs or Practitioners new to nursery classes or PVI settings, including Nursery Nurses | This course will cover:  
- An in-depth look at developing pedagogy and practice of early communication and phonological readiness through a play-based approach  
- Assessment and tracking of children’s development of phonics skills | Pupils:  
- Will develop their early listening, speaking and phonics skills in a multi-sensory, play-based way  
- Will be confident communicators and develop a readiness for phonics as they move into Reception  
Practitioners will increase their knowledge and understanding in:  
- Identifying pupils at risk of language delay  
- The importance of engaging parents in their child’s learning  
- Using effective intervention strategies and audit tools to evaluate current language provision and identify priorities for improvement and practice  
Settings:  
- Will understand the importance of developing a systematic, planned approach to the development of early communication and early phonic skills  
- Will develop effective and robust assessment systems to identify pupils at risk of language delay  
- Will develop effective early intervention strategies that support all pupils |
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| **Stretching the more able mathematicians:**Y5 and Y6 | Y5 & Y6 Teachers and Maths Subject Leaders who have not attended these days before | This is a two day course which will provide:  
- Strategies to develop and challenge in maths  
- The opportunity to develop teachers’ subject knowledge  
- Exemplar material                                 | Pupils:  
- Will be engaged in learning which challenges and extends thinking  
Practitioners:  
- Y5 and Y6 teachers will leave with a secure understanding of how to adapt pedagogy for the more able pupils  
Settings:  
- Will increase the percentage of children working above age related expectations |
| Times: 9.30am - 3.00pm                           |                                                      |                                                                            |                                                                                                                                               |
| Date: 20th November 2015 (Day 1) & 23rd February 2016 (Day 2) |                                                      |                                                                            |                                                                                                                                               |
| Venue: Charlton House                           |                                                      |                                                                            |                                                                                                                                               |
| Cost: £180 (out of borough £210)                 |                                                      |                                                                            |                                                                                                                                               |
| Tutor: Members of the Early Years Foundation Stage and Primary Standards Team |                                                      |                                                                            |                                                                                                                                               |
| Also available to educational establishments outside Royal Borough of Greenwich |                                                      |                                                                            |                                                                                                                                               |
| **Stretching the more able readers and writers:**Y5 and Y6 | Y5 & Y6 Teachers and Literacy Subject Leaders | This is a one day course, followed up by a half day moderation of writing. The course will provide:  
- Strategies to develop the more able readers and writers  
- The opportunity to develop teachers’ subject knowledge  
- Exemplar material  
- Strategies to engage with text e.g through socratic dialogue  
- Moderation of writing samples | Pupils:  
- Will be able to write confidently using a wide range of literary devices  
Practitioners:  
- Y5 and Y6 teachers will leave with a secure understanding of how to adapt pedagogy for the more able pupils  
Settings:  
- Will increase the percentage of children working above age related expectations |
| Times: 9.30am - 3.00pm (Day 1)  
1.30pm - 4.00pm (Day 2) |                                                      |                                                                            |                                                                                                                                               |
| Date: 17th November 2015 (Day 1) & 2nd February 2016 (Day 2) |                                                      |                                                                            |                                                                                                                                               |
| Venue: Shrewsbury House                         |                                                      |                                                                            |                                                                                                                                               |
| Cost: £150 (out of borough £180)                 |                                                      |                                                                            |                                                                                                                                               |
| Tutor: Members of the Early Years Foundation Stage and Primary Standards Team |                                                      |                                                                            |                                                                                                                                               |
| Also available to educational establishments outside Royal Borough of Greenwich |                                                      |                                                                            |                                                                                                                                               |
| PRIMARY |
|-----------------|-----------------|-----------------|-----------------|
| **COURSE TITLE** | **TARGET AUDIENCE** | **DESCRIPTION** | **IMPACT STATEMENT** |
| Grammar for Writing | Primary Teachers & English/Literacy Subject Leaders | This is a full day course that will provide an overview of grammar essentials necessary for effective writing including:  
   - Word classes  
   - Punctuation  
   - Sentence types  
   - Modification and cohesion | Pupils:  
   - Will use grammatical conventions to improve writing  
Practitioners:  
   - Will feel confident in their subject knowledge  
   - Will be able to plan practical activities within meaningful contexts  
Settings:  
   - There will be a cohesive and consistent approach to teaching grammar across the school. |
| **Music Subject Leader Meeting** | Music Subject Leaders | These meetings will keep subject leaders up to date with national, regional and local priorities and initiatives in music, and, in particular, the opportunities made available through the Royal Greenwich Music Hub. They will also provide opportunities for colleagues to share good practice and learn about ways to boost the achievement of pupils in music and ensure a rich, exciting and varied provision both within and out of school. | Practitioners:  
   - Will be up to speed with current issues in music education  
   - Will learn how to improve provision at school and benefit from working with other schools  
   - Will be fully involved in the Royal Borough of Greenwich Music Hub |
# Primary PE Coordinator Meeting

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| Primary PE Coordinator Meeting | Subject Leaders for PE & School Sport (PESS) | Meeting of PE Subject Leaders to support teachers in the delivery of PE, also to include CPD needs. Teachers will receive support with curriculum development and planning, leadership of PESS, strategic planning and local and national developments. | Pupils will:  
  - Benefit from high quality PESS provision  
Subject Leaders will:  
  - Have increased skills and confidence in delivering PESS |

- **Times:** 9.00am - 2.00pm  
- **Date:** 20th November 2015, 4th March 2016 & 8th June 2016  
- **Venue:** Charlton House - November, March & June - PDC  
- **Cost:** £60 per session  
- **Tutor:** Members of the Workforce and Curriculum Development Team
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| Primary Ofsted Inspection Skills Training | Middle Leaders & Senior School Leaders | This course includes:  
Day 1  
- Understanding the inspection framework and effective monitoring processes  
- Recognising the qualities, skills and competencies of an effective inspector/improvement partner  
- Preparing for monitoring through data analysis and school documentation  
Day 2  
- Understanding outstanding, effective teaching and its impact on learning  
- Developing evaluative observation and recording skills through lesson observation  
- Delivering effective feedback  
Day 3  
- Using different forms of monitoring to triangulate evidence  
- Observing a learning walk  
- Using students’ work to support judgements  
- Recognising importance of pupil voice  
- Developing effective interview skills  
Day 4  
- Evaluating Early Years  
- Assessing leadership and management  
- Reaching corporate judgements and providing focussed recommendations for improvement and effective school development planning | School leaders will:  
- Have an understanding of the inspection framework  
- Develop skills of lesson observation, self-evaluation and evidence-based evaluation |
# Ofsted Briefings for School Leaders and Governors

**Course Title:** Ofsted Briefings for School Leaders and Governors  
**Target Audience:** School Leaders (including Governors)  
**Description:** These briefings are designed to support school leaders in preparing for an inspection under the new Ofsted Framework. It is particularly targeted at those schools anticipating an inspection within the next 12 months. Participants will be expected to attend only one of the sessions. The number at each session will be limited to 60. The sessions will provide guidance on documentation required for inspection, especially re data; the impact of the new arrangements on senior leaders’ observations of teaching and their impact on performance management and examination of the professional judgements that school leaders will use when applying the new criteria and clarifying expectations about the impact of governing bodies. The sessions will include:
- A brief overview of the inspection process, highlighting the key changes resulting from the New Framework
- Overview of key preparation materials to support the schools in evidencing judgements
- Opportunities to discuss exemplar material including RAISEonline

**Impact Statement:** School leaders will:
- Be adequately supported in preparing for an inspection

**Times:** TBC (normally 1/2 day sessions)  
**Date:** To be published - 1/2 day sessions (please register your interest in this training)  
**Venue:** PDC  
**Cost:** £60 (out of borough £80)  
**Tutor:** Lead Professionals from Tribal

Also available to educational establishments outside Royal Borough of Greenwich
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<th>TARGET AUDIENCE</th>
<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
</tr>
</thead>
</table>
| **Key Stage 4 English Subject Leaders Meeting** | Key Stage 4 English Subject Leaders | This meeting will support English subject leaders with specific aspects of their role and provide up to date information on current research and policies. Additionally, it will explore ways of continuing to improve the quality of teaching and learning in English, provide opportunities to share effective practice and support English subject leaders in their strategic role. | Pupils:  
Will benefit from improved teaching and learning  
Subject leaders will be able to:  
Achieve outstanding or improved outcomes across key stages  
Plan for effective and personalised interventions  
Settings:  
The school will benefit from improved leadership, teaching and learning |
| Times: 8.45am - 1.30pm  
Date: 14th October 2015  
10th March 2016  
29th June 2016  
Venue: October - The Forum Greenwich  
March & June - PDC  
Cost: £60 per session (out of borough £80)  
Tutor: Members of the Secondary (11-19) Standards Team  
Also available to educational establishments outside Royal Borough of Greenwich | | |
| **Key Stage 3 English Subject Leaders Meeting** | Key Stage 3 English Subject Leaders | This meeting will support English subject leaders with specific aspects of their role and provide up to date information on current research and policies. Additionally, it will explore ways of continuing to improve the quality of teaching and learning in English, provide opportunities to share effective practice and support English subject leaders in their strategic role. | Pupils:  
Will benefit from improved teaching and learning  
Subject leaders will be able to:  
Achieve outstanding or improved outcomes across key stages  
Plan for effective and personalised interventions  
Settings:  
The school will benefit from improved leadership, teaching and learning |
| Times: 1.00pm - 4.00pm  
Date: 21st October 2015  
15th March 2016  
5th July 2016  
Venue: October - Shrewsbury House  
March & July - PDC  
Cost: £60 per session (out of borough £80)  
Tutor: Members of the Secondary (11-19) Standards Team  
Also available to educational establishments outside Royal Borough of Greenwich | | |
## Key Stage 5 English Subject Leaders

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>TARGET AUDIENCE</th>
<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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</thead>
</table>
| **Key Stage 5 English Subject Leaders** | Key Stage 5 English Subject Leaders | This meeting will support English subject leaders with specific aspects of their role and provide up to date information on current research and policies. Additionally, it will explore ways of continuing to improve the quality of teaching and learning in English, provide opportunities to share effective practice and support English subject leaders in their strategic role. | Pupils:  
- Will benefit from improved teaching and learning  
Practitioners:  
- Staff attending will be able to achieve outstanding or improved outcomes across key stages and be able to plan for effective and personalised interventions.  
Settings:  
- The school will benefit from improved leadership, teaching and learning |

**Times:** 1.00pm - 4.00pm

**Date:** 8th December 2015

**Venue:** Shrewsbury House

**Cost:** £60 per session (out of borough £80)

**Tutor:** Members of the Secondary (11-19) Standards Team

Also available to educational establishments outside Royal Borough of Greenwich
### Secondary

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<tr>
<th>COURSE TITLE</th>
<th>TARGET AUDIENCE</th>
<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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</thead>
</table>
| **Key Stage 4 Mathematics Meeting**               | Maths Hub Event Secondary and Special Maths subject leaders | This meeting will be offered as part of the South East London region Maths Hub provision. It will support mathematics subject leaders with specific aspects of their role and provide up to date information on current research and policies. This meeting will explore ways of continuing to improve the quality of teaching and learning in mathematics, provide opportunities to share effective practice and support mathematics subject leaders in their management role. | Pupils:  
• Will benefit from improved teaching and learning  
Maths subject leaders:  
• Will be able to achieve outstanding or improved outcomes across key stages  
• Will be able to plan for effective and personalised interventions |
| **Key Stage 3 Mathematics Meeting**               | Secondary and Special Maths KS3 subject leaders | This meeting will be offered as part of the South East London region Maths Hub provision. This meeting will support mathematics KS3 coordinators with specific aspects of their role and provide up to date information on current research and policies. This meeting will explore ways of continuing to improve the quality of teaching and learning in mathematics, provide opportunities to share effective practice and support mathematics KS3 coordinators in their management role. | Maths subject leaders:  
• Will be able to achieve outstanding or improved outcomes across key stages  
• Will be able to plan for effective and personalised interventions |
### Secondary

<table>
<thead>
<tr>
<th><strong>Course Title</strong></th>
<th><strong>Target Audience</strong></th>
<th><strong>Description</strong></th>
<th><strong>Impact Statement</strong></th>
</tr>
</thead>
</table>
| **Science Subject Leaders and Key Stage 3 Coordinators Workshop** | Secondary & Special School Key Stage 3 Leaders | This workshop will explore ways of continuing to improve the quality of teaching and learning in Science, provide opportunities to share effective practice and to support Science KS3 coordinators in their leadership role. | Practitioners:  
• Will be up to date on current research and policy  
• Will be supported to develop leadership skills |
| **Times** | 1.30pm - 4.00pm | | |
| **Date** | 4th November 2015 & 14th March 2016 | | |
| **Venue** | November - Charlton House March - PDC | | |
| **Cost** | £60 per session or £100 if also attending KS4 morning session (out of borough £80 or £120 if attending KS4 morning session) | | |
| **Tutor** | Members of the Secondary (11-19) Standards Team Also available to educational establishments outside Royal Borough of Greenwich | | |

| **Science Subject Leaders and Key Stage 4 Coordinators Workshop** | Secondary & Special School Key Stage 4 Leaders | This workshop will support science subject leaders with specific aspects of their role and provide up to date information on current research and policies. It will support science subject leaders to explore ways of continuing to improve the quality of teaching and learning in science and will provide opportunities to share effective practice. | Practitioners:  
• Will be up to date on current research and policy  
• Strategic skills in schools will be strengthened and enhanced |
<p>| <strong>Times</strong> | 9.00am - 12.30pm | | |
| <strong>Date</strong> | 4th November 2015 &amp; 14th March 2016 | | |
| <strong>Venue</strong> | November - Charlton House March - PDC | | |
| <strong>Cost</strong> | £60 per session or £100 if also attending KS3 afternoon session (out of borough £80 or £120 if attending KS3 afternoon session) | | |
| <strong>Tutor</strong> | Members of the Secondary (11-19) Standards Team Also available to educational establishments outside Royal Borough of Greenwich | | |</p>
<table>
<thead>
<tr>
<th><strong>SECONDARY</strong></th>
<th><strong>COURSE TITLE</strong></th>
<th><strong>TARGET AUDIENCE</strong></th>
<th><strong>DESCRIPTION</strong></th>
<th><strong>IMPACT STATEMENT</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>FFT Aspire briefing for Middle/Senior Leaders and Data Managers</strong></td>
<td>Secondary Middle/Senior Leaders and Data Managers</td>
<td>This one day course will support managers in secondary settings to maintain or improve the rigour of their data analysis, tracking and target settings.</td>
<td>Settings: ● Will be prepared for Ofsted inspections</td>
<td></td>
</tr>
<tr>
<td>Times: 9.00am - 4.00pm</td>
<td>Date: TBC</td>
<td>Venue: PDC</td>
<td>Cost: £120</td>
<td>Tutor: Members of the Secondary (11-19) Standards Team</td>
</tr>
<tr>
<td><strong>Secondary Heads of Music Network Meeting</strong></td>
<td>Secondary Heads of Music</td>
<td>These meetings are designed to update you on national, regional and local developments in music, and in particular, opportunities for secondary schools made available through the Royal Greenwich Music Hub. There will also be opportunities to share good practice and learn from colleagues about ways to boost the achievement of pupils in music and ensure a rich, exciting and varied provision both within and out of school.</td>
<td>Heads of Music will: ● Be up to speed with current issues in music education ● Learn how to improve provision in schools ● Benefit from networking with other schools ● Benefit from the opportunities provided by the Music Hub</td>
<td></td>
</tr>
<tr>
<td>Times: 4.30pm - 6.00pm</td>
<td>Date: 11th February 2016 5th July 2016</td>
<td>Venue: Host school</td>
<td>Cost: £30 per session</td>
<td>Tutor: Music Hub Management Team</td>
</tr>
<tr>
<td><strong>Subject Leaders Meeting for PE and School Sport (PESS)</strong></td>
<td>Secondary PESS Subject Leaders</td>
<td>Meeting of PE Subject Leaders to support teachers in the delivery of a high quality PE and school sport curriculum. Teachers will receive support with curriculum development, leadership of PESS, strategic planning and local and national developments.</td>
<td>Pupils will: ● Receive enhanced PE Teachers will: ● Be able to celebrate their differences and understand their learning styles</td>
<td></td>
</tr>
<tr>
<td>Times: 4.15pm - 6.00pm</td>
<td>Date: 17th September 2015 4th February 2016 12th May 2016</td>
<td>Venue: Host schools</td>
<td>Cost: £40 per person, per session</td>
<td>Tutor: Members of School Workforce and Curriculum Development Team</td>
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<td>COURSE TITLE</td>
<td>TARGET AUDIENCE</td>
<td>DESCRIPTION</td>
<td>IMPACT STATEMENT</td>
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<tr>
<td>Secondary Inspection Skills Training</td>
<td>Middle Leaders and Senior School Leaders</td>
<td>This is a 4-day Ofsted Inspection Skills Training course provided by Tribal. It includes: Day 1  ● Understanding the inspection framework and effective monitoring processes  ● Recognising the qualities, skills and competencies of an effective inspector/improvement partner  ● Preparing for monitoring through data analysis and school documentation Day 2  ● Understanding outstanding, effective teaching and its impact on learning  ● Developing evaluative observation and recording skills through lesson observation  ● Delivering effective feedback Day 3  ● Using different forms of monitoring to triangulate evidence  ● Observing a learning walk  ● Using students’ work to support judgements  ● Recognising the importance of pupil voice  ● Developing effective interview skills Day 4  ● Evaluating Early Years  ● Assessing leadership and management  ● Reaching corporate judgements and providing focussed recommendations for improvement and effective school development planning</td>
<td>School leaders will:  ● Have an understanding of the inspection framework  ● Develop skills of lesson observation, self-evaluation and evidence-based evaluation</td>
<td></td>
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</tbody>
</table>

Secondary Inspection Skills Training
Times: TBC (normally 9.00am - 5.00pm)
Date: To be published - 4 day course (please register your interest in this training)
Venue: PDC
Cost: £1200 (out of borough £1300)
Tutor: Lead Professionals from Tribal
Also available to educational establishments outside Royal Borough of Greenwich
<table>
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<tr>
<th>COURSE TITLE</th>
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<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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</table>
| Ofsted Briefings for School Leaders and Governors | School Leaders (including Governors)                | These briefings are designed to support school leaders in preparing for an inspection under the new Ofsted Framework. It is particularly targeted at those schools anticipating an inspection within the next 12 months as we are acutely aware of inspections taking place early. Tribal will be doing 1200 inspections in their region this Autumn Term compared to the usual number of 700. Each session will be a stand-alone session. Participants will be expected to attend only one of the sessions. The number at each session will be limited to 60. The sessions will provide guidance on documentation required for inspection, especially re data; the impact of the new arrangements on senior leaders’ observations of teaching and their impact on performance management and examination of the professional judgements that school leaders will use when applying the new criteria, and clarifying expectations about the impact of governing bodies. The sessions will include:  
  - A brief overview of the inspection process, highlighting the key changes resulting from the New Framework  
  - Overview of key preparation materials to support the schools in evidencing judgements  
  - Opportunities to discuss exemplar material including RAISEonline. | School leaders will:  
  - Be adequately supported in preparing for an inspection |
### LEADERSHIP

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</thead>
</table>
| Greenwich Leadership for School Improvement Programme | Aspiring & current School Leaders (Ideally 2 members from each school, although this is not essential) | This practice-based programme will be delivered over 2 full days and 3 half days. It will focus on:  
- A current 'live' data driven school improvement priority  
- Building leadership capacity in school by engaging a team of colleagues  
- Engaging with and applying national and international research to inform critical reflection and leadership development  
- A balance between input and activity, with a clear focus on impact on pupil progress  
- Engaging with a vertical team of up to 5 staff from NQT, middle and leadership and where appropriate support staff.  
It will offer the potential for international links with a school in either Australia or Scandinavia and self-managed exchanges with Australian school leaders. Dr Judy Larsen, the course tutor, has extensive experience in education across all sectors and has worked as a primary and secondary teacher, school principal, education consultant and researcher. Judy has significant experience designating, implementing and evaluating educational policy initiatives, train the trainer programmes and research methodologies. For the last 15 years Judy has worked with UK Local Authorities and schools to support a wide range of school improvement initiatives. | Aspiring and current school leaders will:  
- Develop and strengthen leadership skills and capacity  
- Be empowered to see a school data driven project  
- Participate and learn from research and networking, including international links |

**Times**:  
- Days 1 & 5 9.00am - 4.00pm  
- Days 2, 3 & 4 9.00am - 12.00pm  

**Date**:  
- 19th November 2015  
- 10th December 2015  
- 21st January 2016  
- 8th March 2016  
- 19th May 2016  

**Venue**: Charlton House  

**Cost**: £500 per participant  

**Tutor**: Dr Judy Larsen  

Also available to educational establishments outside Royal Borough of Greenwich
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<tr>
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</thead>
<tbody>
<tr>
<td>Senior Leader Headspace</td>
<td>Assistant Headteachers and Deputy Headteachers. The groups are open to those who</td>
<td>The groups provide a completely confidential opportunity to clarify current challenges and opportunities, identify effective options and commit to precise action. The structured sessions use coaching and Neuro-Linguistic Programming approaches and models within a framework of Transactional Analysis.</td>
<td>Senior leaders will: Have the opportunity to ‘off-load’ and receive support from others ‘in the same boat’, gain new insights into current problems and leave feeling less isolated and with more options and clarity</td>
</tr>
<tr>
<td>Times:</td>
<td>have previously attended a ‘Headspace’ group and those who would like to join a</td>
<td>group for the first time.</td>
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</tr>
<tr>
<td>Date:</td>
<td>group for the first time.</td>
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<tr>
<td>Venue:</td>
<td>Charlton House</td>
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<tr>
<td>Cost:</td>
<td>£650</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tutor:</td>
<td>Lee McAuliffe</td>
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</table>
## National Professional Qualification in Middle Leadership

**COURSE TITLE:** National Professional Qualification in Middle Leadership  
**TARGET AUDIENCE:** Middle leaders with the responsibility of leading a team such as key stage, curriculum, pastoral, subject leaders or heads of departments  
**DESCRIPTION:** NPQML is a qualification that provides national recognition of your leadership development and professional achievement as a middle leader. It sits within the NCTL leadership curriculum. To achieve the qualification, you will need to complete two essential modules and one elective module. The face-to-face facilitated learning (about 10 hours) will be offered for the essential modules over two full days. The elective module being offered at St. Ursula’s is Succeeding in Middle Leadership over one full day. If you choose to take a different elective module, you are able to complete this with an alternative provider.

For more information, you can download the fact sheet on NPQSL from the DoE website: https://www.gov.uk/national-professional-qualification-for-middle-leadership-npqml


**IMPACT STATEMENT:** The NPQML helps middle leaders:
- Become a more effective school leader for the future
- Lead and improve teaching and learning.
- Use data and evidence effectively to improve performance
- Develop your vision and enthusiasm in your role as a leader
- Lead change, reflect on practice, support and develop others. NPQML will focus on the individual and the skills needed to become a highly effective middle leader with the confidence and knowledge to drive team performance and improve classroom practice.
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</table>
| National Professional Qualification in Senior Leadership      | Senior leaders with cross-school responsibilities, including experienced middle leaders, assistant heads, special educational needs co-ordinators (SENCOs) and advanced skills teachers, and other senior staff looking for further professional development but not aspiring to headship at this stage in their career. | NPQSL is a qualification that provides national recognition of your leadership development and professional achievement as a senior leader. It sits within the NCTL leadership curriculum. To achieve the qualification, you will need to complete two essential modules and two elective modules. The face-to-face facilitated learning will be offered for the essential modules over two full days per module. St Ursula’s will be offering Improving the Quality of Teaching and Effective Whole School Management as the elective modules. If you choose to take different elective modules, you are able to complete these with an alternative provider at no additional cost. For more information, you can download the fact sheet on NPQSL from the DoE website: https://www.gov.uk/national-professional-qualification-for-senior-leadership-npqsl Apply online to: http://www.lcll.org.uk/npqslmlsl-application.html indicating RGTS cluster on the booking form. Deadline 7th Sept 2015 | Upon successful completion of the programme senior leaders will be able to:  
• Use their expertise to identify action required to close attainment gaps  
• Create a culture of enquiry and research aligned to development and school improvement  
• Develop and implement effective leadership plans  
• Improve leadership efficiency and strategies for learning in order to address school priorities successfully |
<p>| Times: 10.00am - 3.30pm                                        |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                     |
| Date: Induction late September 2015 course starting in October 2015 |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                     |
| Venue: St Ursula’s Convent School                             |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                     |
| Cost: The full cost of the programme is £455-930 (depending on primary or secondary institution and number of pupils on roll) attending sessions at St. Ursula’s School (£735-1210 if you study at IOE) |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                     |</p>
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</table>
| Royal Borough of Greenwich NQT Induction Programme | Primary & EYFS NQTs | The Royal Borough of Greenwich Induction Programme for Early Years and Primary NQTs covers the key areas to support NQTs during their induction year. The sessions are delivered by experienced and outstanding practitioners, and the topics covered ensure that NQTs have the opportunity to reflect on the Teachers’ Standards throughout the year. The three bespoke sessions for EYFS NQTs allow participants a chance to work alongside colleagues from the EYFS & Primary Standards Team, receiving updates and inputs specific to this key stage. Most sessions of the programme are offered in the morning and repeated in the afternoon. Having the opportunity to attend regular meetings at the Professional Development Centre (PDC) supports NQTs in building supportive relationships and networks, as well as broadening their skills and bank of resources to support their development towards successful completion of induction. Please visit pages 22-38 for full details of the training provided within the induction. | NQTs will:  
• Build supportive relationships with other NQTs  
• Develop strategies to promote outstanding learning in their classrooms  
• Be able to use a range of strategies to demonstrate they can meet the Teachers’ Standards  
• Have access to the wide range of Local Authority resources available to them |
<p>| Times: Various                           |                 |                                                                                                                                             |                                                                                                                                                                                                                 |
| Date: September 2015 - June 2016        |                 |                                                                                                                                             |                                                                                                                                                                                                                 |
| Venue: Various venues across Royal Borough of Greenwich |                 |                                                                                                                                             |                                                                                                                                                                                                                 |
| Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session) |                 |                                                                                                                                             |                                                                                                                                                                                                                 |
| Tutor: Children’s Services Staff         |                 |                                                                                                                                             |                                                                                                                                                                                                                 |
| Also available to educational establishments outside Royal Borough of Greenwich |                 |                                                                                                                                             |                                                                                                                                                                                                                 |</p>
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<tbody>
<tr>
<td><strong>NQT Welcome Reception</strong></td>
<td>All Royal Borough of Greenwich NQTs</td>
<td>This reception is for all NQTs using the Royal Greenwich Induction Services. The Director of Children’s Services will formally welcome NQTs and they will have the opportunity to find out more about the induction process and meet colleagues from other schools and those involved in induction.</td>
<td>NQTs: ○ Will widen their support network by meeting other NQTs as well as key staff involved in their induction year</td>
</tr>
<tr>
<td>Times: 4.00pm - 6.00pm</td>
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<td></td>
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<tr>
<td>Date: 22nd September 2015</td>
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<tr>
<td>Venue: Old Royal Naval College</td>
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<tr>
<td>Cost: Free of Charge</td>
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<tr>
<td>Tutor: Members of Children’s Services</td>
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<tr>
<td><strong>NQT Conference</strong></td>
<td>All NQTs</td>
<td>The annual conference invites NQTs from all schools and all phases to come together to share ideas and best practice, with plenty of opportunities to do so built in around sessions delivered by experts from across the borough and the University of Greenwich.</td>
<td>Pupils: ○ Will be taught by teachers who evaluate their own practice and have renewed confidence in trying appropriate new strategies</td>
</tr>
<tr>
<td>Times: 9.00am - 4.00pm</td>
<td></td>
<td></td>
<td>NQTs: ○ Will make links with each other and share experiences</td>
</tr>
<tr>
<td>Date: 29th January 2016</td>
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<td>○ Will learn strategies which promote good learning and engaged, motivated pupils</td>
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<tr>
<td>Venue: Devonport House</td>
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<td>○ Will have the opportunity to reflect on their progress thus far</td>
</tr>
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<td>Cost: £120 (£150 to academies and schools outside the borough)</td>
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<td></td>
<td>Settings: ○ Will have NQTs who feel motivated and encouraged and bring fresh approaches to teaching</td>
</tr>
<tr>
<td>Tutor: Lead Practitioners from Children’s Services, Royal Greenwich schools and the University of Greenwich</td>
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<tr>
<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<tr>
<td>NQT</td>
<td>COURSE TITLE</td>
<td>TARGET AUDIENCE</td>
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</table>
| Behaviour Management Part 1 | Primary & EYFS NQTs | This first session will be based on the 'establishment phase' of behaviour management and will focus on:  
- The building of positive relationships  
- Identifying and establishing expectations of behaviour  
- Examining our own emotional responses to inappropriate behaviour  
- Understanding the impact of Circle Time in creating a positive climate in your classroom.  
The second session will be held on 17th May 2016 | Pupils:  
- Will benefit from an environment conducive to effective learning  
NQTs:  
- Will understand how to establish effective classroom rules and routines in their class  
- Will be well-equipped with numerous strategies to manage inappropriate behaviour  
Settings:  
- Will have behaviour management policies that are implemented effectively in the classroom |
### Reflecting on Learning in the Foundation Stage

**Times:** 9.00am - 12.00pm  
**Date:** 13th October 2015  
**Venue:** The Forum Greenwich  
**Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
**Tutor:** Members of the Early Years Foundation Stage and Primary Standards Team  

Also available to educational establishments outside Royal Borough of Greenwich

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</table>
| Reflecting on Learning in the Foundation Stage | NQTs working in the EYFS | This session will explore effective approaches to teaching and learning in the EYFS.  
It will include:  
- The Statutory expectations within the framework for the EYFS  
- Planning for learning and children’s needs  
- The role of the Key Person | Pupils:  
- Will receive learning that takes place in a rich and stimulating environment  
NQTs:  
- Will be able to plan for a stimulating and challenging learning environment  
- Will be able to implement a “key person” approach  
Settings:  
- Will be meeting the expectations of the EYFS learning and development requirement |
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<tr>
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</table>
| An Introduction to Emotional Literacy to Enhance Teaching and Learning | Primary and EYFS NQTs | This course will give an insight into emotional literacy, exploring and gaining an understanding of what it is, the history and background and how it can support our roles as educators and also the children and young people that we work with. The half day session will provide delegates with guidance on how to get started, effective strategies for developing emotional literacy to improve academic performance, social and emotional learning and general mental health and wellbeing, as well as key progress indicators regarding successful implementation of emotional literacy into classroom practice. | Pupils:  
- Will experience modelling of emotionally literate behaviour  
- Will develop their own emotional literacy  
- Will develop the skills to form positive, respectful relationships with their peers and adults.  
NQT:  
- Will be able to establish a safe and stimulating environment for pupils, rooted in mutual respect  
- Will demonstrate the positive attitudes, values and behaviour which are expected of pupils  
- Will have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these  
- Will demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development  
Settings:  
- Will benefit from teachers who have a range of strategies to handle emotional responses that can lead to challenging behaviour. |

Times: 9.00am - 12.00pm, repeated 1.00pm - 4.00pm  
Date: 20th October 2015  
Venue: The Forum Greenwich  
Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
Tutor: Nikkola Daniel  
Also available to educational establishments outside Royal Borough of Greenwich
## Good to Outstanding

**Times:** 9.00am - 12.00pm, repeated 1.00pm - 4.00pm  
**Date:** 17th November 2015  
**Venue:** The Forum Greenwich  
**Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
**Tutor:** Leading Practitioners from across Royal Borough of Greenwich schools  
**Audience:** Primary & EYFS NQTs

Experienced primary practitioners will model excellent practice to support NQTs in delivering outstanding lessons. NQTs will work through some theory and move on to look at effective questioning and planning outstanding lessons.

**Pupils:**  
- Will benefit from precisely matched learning intentions, tasks and outcomes that enable them to clearly measure and articulate the progress in their learning  

**NQTs:**  
- Will understand the elements of what makes learning outstanding  
- Will be more confident in planning lessons with clear success criteria  
- Will be shown a wide range of strategies to enable excellent teaching and learning to take place  

**Settings:**  
- Will benefit from increased levels of higher order thinking through effective questioning and challenging within the classroom
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| Educational Inclusion – Providing Effective Learning Opportunities for Pupils | Primary & EYFS NQTs | NQTs will be given an introduction to the local and national context for inclusion, including legislation such as the Disability Discrimination Act and the opportunity to explore what inclusion means within their setting. NQTs will be introduced to a range of materials to support the development of inclusive practice, including personalising provision, the National Curriculum Inclusion Statement and examples of good practice. | Pupils:  
● Will benefit from increased access and appropriately resourced learning  
NQTs:  
● Will have an updated knowledge of legislation  
● Will develop understanding of inclusive classroom practice and make reasonable adjustments to increase access  
● Will have an understanding of their role and responsibilities relating to inclusion  
Settings:  
● Will benefit from wider use of available resources to enhance provision  
● Will have established systems to increase access |
| Times: 9.00am - 12.00pm, repeated 1.00pm - 4.00pm | Date: 24th November 2015 | Venue: The Forum Greenwich  
Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
Tutor: Lead Practitioners from Support Team for Education in Primary Schools  
Also available to educational establishments outside Royal Borough of Greenwich | |
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<td>Formative Assessment: Communication, Language and Literature - Reading for Pleasure and Writing for Purpose</td>
<td>Primary &amp; EYFS NQTs</td>
<td>This course will:  ● Clarify the different purposes of assessment and criteria for success  ● Provide an overview of formative assessment research and guiding principles  ● Provide an opportunity to consider the implications for classroom practice  ● Encourage teachers to devise an action plan for development work with a group of children</td>
<td>Pupils:  ● Will develop their listening/speaking and reading/writing skills because their teacher has given them verbal feedback regarding success  ● Will be able to take more responsibility for their learning and understand how effort and practice supports their progress  ● Will be able to use and apply their reading experiences to their writing  NQTs:  ● Will devise action plans to implement feedback on success in their own classrooms  ● Will explore practical classroom strategies  ● Will learn how to train children to become peer and self-assessors  ● Will reflect, evaluate &amp; develop their own classroom practice  ● Will establish for themselves a clear rationale for their formative teaching and assessing practice  Settings:  ● Will benefit from teachers who understand the importance of collaborative enquiry approach to their own professional development and who are motivated to develop their evaluative skills</td>
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<tr>
<td>Times: 9.00am - 12.00pm, repeated 1.00pm - 4.00pm</td>
<td>8th December 2015</td>
<td>The Forum Greenwich</td>
<td>£400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)</td>
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<td>Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)</td>
<td>Tutor: Ann O'Connor</td>
<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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## Emotional Well-being and Mental Health in the Classroom

**Times:** 9.00pm - 12.00pm, repeated 1.00pm - 4.00pm

**Date:** 12th January 2016

**Venue:** The Forum Greenwich

**Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)

**Tutor:** Lead Practitioners from Royal Greenwich Educational Psychology Service

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| Emotional Well-being and Mental Health in the Classroom | Primary and EYFS NQTs | This interactive workshop will introduce a strength based approach to emotional mental health involving both small group reflective discussion and activities. The workshop aims to increase teachers’ understanding of their role in promoting mentally healthy relationships in their classroom. | Pupils will benefit from:                
- Increased emotional resilience
- Increased confidence to persevere with challenges in learning

NQT will have:                          
- An increased understanding of the factors that can promote mental health and emotional well-being in the classroom
- A greater appreciation of the impact of teachers’ own emotional wellbeing on their teaching practice
- An understanding of ways to manage the classroom environment that is conducive to teacher and pupil well-being, linked to real life scenarios

Settings will benefit from:              
- Improved relationships between pupils and between pupils and teacher
- Reduction in fixed term/permanent exclusions and school absence. |
### Supporting the learning of Looked After Children in the EYFS and Primary Phase

**Times:** 9.00am - 12.00pm, repeated 1.00pm - 4.00pm  
**Date:** 19th January 2016  
**Venue:** The Forum Greenwich  
**Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
**Tutor:** Lead Practitioners from Royal Borough of Greenwich Virtual School  
Also available to educational establishments outside Royal Borough of Greenwich

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| Supporting the learning of Looked After Children in the EYFS and Primary Phase | EYFS and Primary NQT’s | This course will provide colleagues with knowledge and understanding of what being looked after means for a child or young person and how it impacts on their education. It will outline key reasons why children go into care and how daily life is affected. The course will briefly outline attachment theory and help delegates to recognise behaviours associated with attachment. Importantly the course will give delegates some key strategies for managing behaviour of children affected by this and ways which help them to learn. | Pupils:  
- Will benefit from more inclusive teaching strategies as well as increased understanding of the issues they have faced in the past, and difficulties they may continue to face  
NQT's:  
- Will demonstrate an understanding of how to support learning in the classroom for children who have attachment issues  
- Will be able to make adjustments to curriculum planning to take account of the social, emotional and behavioural impact of being in foster care  
- Will understand how to work with other professionals, particularly foster carers and the designated teacher, to support looked after children  
Settings:  
- Will have staff more able to include children who have suffered trauma through improved behaviour management and curriculum planning |


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| Learning in and Through Physical Education Early Years Foundation            | Primary & EYFS  | This course will give NQTs an insight into the 2014 national curriculum for Physical Education to establish what constitutes high quality PE and school sport. NQTs will be supported to develop their planning for Physical Education. Please note: FS and KS1 teachers will attend in the morning and KS2 teachers will attend in the afternoon. | Pupils:  
- Will have enjoyable Physical Education and School Sport lessons  
- Will have improved self-esteem and motivation for their Physical Education and School Sport  
NQTs:  
- Will deliver Physical Education and School Sport confidently  
- Will have a wider range of teaching strategies for PE  
Settings:  
- Will benefit from good or outstanding PE lessons |
<p>| Stage &amp; Key Stage 1 (am) Key Stage 2 (pm)                                    | NQTs            |                                                                                                                                             |                                                                                                                                                                                                            |
| Times: 9.00am - 12.00pm &amp; 1.00pm - 4.00pm                                    |                 |                                                                                                                                             |                                                                                                                                                                                                            |
| Date: 2nd February 2016                                                      |                 |                                                                                                                                             |                                                                                                                                                                                                            |
| Venue: Sherington Primary School                                            |                 |                                                                                                                                             |                                                                                                                                                                                                            |
| Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session) |                 |                                                                                                                                             |                                                                                                                                                                                                            |
| Tutor: Lead PE Practitioners                                                 |                 |                                                                                                                                             |                                                                                                                                                                                                            |
| Also available to educational establishments outside Royal Borough of Greenwich |                 |                                                                                                                                             |                                                                                                                                                                                                            |</p>
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| Supporting the Learning of Looked After Children in the Secondary Phase | Secondary NQT’s | This course will provide colleagues with knowledge and understanding of what being looked after means for a child or young person and how it impacts on their education. It will outline key reasons why children go into care and how daily life is affected. The course will briefly outline attachment theory and help delegates to recognise behaviours associated with attachment. Importantly the course will give delegates some key strategies for managing behaviour of children affected by this and ways which help them to learn. | Pupils:  
- Will benefit from more inclusive teaching strategies as well as increased understanding of the issues they have faced in the past, and difficulties they may continue to face.  
NQT Induction Tutors:  
- Will demonstrate an understanding of how to support learning in the classroom for children who have attachment issues  
- Will be able to make adjustments to curriculum planning to take account of the social, emotional and behavioural impact of being in foster care  
- Will understand how to work with other professionals to support the Looked After Child  
Settings:  
- Will have staff more able to include children who have suffered trauma through improved behaviour management and curriculum planning |
| Times: 1.00pm - 4.00pm | Date: 9th February 2016 | Venue: The Forum Greenwich | Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
Tutor: Lead Practitioners from Royal Borough of Greenwich Virtual School  
Also available to educational establishments outside Royal Borough of Greenwich |
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| **Developing Teaching Strategies and Making Reasonable Adjustments to Increase Access to the Curriculum for SEN Pupils** | Primary & EYFS NQTs  | This session will provide colleagues with a brief overview of current provision for pupils with SEN in Royal Greenwich. Participants will be given guidance about making reasonable adjustments within the inclusive classroom, planning appropriate learning opportunities, target setting, tracking progress and additional provision and resourcing. The use of practical resources to increase access will be outlined and demonstrated and colleagues will be signposted to further CPD opportunities.                                                                 | Pupils:  
  - Will benefit from increased access and appropriately resourced learning                                                                 |  
NQTs:                                                                                           |  
  - Will demonstrate an increased understanding of their role and responsibility in providing effective learning opportunities for pupils with SEN                                                                 |  
  - Will develop their understanding of inclusive classroom practice and make reasonable adjustments to increase access                                                                 |  
  - Will have established systems to increase access to the curriculum for SEN pupils                                                                 |  

Times: 9.00am - 12.00pm, repeated 1.00pm - 4.00pm  
Date: 23rd February 2016  
Venue: The Forum Greenwich  
Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
Tutor: Lead Practitioners from Support Team for Education in Primary Schools  
Also available to educational establishments outside Royal Borough of Greenwich
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<td></td>
<td>Developing Effective Assessment Practice in the Foundation Stage</td>
<td>NQTs working in the EYFS</td>
<td>This session will provide an overview of best practice for assessment within the EYFS statutory framework. It will include: ● The process of observational assessment and how this informs progress and develops quality provision ● Strategies for developing different approaches to observational assessments ● How tracking and summative assessment fit within EYFS and national expectations</td>
<td>Pupils: ● Learning will be developed through accurate assessments based on observations NQTs: ● Will make effective use of observational assessment techniques to inform planning ● Will understand the statutory assessment requirements of the EYFS framework Settings: ● Will have NQTs that make effective use of observational assessment, therefore strengthening quality of provision and outcomes for children ● Will be meeting the statutory expectations of the EYFS framework</td>
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**Details:**

- **Times:** 9.00am - 12.00pm
- **Date:** 1st March 2016
- **Venue:** PDC
- **Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)
- **Tutor:** Members of the Early Years Foundation Stage and Primary Standards Team
- Also available to educational establishments outside Royal Borough of Greenwich
### Assessment for Learning: Mathematics

**Times:** 9.00am - 12.00pm, repeated 1.00pm - 4.00pm  
**Date:** 15th March 2016  
**Venue:** PDC  
**Cost:** £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
**Tutor:** Ann O’Connor  

This course will:
- Clarify different types of assessment and criteria for success  
- Provide guiding principles for effective formative teaching & learning  
- Explore what formative processes ‘look like’ in the classroom  
- Provide an opportunity to consider the implications for classroom practice  
- Encourage teachers to devise an action plan for development work with a group of children

### Description

**Primary & EYFS NQTs**

- Will develop their understanding of mathematics because their teacher gives them verbal feedback regarding success  
- Will have opportunities to use and apply their knowledge of mathematics  
- Will take more responsibility for their learning/effort  
- Will be actively involved in peer and self-assessment opportunities

**NQTs:**
- Will have a secure understanding of what formative teaching, learning and assessing might ‘look like’ for mathematics  
- Explore practical formative processes & classroom strategies  
- Will learn how to train children to become peer and self-assessors;  
- Will reflect, evaluate & develop their own classroom practice  
- Will establish for themselves a clear rationale for their formative teaching and assessing practice

### Impact Statement

**Pupils:**
- Will benefit from teachers who understand the importance of collaborative enquiry approach to their own professional development and will be motivated to develop their evaluative skills
## Royal Greenwich Direct Services to Schools

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| **Behaviour Management Part 2**      | Primary & EYFS NQTs | This second session will build on the ideas covered in Day 1, and after a further six months in the classroom. Using a Solutions Focused approach, it will provide an opportunity to reflect on the experience and needs of the course participants with regard to managing behaviour. The session will consider the consolidation and maintenance phase of behaviour management. | Pupils:  
- Will benefit from a learning environment conducive to effective learning  
NQTs:  
- Will build better relationships with their pupils  
- Will develop more strategies to deal with behaviour management, including solution focused techniques  
Settings:  
- Will benefit from behaviour management policies that are effectively implemented in the classroom |
| **Taking Stock, Moving On**           | Primary & EYFS NQTs | This is an opportunity for NQTs to review their NQT year and reflect on its successes and difficulties. Teachers then use this experience to consider and decide on relevant development and training needs over the following two years of their career. | Pupils:  
- Will be taught by teachers with greater clarity, confidence and motivation  
NQTs:  
- Will reflect on their NQT year achievements, challenges and learning and consider their professional ambitions and opportunities for their second year (and beyond)  
Settings:  
- Will benefit from teachers with greater clarity, confidence and motivation to develop their talents and progress their careers |
### NQT

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| Continuing to Develop Quality Practice through the EYFS | NQTs working in the EYFS | This session will provide an opportunity for NQTs working in the Foundation Stage to reflect on their first year and to celebrate successes. It will include:  
- Ensuring a continuously improving setting  
- Effective strategies to support children’s transitions (F1 to F2/F2 to Yr1)  
- Resources that update NQTs on national changes for the coming year | Pupils:  
- Will be able to move to their new class group confidently  
NQTs:  
- Will confidently build on their successes this year with identified development points  
- Will have a good understanding of future developments, nationally and locally  
- Will understand how to manage transition points effectively to minimise difficulties for children  
Settings:  
- Will be able to use staff expertise regarding transitions and to develop EYFS quality improvements |

Times: 9.00am - 12.00pm  
Date: 14th June 2016  
Venue: PDC  
Cost: £400 for entire package or £60 per session (academies or schools outside the borough £420 for package or £70 per session)  
Tutor: Members of the Early Years Foundation Stage and Primary Standards Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| **Induction Tutor Briefing**                           | NQT Induction Tutors & Coordinators                 | This course is important to anyone new to the role of induction tutor or coordinator and will also be very useful to anyone with experience as a refresher and opportunity to develop best practice. The content covers:  
  - The 2012 Teachers’ Standards and using them with your NQTs  
  - Statutory requirements for NQT Induction  
  - The impact of your role  
  - Evidencing progress  
  - Assessing against the new standards and writing termly assessment reports  
  - Effective use of 10% non-contact time  
  - Sharing best practice | Pupils:  
  - Will benefit from better prepared and more confident NQTs  
NQT Induction Tutors:  
  - Will carry out the role of induction tutor more effectively  
  - Will be more confident in their role as induction tutor  
Settings:  
  - Will be working within statutory guidelines for the induction of NQTs |
| **Coaching and Mentoring your NQTs - a brief introduction for NQT Induction Tutors and Coordinators** | NQT Induction Tutors & Coordinators                 | This is a practical session to support NQT Induction Tutors in coaching and mentoring their NQTs. The session will include practising giving both verbal and written feedback, having structured conversations, and advice and guidance on how to support NQTs in practical ways such as participating in planning meetings, book looks and review/target setting meetings. There will also be opportunities to share best practice amongst the participants. This session builds on the briefing session that takes place in the morning of 1st October. | Pupils:  
  - Will be taught by NQTs who are being supported to fully meet the Teachers’ Standards by the end of their induction period  
NQT Induction Tutors:  
  - Will carry out the role of Induction Tutor more effectively  
  - Will be more confident in their role as induction tutor  
Settings:  
  - Will be working within statutory guidelines for the induction of NQTs |
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|               | School Business Managers’ Conference | School Business Managers | This is an opportunity for existing and aspiring School Business Managers, including those studying for a qualification in School Business Management. Guest speakers will be invited to present on some of the key changes that have been taking place in education and suggest tools to support you in maximising the opportunities available. | Pupils:  
- Will attend a school which is effectively resourced  
SBMs:  
- Will have access to a range of resources available to improve efficiency and will be able to help shape future provisions for SBMs  
Settings:  
- Will have more effective and robust systems in place as a result of SBMs reflecting on models of good practice |
<p>|               | Times: 9.00am - 4.00pm |                     |             |                  |
|               | Date: 13th November 2015 |                     |             |                  |
|               | Venue: The Forum Greenwich |                     |             |                  |
|               | Cost: £120 or a total of £220 if attending the 2 network meetings and the conference (academies and out of borough £150 or total of £260 if attending a total of 2 network meetings and conference) |             |             |                  |
|               | Tutor: Various Lead Practitioners (as agreed by the group) |             |             |                  |
|               | Also available to educational establishments outside Royal Borough of Greenwich |             |             |                  |</p>
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|               | **School Business Managers’ Network**     | School Business Managers | Guest speakers are invited to each session to focus on a particular area of interest previously identified by the group. Recent sessions have included safeguarding, pre-employment checks and commissioning. Relevant updates are also provided from departments within Royal Borough of Greenwich, such as Human Resources, Payroll and Finance. | Pupils:  
- Will attend a school which is effectively resourced  
SBMs:  
- Will hear from various experts on whichever areas of their work are identified  
- Will have the opportunity to share best practice, helping them to develop their own practice in school  
- Will form links and collaborate, meaning SBMs will be more effective in their role  
Settings:  
- Will have more effective and robust systems in place as a result of SBMs reflecting on models of good practice |

**School Business Managers’ Network**

**Times:** 9.00am - 12.30pm

**Date:** 3rd March 2016 & 14th June 2016

**Venue:** PDC

**Cost:** £60 per session or a total of £220 if attending the 2 network meetings and the conference (academies and out of borough £70 per session or total of £260 if attending a total of 2 network meetings and conference)

**Tutor:** Various Lead Practitioners (as agreed by the group)

Also available to educational establishments outside Royal Borough of Greenwich
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| **Level 4 Diploma in School Business Management/DSBM (previously CSBM)** | School Business Managers and Aspiring Business Managers | This is a 12 month programme consisting of 3 workshop days and independent learning. This will cover:  
- Unit 1 – Understanding School Business Management (USBM)  
- Unit 2 – Planning and Leading Projects in Schools (PLPS)  
- Unit 3 – Financial Management  
- Unit 4 – Human Resources Management  
- Unit 5 – Risk Management  
- Unit 6 – Office Services Management Programmes are accredited by the Institute of Leadership & Management (ILM). | SBMs/Aspiring SBMs will:  
- Develop skills, knowledge and understanding required to become an effective SBM  
- Develop leadership, administrative and management skills  
- Develop professional knowledge  
- Develop understanding of further CPD development activities  
- Increase professional recognition and career progression opportunities |  
**Settings:**  
- Have more effective, skilled SBMs, managing finance, resources and other projects  
- Have more robust, effective and efficient in place to support school improvement |
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| **Aspiring School Business Managers Support Package** | | Aspiring School Business Managers who require a higher level of support throughout the DSBM programme | This support package will provide aspiring SBMs with an extended induction and support package before and during the full DSBM programme Support includes:  
- Initial 1:1 mentor support session  
- Aspiring SBM web conference  
- Follow up 1:1 mentor support session | Aspiring SBMs will:  
- Develop skills, knowledge and understanding required to become an effective SBM  
- Develop leadership, administrative and management skills  
- Develop professional knowledge  
- Develop understanding of further CPD development activities  
- Increase professional recognition and career progression opportunities |
| Date: April 2016 and throughout the DSBM programme | | | |
| Venue: Telephone support/Web conference | | | |
| Cost: £195 in addition to Level 4 DSBM programme cost | | | |
| Tutor: Lead Practitioners from Anglia Ruskin University | Also available to educational establishments outside Royal Borough of Greenwich | | |

| **School Administration Foundation Certificate** | School Administration Officers | This is an 8 month programme that consists of an induction session, a structured workbook of activities and school based tasks. Written assignments must be provided for assessment every 2 months. The following modules will be covered:  
Module 1. Managing Self and Personal skills  
Module 2. Working with People  
Module 3. Effective use of Resources  
Module 4. Achieving results. | SAOs will:  
- Gain extended knowledge of technical and professional aspects of school business management  
- Be able to manage school resources more efficiently and effectively  
- Gain a deeper understanding of business administration and management in an educational setting |
<p>| Date: January 2016 (½ day Induction) | | | |
| Venue: PDC | | | |
| Cost: £400 | | | |
| Tutor: Lead Practitioners from Anglia Ruskin University | Also available to educational establishments outside Royal Borough of Greenwich | | |</p>
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| Coaching in Practice                | School Business Managers and School Administration Officers                     | This 2 day workshop combines the theory and practical application of the GROW and TGROW (i.e. Topic, Goal, Reality, Options, Will do) models and enables practitioners to learn more about the theory and practice of coaching as a leadership tool within a learning context. Content will cover:  
● Critically evaluating a model of coaching used in contemporary professional settings  
● Critically interpreting evidence gathered from an appropriate range of sources, including reflection on practice  
● Synthesising the underpinning theory of coaching with personal experience and practice.  
Day 1 focuses on engaging with coaching  
Day 2 focuses on becoming an effective coach.                                                                 | Practitioners will:  
● Develop the ability to critically reflect on and inform own practice of coaching                  |
| Leadership 1: Leading Effective Teams | School Business Managers and School Administration Officers who have:  
● responsibility for leading a team  
● recently taken on a leadership role or new responsibility | This workshop focuses on how practitioners can develop a highly effective team with a culture of high performance and high levels of trust. It will recognise the varied and sometimes complex nature of team structures in schools. | Practitioners will:  
● Enhance leadership and management skills across a range of contexts                              |
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<td><strong>Leadership 2: Leading Change for Improvement</strong>&lt;br&gt;Date: November 2015 (1 day)&lt;br&gt;Venue: PDC&lt;br&gt;Cost: £240 or £550 if attending all 3 Leadership workshops&lt;br&gt;Tutor: Lead Practitioners from Anglia Ruskin University&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich&lt;br&gt;</td>
<td>School Business Managers and School Administration Officers who have:&lt;br&gt; • responsibility for leading a team&lt;br&gt; • recently taken on a leadership role or new responsibility&lt;br&gt;</td>
<td>This workshop focuses on the essential knowledge linked to leading change to achieve school improvement. Practitioners will review various case studies and accounts of practice to evaluate how leaders implement change for improvement and consider a range of approaches to leading and managing change.&lt;br&gt;</td>
<td>Practitioners will:&lt;br&gt; • Enhance leadership and management skills across a range of contexts&lt;br&gt;</td>
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<td><strong>Leadership 3: Leading and Developing Staff</strong>&lt;br&gt;Date: December 2015 (1 day)&lt;br&gt;Venue: PDC&lt;br&gt;Cost: £240 or £550 if attending all 3 Leadership workshops&lt;br&gt;Tutor: Lead Practitioners from Anglia Ruskin University&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich&lt;br&gt;</td>
<td>School Business Managers and School Administration Officers who have:&lt;br&gt; • responsibility for leading a team&lt;br&gt; • recently taken on a leadership role or new responsibility&lt;br&gt;</td>
<td>This workshop will focus on the essential knowledge linked to leading change to achieve school improvement. Practitioners will review various case studies and accounts of practice to evaluate how leaders implement change for improvement and consider a range of approaches to leading and managing change.&lt;br&gt;</td>
<td>Practitioners will:&lt;br&gt; • Enhance leadership and management skills across a range of contexts&lt;br&gt;</td>
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<td>SUPPORT STAFF</td>
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<td><strong>Higher Level Teaching Assistant (HLTA) CPD Group</strong></td>
<td>Anyone with HLTA status &amp; those working towards gaining it</td>
<td>The HLTA CPD group provides an opportunity for sharing best practice and keeping staff informed of developments within the role of HLTA, as well as the wider support staff community. Each meeting will include a CPD input, decided in advance by the group. Recent topics have included: ● Teaching Grammar – Making it Fun ● MOVE (Movement for Learning and Life) ● Learning through Talk</td>
<td>Pupils: ● Will be better supported by well-informed, highly skilled and knowledgeable HLTAs</td>
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<td>Times: 1.15pm - 4.00pm</td>
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<td>HLTAs: ● Will gain ideas and knowledge about relevant areas of local and national priority</td>
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<td>Date: 26th November 2015 &amp; 17th March 2016</td>
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<td>Settings: ● Will have a more highly skilled workforce</td>
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<td>Venue: Valley Central - November PDC - March</td>
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<td><strong>Settings:</strong></td>
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<td>Cost: £60 per session or a total of £220 if attending the 2 network meetings and the conference (academies and out of borough £70 per session or total of £260 if attending a total of 2 network meetings and conference)</td>
<td>Tutor: Various Lead Practitioners (as agreed by the group)</td>
<td>This leadership programme has been developed specifically for HLTAs. The programme will give HLTAs the opportunity to learn more about leadership, develop skills, reflect on practice and help move their school forward. There is also the option to gain accreditation from the Institute of Leadership and Management (ILM). Participants will have the opportunity to take part in a school based leadership project matched to their school's needs, values and targets.</td>
<td>Pupils: ● Will receive improved outcomes</td>
<td> </td>
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<tr>
<td>Higher Level Teaching Assistant (HLTA) Where Next? Leadership Development Programme</td>
<td>HLTAs seeking further leadership training</td>
<td>HLTAs: ● Will develop communication skills for leadership and take mentoring and coaching skills to a deeper level</td>
<td><strong>Exclusions:</strong></td>
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<tr>
<td>Date: 9.30am - 4.00pm 2nd March 2016 9.30am - 4.00pm 27th April 2016 12.30am - 4.00pm 22 June 2016</td>
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<td></td>
<td><strong>Tutor:</strong></td>
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<td>Venue: PDC</td>
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<td>Best Practice Network</td>
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<tr>
<td>Cost: £350 (without accreditation) or £600 with accreditation</td>
<td>Tutor: Best Practice Network</td>
<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<td>SUPPORT STAFF</td>
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<tr>
<td><strong>Higher Level Teaching Assistant (HLTA) Conference</strong>&lt;br&gt;Times: 9.00am - 4.00pm&lt;br&gt;Date: 23rd June 2016&lt;br&gt;Venue: PDC&lt;br&gt;Cost: £120 or a total of £220 if attending the 2 network meetings and the conference (academies and out of borough £150 or total of £260 if attending a total of 2 network meetings and conference)&lt;br&gt;Tutor: Various Lead Practitioners (as agreed by the group)&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich</td>
<td>Anyone with HLTA status &amp; those working towards gaining it</td>
<td>This is an opportunity for existing and aspiring HLTA, including those currently working towards gaining the status. Guest speakers will be invited to present sessions on current educational issues. Workshops will be available for specific and focussed input and the day is arranged to allow opportunity for HLTA to share best practice.</td>
<td>Pupils:&lt;br&gt;• Will be supported by HLTA with refreshed strategies and ideas to implement&lt;br&gt;HLTA:&lt;br&gt;• Will develop new strategies and the confidence to try relevant new strategies&lt;br&gt;Settings:&lt;br&gt;• Will benefit from motivated and highly skilled HLTA</td>
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<td><strong>Higher Level Teaching Assistant (HLTA) Preparation for Assessment</strong>&lt;br&gt;Times: 9.00am - 4.30pm&lt;br&gt;Date: 28th January 2016&lt;br&gt;29th January 2016&lt;br&gt;26th February 2016&lt;br&gt;Venue: Shrewsbury House&lt;br&gt;Cost: £650&lt;br&gt;Tutor: Lead Practitioners/Trainers from Babcock Four S&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich</td>
<td>Staff seeking to gain HLTA Status</td>
<td>This course provides participants with the three day preparation for assessment and the fee covers the the half-day assessment required for gaining HLTA status. The three day preparation for assessment is a compulsory requirement for all HLTA candidates, and is suitable for those already meeting the 33 HLTA standards.</td>
<td>HLTA:&lt;br&gt;• Will be supported in completing the written assignments and feel prepared for the in-school assessment required. Participants will gain HLTA status</td>
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<td>SUPPORT STAFF</td>
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| Clinical Practice and Consultation Supervision for Learning Mentors and other Pastoral Staff | Learning Mentors and other pastoral staff | Staff continue to feedback the benefits of clinical supervision support provided, this includes:  
- Opportunity to share common concerns  
- Opportunity to support others in similar roles  
- Opportunity to tap into ideas, expertise and experience of others  
- Opportunity to reflect positively and safely  
- Providing personal & professional development | Pupils:  
- Will be safeguarded and supported by confident staff whose practice is safe and reflective  
Practitioners:  
- Will feel supported and have a safe space to discuss concerns, development needs and strategies  
Settings:  
- Will have staff who are equipped to carry out their roles in a safe and professional manner |  

Times: 1.30pm - 3.30pm  
Date: 8th October 2015  
10th December 2015  
11th February 2016  
14th April 2016  
9th June 2016  
14th July 2016  
Venue: October, December and February - Charlton House  
April, June and July - PDC  
Cost: £30 per session (out of borough £40)  
Tutor: Lead Practitioners from CAMHS  
Also available to educational establishments outside Royal Borough of Greenwich  

The sessions also model a framework for supervision that will support Learning Mentors and pastoral staff to work effectively with their students.  
The sessions for current year will be facilitated by an experienced Specialised Clinical Social Worker from the Child and Adolescent Mental Health Service (CAMHS) Early Intervention Team, who is a member of the CAMHS Family Therapy clinic and has a specific responsibility for supporting the work of front line professionals in Children’s Services.  
To ensure sessions are beneficial and effective, supervision will take place within small groups, with no more than 8 participants. Places must be confirmed.
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<th>SUPPORT STAFF</th>
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<tbody>
<tr>
<td>Learning Mentor Induction and Training Programme</td>
<td>All School Staff including Learning Mentors, Teaching Assistants &amp; other Support Staff</td>
<td>This 6 day course will provide participants with a comprehensive description of the Learning Mentor role. It will address all aspects including: ● Setting up the programme in an educational environment ● Working with children and young people with specific needs such as anger management, bullying and low self-esteem ● Working with parents and key staff ● Evaluating and recording of the Learning Mentor provision Participants will also complete a portfolio enabling them to achieve L4/5 University accreditation.</td>
<td>Pupils: ● Will have improved personal well-being and attitude to school and self Practitioners: ● Will gain additional skills to support individual needs of children and young people Settings: ● Will help to create classroom environments where children and young people are ready to learn</td>
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<td><strong>Learning Mentor Cross Borough Networking Meetings</strong></td>
<td>Learning Mentors</td>
<td>Learning Mentors will have the opportunity to share and gain best practice from other mentors working in schools across neighbouring boroughs. Mentors will be both sign posted and supported in implementing legislation that impacts on their role and responsibilities as a learning mentor. Meetings will also include short seminars in areas such as Ofsted, Anti-Bullying, Conflict Resolution and Transitions as well as providing access to further CPD and training for Learning Mentors and other pastoral positions.</td>
<td>Learning Mentors will: ● Gain from sharing good practice and the practical skills and knowledge of how to implement this in school.</td>
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<td>Times: 1.30pm - 3.30pm</td>
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<td>Date: 13th October 2015</td>
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<td>3rd March 2016</td>
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<td>17th May 2016</td>
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<td>Venue: October - Charlton House</td>
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<td>March &amp; May - PDC</td>
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<td>Cost: £30 per session (out of borough £40)</td>
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<td>Tutor: Lead Practitioners from Inclusion, Learning and Achievement</td>
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<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<td><strong>NVQs</strong></td>
<td>All Staff</td>
<td>A range of Vocational and Diploma qualifications offered at levels 3, 4 and 5.</td>
<td>Practitioners:</td>
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<td>Times: On-going</td>
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<td>These will include:</td>
<td>- Undertaking</td>
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<td>Date: On-going</td>
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<td>● Business Administration</td>
<td>these qualifications will develop their skills and gain</td>
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<td>Venue: PDC or on-line support</td>
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<td>● Customer Service</td>
<td>underpinning</td>
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<td>Cost: £1,400 - £1,850</td>
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<td>● Health and Social Care</td>
<td>knowledge and</td>
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<td>Tutor: Various NVQ Assessors and Tutors</td>
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<td>● Advice and Guidance</td>
<td>understanding,</td>
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<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<td>● Learning Support Assistant (apprenticeship)</td>
<td>whilst further</td>
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<td>These qualifications provide individuals with access to high quality</td>
<td>developing</td>
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<td>continued professional development that will support them to demonstrate</td>
<td>confidence within</td>
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<td>tangible competence in their work place settings.</td>
<td>their roles and</td>
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<td>Our E-portfolio system has many benefits for Learners, no more bulky</td>
<td>responsibilities.</td>
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<td>paper based portfolios to manage or store and a system that allows you to</td>
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<td>study when and where you want, track your progress at all times and have</td>
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<td>instant access to course material and resources.</td>
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<td><strong>Drawing and Talking</strong></td>
<td>All School Staff</td>
<td>Drawing and Talking is a school based intervention that is used with</td>
<td>Pupils:</td>
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<td></td>
<td>Times: 9.00am - 3.30pm</td>
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<td>children who may be suffering from Emotional and Behavioural Difficulties</td>
<td>- Experiencing</td>
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<td>Date: 24th November 2015 3rd February 2016</td>
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<td>or who have suffered some form of trauma. The technique provides an</td>
<td>different levels</td>
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<td>Venue: The Forum Greenwich</td>
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<td>effective therapeutic intervention in line with current trends.</td>
<td>of trauma will</td>
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<td>Cost: £120 (out of borough £140)</td>
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<td>be better</td>
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<td>Tutor: Specialist Drawing &amp; Talking Trainers</td>
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<td>supported in</td>
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<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<td>school</td>
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<td>Staff will:</td>
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<td>● Be confident</td>
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<td>in creating and</td>
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<td>embedding targeted activities that are effective in dealing</td>
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<td>with trauma</td>
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| **The New OfSTED Framework**                     | All Governors   | This course will support Governors to understand the changes to the OFSTED Framework from September 2015. It will support all Governors to ensure that their policies and practices reflect the requirements and ensure that they have a Good or Outstanding judgement | Governors:  
• Will have an understanding of the expectations of the new framework  
• Will ensure that their policies and practices change to reflect the new framework  
• Will be prepared for the inspection interview |
| Date: 5th October 2015 5.00pm - 7.00pm 17th November 2015 10.00am - 12.00pm 3rd February 2016 5.00pm - 7.00pm |
| Venue: The Town Hall                             | Cost: Can be included as part of the SLA training package | Tutor: Members of the Secondary Standards Team Also available to educational establishments outside Royal Borough of Greenwich |                                                                                                       |
| **Effective governance through effective challenge** | All Governors   | This course will support Governors to look at what effective governance looks like and how effective Governors challenge the school leadership. How that challenge directly links to school improvement. How Governors ensure they challenge leaders at all levels. | Governors:  
• Will have clear evidence of them fulfilling their key responsibility in holding the leaders of the school to account.  
• Will have a good understanding of where the school is in comparison with National and Greenwich data.  
• Will know that the data and evidence has been robustly challenged and will stand up to high level scrutiny from Ofsted or the LA. |
| Times: 6.00pm - 8.00pm                           |                 | Tutor: Members of the Early Years Foundation Stage and Primary Standards Team and Workforce and Curriculum Development Team |                                                                                                       |
| Date: 8th October 2015                           |                 |                                                                                                                                             |                                                                                                       |
| Venue: The Town Hall                             | Cost: Can be included as part of the SLA training package |                                                                                                                                             |                                                                                                       |
## Induction Training for New Governors

**COURSE TITLE:** Induction Training for New Governors  
**TARGET AUDIENCE:** New or recently appointed Governors  
**DESCRIPTION:** This course provides an opportunity for Governors to develop a strong focus on the three core strategic functions below:  
- Ensuring clarity of vision, ethos and strategic direction  
- Holding the headteacher to account for the educational performance of the school and its pupils  
- Overseeing the financial performance of the school and making sure its money is well spent  
**IMPACT STATEMENT:** Governors will:  
- Have a clear understanding of the role for which they have volunteered, will become active participators and a effective Governor as quickly as possible  
- Understand how to get to know their school and how to challenge  
- Be confident when dealing with written information  
- Be able to interrogate data

**Times:** 9.30am - 3.30pm  
**Date:** 14th October 2015 or 14th January 2016 or 6th June 2016  
**Venue:** October - Alderwood Primary School,  
January - Charlton House  
June - PDC  
**Cost:** Can be included as part of the SLA training package  
**Tutor:** Members of Workforce and Curriculum Development Team  
Also available to educational establishments outside Royal Borough of Greenwich

## The Next Step

**COURSE TITLE:** The Next Step  
**TARGET AUDIENCE:** Governors who have attended the Induction training or who wish to join a new committee.  
**DESCRIPTION:** This course will further develop those Governors who have attended induction or who wish to join a new committee. The course will support an understanding of 'basic finance','basic personnel' and 'basic performance management'.  
**IMPACT STATEMENT:** Governors:  
- Will continue to develop their knowledge and skills to ensure that they fulfil their key responsibilities,  
- Will be able to hold the school leadership to account for good value for money  
- Will ensure that teacher appointments reflect the priorities of the school

**Times:** 6.00pm - 8.00pm  
**Date:** 19th November 2015 or 11th February 2016 or 16th June 2016  
**Venue:** November & February - Town Hall  
June - PDC  
**Cost:** Can be included as part of the SLA training package  
**Tutor:** Members of Workforce and Curriculum Development Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| **Chairs’ Training** | All Chairs of Governors or Chairs of Committees | This course will cover the effective management of the Governing Body’s work, establishing a professional and supportive relationship with the Headteacher and senior managers, ensuring that all the meetings are run effectively and that meetings and agenda setting are managed professionally. | Governors:  
- Will be able to challenge school performance  
- Will be fully involved in school improvement  
- Will hold strategic and focused meetings  
- Will ensure that the whole Governing Body becomes an effective and strategic group who robustly hold the school to account on all levels |
| **The Governing Body’s responsibility for school finance** | All Governors but particularly those serving on the finance/resources committee | This course will support Governors in understanding their role in setting and monitoring the school budget; allocating resources in line with the school’s strategic plan and ensuring that the school achieves good value for money. | Governors:  
- Will manage the resources allocated to the school efficiently  
- Will ensure that the strategic vision for the school is properly costed  
- Will ensure that all resources meet the needs of the school, impact on school improvement and are good value for money |
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| Effective Governor Monitoring Visits             | All Governors       | This course will provide an overview of the Governing Body role in monitoring, evaluation and accountability for the schools performance. Governors will discuss protocols for effective school visits and consider examples of how to link visits to school improvement priorities. | The Governing Body:  
  • Will have a clear and robust visiting policy which is known and understood by all staff  
  • Governors will have the confidence to visit the school  
  • Governors will have evidence of practice following policy                                                                 |
| Times: 4.00pm - 6.00pm                           |                     |                                                                                                                                                                                                             |                                                                                                           |
| Date: 19th January 2016                          |                     |                                                                                                                                                                                                             |                                                                                                           |
| Venue: Town Hall                                 |                     |                                                                                                                                                                                                             |                                                                                                           |
| Cost: Can be included as part of the SLA training package |                     |                                                                                                                                                                                                             |                                                                                                           |
| Tutor: Members of the Early Years Foundation Stage and Primary Standards Team and Workforce and Curriculum Development Team |                     |                                                                                                                                                                                                             |                                                                                                           |
| All available to educational establishments outside Royal Borough of Greenwich |                     |                                                                                                                                                                                                             |                                                                                                           |
| Vulnerable Groups - Governors’ role in challenging the underachieving groups in their school | All Governors but especially those with Safeguarding responsibility | This course will support the Governors’ role in monitoring and measuring the impact of interventions and support targeted to the underachieving groups in their school. It will explore what the barriers to learning are and ensure that all children reach their full potential. | Governors:  
  • Will have a clear understanding of the progress and attainment of the identified vulnerable groups  
  • Will be able to hold the school to account for outcomes of children who have had additional resources/ interventions/support  
  • Will have an understanding that the more able pupils may be the underachieving group                                                                 |
<p>| Times: 5.00pm - 6.30pm                           |                     |                                                                                                                                                                                                             |                                                                                                           |
| Date: 2nd March 2016                            |                     |                                                                                                                                                                                                             |                                                                                                           |
| Venue: PDC                                      |                     |                                                                                                                                                                                                             |                                                                                                           |
| Cost: Free to Royal Borough of Greenwich Schools |                     |                                                                                                                                                                                                             |                                                                                                           |
| Tutor: Members of the Early Years Foundation Stage and Primary Standards Team and Workforce and Curriculum Development Team |                     |                                                                                                                                                                                                             |                                                                                                           |</p>
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<th>IMPACT STATEMENT</th>
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| **Preparation for Ofsted - The Governor’s Role**<br>Times: 6.00pm - 8.00pm<br>Date: 5th May 2016<br>Venue: PDC<br>Cost: Can be included as part of the SLA training package<br>Tutor: Members of the Secondary (11-19) Standards Team<br>Also available to educational establishments outside Royal Borough of Greenwich | All Governors | This course will look at how Governors prepare themselves and contribute to the school’s preparation for an Ofsted inspection. | Governors:  
- Will ensure clarity of vision, ethos and strategic direction  
- Will develop the Governors’ role in providing challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching |
| **The Role of the SEND Governor**<br>Times: 6.00pm - 8.00pm<br>Date: 23rd June 2016<br>Venue: PDC<br>Cost: Free to Royal Borough of Greenwich Schools<br>Tutor: Members of the SEN and SEND Reform Team | All Governors but especially those with SEND responsibility | This course will investigate the specific and important role of the SEND Governor. It will explore how to ensure that the legal requirements put in place to support those children who have been identified as having a SEND; and ensure that the appropriate support and interventions are in place and that those interventions are impacting positively. | Governors:  
- Will have a clear understanding of their role. They will have the knowledge and expertise to hold the school to account for the cost of resources and the impact on the young people in their care. The Governors will know that as a result of the specific intervention in place, progress and attainment is in line with predictions. |
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| **The Role of the Safeguarding Governor** | All Governors but especially those with Safeguarding responsibility | This course will investigate the specific and important role of the Safeguarding Governor. How to ensure that the legal requirements are in place and are known and understood by all staff and adults working in your school. Ensuring that the expectations of OfSTED are being met and that Governors can provide evidence of their compliance. | Governors:
  ● Will have a clear understanding of their role. They will have the knowledge and expertise to hold the school to account for ensuring that the policies and processes are in place and that they are being consistently applied.
  ● Will have a good understanding of what they should monitor and challenge and how that is reported back to the full Governing Body. |

**Times:** 6.00pm - 8.00pm  
**Date:** 22nd March 2016  
**Venue:** PDC  
**Cost:** Free to Royal Borough of Greenwich Schools  
**Tutor:** Members of the Children’s Services Safeguarding Team
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</table>
| **Spelling & Syllabification** | SENCOS, Teachers and Support Staff | This course will cover Phonemic knowledge, morphemic knowledge, etymological knowledge and effective approaches for learning spelling. | Pupils:  
- Will know and be able to use clear, enabling strategies for reading and spelling multi-syllabic words  
- Will gain confidence in reading and spelling these words which will help them develop their reading and writing levels  
Practitioners:  
- Will be confident in teaching pupils clear strategies for reading and spelling multi-syllabic words  
Settings:  
- Will be providing continued professional development for their staff and enabling their staff in the delivery of the new requirements for the SATS tests |
| Times: 9.30am - 3.00pm     |                                  |                                                                            |                                                                                 |
| Date: 10th November 2015   |                                  |                                                                            |                                                                                 |
| Venue: STEPS Charlotte Turner Centre |                                  |                                                                            |                                                                                 |
| Cost: £40 (out of borough £50) |                                  |                                                                            |                                                                                 |
| Tutor: Members of the STEPS Team |                                  |                                                                            |                                                                                 |
| Also available to educational establishments outside Royal Borough of Greenwich |                                  |                                                                            |                                                                                 |
### Whole School

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<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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<tbody>
<tr>
<td><strong>Literacy Support Days</strong></td>
<td>SENCOS, Teachers &amp; Support Staff</td>
<td>These Literacy days provide opportunities for teaching assistants to have 1:1 consultation and attend lectures which update staff on aspects of the STEPS specialist teaching programme.</td>
<td>Pupils: • Will work with staff who are receiving continued professional development Practitioner: • Will build upon their knowledge and skills and feel confident supporting their particular learners Settings: • Will be providing continued professional development for their support staff</td>
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<td>Times: 9.00am - 3.00pm</td>
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<tr>
<td>Date: 19th October 2015</td>
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<td>Date: 20th October 2015</td>
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<td>Date: 8th February 2016</td>
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<td>Date: 9th February 2016</td>
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<tr>
<td>Date: 23rd May 2016</td>
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<td>Date: 24th May 2016</td>
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<tr>
<td>Venue: STEPS Charlotte Turner Centre</td>
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<tr>
<td>Cost: Free to Royal Borough of Greenwich schools (out of borough £30 per session)</td>
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<tr>
<td>Tutor: Members of the STEPS Team</td>
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<tr>
<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<tr>
<td><strong>Parent/Carer Open Days</strong></td>
<td>Parent/Carers</td>
<td>Parent/Carer Open Days will provide an opportunity to meet the team involved with the development of their children and discuss any queries about the service offered including assessments, outreach support and specialist teaching. Also available is training by our Maths, Dyslexia and Handwriting specialists.</td>
<td>Parents/carers: • Will be better equipped to support their children at home Settings: • The school embraces the principle of multi-agency working</td>
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<td>Times: 9.00am - 7.00pm</td>
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<tr>
<td>Date: Numicon/Dyslexia</td>
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<tr>
<td>Date: 17th October 2015</td>
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<tr>
<td>Date: Handwriting/Reading</td>
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<tr>
<td>Date: 17th May 2016</td>
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<tr>
<td>Venue: STEPS Charlotte Turner Centre</td>
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<tr>
<td>Cost: Free to Royal Borough of Greenwich Schools</td>
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<td>Tutor: Members of the STEPS Team</td>
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| **Whole School Handwriting Training**            | SENCOs, Teachers & Support Staff             | This course explores the structures needed for the implementation of a successful handwriting policy and practice. It does not promote a particular handwriting style. It provides lots of practical problem-solving ideas and strategies for the most and least competent writers will be provided.                                                                                                                                                                                                                                               | Pupils:  
  • Will have the tools and methods to improve their handwriting  
  Practitioners:  
  • Will be confident in teaching handwriting and remedying handwriting difficulties so that pupils’ handwriting improves  
  Settings:  
  • Will be confident that there is consistency in the teaching of handwriting in schools |
| Times:                                           |                                              |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                |
| Date: 18th January 2016 or 25th January 2016     |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Venue: At host school or Charlotte Turner Centre |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Cost: £300 (out of borough £350)                 |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Tutor: Members of the STEPS Team                 |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Also available to educational establishments     |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| outside Royal Borough of Greenwich               |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| **Handwriting Catch up (2 sessions)**            | Literacy Coordinators, SENCOs and Senior Leaders | This course will explore the structure needed for the implementation of successful handwriting policy and practice. It will provide practical problem solving ideas and strategies for the least competent writers.                                                                                                                                                                                                                       | Practitioners:  
  • Will be confident in teaching handwriting and remedying handwriting difficulties  
  Settings:  
  • Can feel confident that all staff are informed and are confident teaching handwriting and remedying handwriting difficulties |
<p>| Times: 4.30pm - 6.00pm                           |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Date: 18th January 2016 or 25th January 2016     |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Venue: STEPS Charlotte Turner Centre             |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Cost: £30 per delegate                           |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |
| Tutor: Members of the STEPS Team                 |                                              |                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                  |</p>
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<tr>
<td><strong>Learning to Learn Workshops</strong></td>
<td>Teachers &amp; Support Staff and Pupils</td>
<td>This is a workshop which explores: How the brain works, learning styles, metacognition, multiple intelligences and study skills.</td>
<td>Pupils:  ● Will explore and celebrate their differences and understand their learning styles  Practitioners:  ● Will be informed about the learning styles of their class which will inevitably inform planning  Settings:  ● Will embrace personalisation of learning</td>
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<tr>
<td><strong>Times:</strong></td>
<td>2.5 hours</td>
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<td><strong>Date:</strong></td>
<td>On request</td>
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<tr>
<td><strong>Venue:</strong></td>
<td>Host School - Year 5 class</td>
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<tr>
<td><strong>Cost:</strong></td>
<td>£200 per class</td>
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<tr>
<td><strong>Tutor:</strong></td>
<td>Members of the STEPS Team</td>
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<tr>
<td><strong>Pupils:</strong></td>
<td>Will explore and celebrate their differences and understand their learning styles</td>
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<tr>
<td><strong>Practitioners:</strong></td>
<td>Will be informed about the learning styles of their class which will inevitably inform planning</td>
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<tr>
<td><strong>Settings:</strong></td>
<td>Will embrace personalisation of learning</td>
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<tr>
<td><strong>Whole School Circle Time Training</strong></td>
<td>SENCOS, Teachers &amp; Support Staff</td>
<td>This course will cover every facet of Jenny Mosley’s whole school Quality Circle Time Model.</td>
<td>Pupils:  ● Will have access to a range of supportive listening systems and improve their communication skills  Practitioners:  ● Will be empowered to support children and staff well-being via a structured whole school system  Settings:  ● Will have framework for a whole school behaviour model</td>
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<tr>
<td><strong>Times:</strong></td>
<td>2 x 1.5 hours</td>
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<td><strong>Date:</strong></td>
<td>On request</td>
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<tr>
<td><strong>Venue:</strong></td>
<td>At host school or Charlotte Turner Centre</td>
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<tr>
<td><strong>Cost:</strong></td>
<td>£250 Greenwich Schools (£300 to out of borough schools)</td>
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<tr>
<td><strong>Tutor:</strong></td>
<td>Members of the STEPS Team</td>
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<td><strong>Also available to educational establishments outside Royal Borough of Greenwich</strong></td>
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### Provision Mapping

- **COURSE TITLE**: Provision Mapping
- **TARGET AUDIENCE**: Whole School teams (primary schools)
- **DESCRIPTION**: This is a one and a half hour presentation to whole staff teams which explains the stages of provision mapping cycle and how to implement it in schools.
- **IMPACT STATEMENT**:
  - Pupils: Will receive appropriate support
  - Settings: Staff will be effecting and confident with the implementation of the provision mapping planning process

#### Provision Mapping Details
- **Times**: On request
- **Date**: On request
- **Venue**: At host school or Charlotte Turner Centre
- **Cost**: £150
- **Tutor**: Members of the STEPS Team

### Restorative Approaches Facilitator Training

- **COURSE TITLE**: Restorative Approaches Facilitator Training
- **TARGET AUDIENCE**: All School Staff
- **DESCRIPTION**: A Restorative Approach (RA) is inspired by the philosophy and practices of Restorative Justice, which puts repairing harm done to relationships and people at the heart of its response to conflict and wrongdoing. The ultimate aim of the training is to contribute to the building of a respectful, safe and inclusive school community or setting. The course is held over 4 days and provides intensive, interactive facilitator training, focusing on building an understanding of a restorative ethos and developing effective facilitation skills. Participants can also undertake a Level 5 academic component in Restorative Approaches, with the 12 month study and support programme commencing after the training course.
- **IMPACT STATEMENT**:
  - Pupils: The use of RA will support pupils to develop essential life skills in; conflict resolution, problem solving and emotional literacy, helping them to understand how to positively repair relationships damaged through conflict.
  - Practitioners: Will develop practical skills and knowledge, which they can apply to conflict situations in their work setting.
  - Settings: Will have the opportunity to work towards a L5 University accreditation and on completion, can apply to achieve registration with the Restorative Justice Council - joining a growing body of accredited restorative practitioners.
  - Staff will benefit from having staff with specialist skills and knowledge who can support an enhanced conciliatory culture across the setting.

#### Restorative Approaches Facilitator Training Details
- **Date**: 13th & 20th October 2015
  - 3rd & 10th November 2015
  - 9.00am - 4.00pm or
  - 1st, 8th, 15th & 22nd March 2016
  - 9.00am - 4.00pm
- **Venue**: October & November - The Forum Greenwich
  - March - PDC
- **Cost**: Course - £400
  - (Out of Borough £450)
  - Course and Level 5 Accreditation: £600
  - (Out of Borough £650)
- **Tutor**: Members of IDSS Team
  - Also available to educational establishments outside Royal Borough of Greenwich
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| Restorative Approaches Facilitator Refresher Training | Any school staff who have previously completed the Royal Greenwich 4 day RA Facilitator training | This 1 day course is designed for staff who have previously completed full RA Facilitation training (4 day course) and have begun using the approach in their roles. It is intended to refresh participants' knowledge on Restorative Approaches, providing opportunities to reflect on and improve practical skills. New ideas and guidance for implementing RA across the school community will also be shared on this course. | Pupils:  
- The use of RA will support pupils to develop essential life skills in; conflict resolution, problem solving and emotional literacy, helping them to understand how to positively repair relationships damaged through conflict.  
Practitioners:  
- Will have increased confidence in using RA in their roles.  
- Will be better equipped to use RA in their schools, having learnt new techniques and strategies for implementing their skills  
Settings:  
- Organisations will benefit from having staff with specialist skills and knowledge who can support an enhanced conciliatory culture across the setting. |

Times: 9.00am - 4.00pm  
Date: 26th November 2015  
28th April 2016  
Venue: November - The Forum Greenwich  
April - PDC  
Cost: £120 per participant (Out of Borough £150)  
Cost includes opportunity to attend 3 RA Practitioner Network Meetings  
Tutor: Members of IDSS Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| Royal Greenwich Restorative Approaches Conference | All school staff | Annual RA conference for all those working restoratively in Greenwich and beyond. Hear from experienced RA practitioners, join workshops and network with professionals from other schools and agencies. This conference is aimed at both existing restorative practitioners and those new to the approach or who are interested to find out about the potential benefits of using RA. | Pupils:
- The use of RA will support pupils to develop essential life skills in; conflict resolution, problem solving and emotional literacy, helping them to understand how to positively repair relationships damaged through conflict. Practitioners:
- Will have the opportunity to share best practice and learn from others from a range of agencies.
- Will learn new skills and techniques for the application of RA across a range of settings. Settings:
- Will benefit from having staff with specialist skills and knowledge who can support an enhanced conciliatory culture across the setting. |
| Times: 9.00am - 12.30pm | Date: 2nd October 2015 | Cost: £60 per participant (Out of Borough £75) | Tutor: Members of IDSS Team
Also available to educational establishments outside Royal Borough of Greenwich |
# Developing Anti Bullying Programmes Workshop

**Date:** 8th October 2015  
Primary 9.00am - 12.00pm  
Secondary 1.00pm - 4.00pm  

**Venue:** The Forum Greenwich  

**Cost:** £60 per participant  
(Out of Borough £75)  

**Tutor:** Members of IDSS Team  
Also available to educational establishments outside Royal Borough of Greenwich  

## Description

This half day course supports school staff to consider how they can implement anti-bullying activities across the curriculum and throughout the academic year. Staff will be introduced to anti-bullying resources and plans to assist them to develop a range of anti-bullying programmes.

## Impact Statement

**Pupils:**  
- Feelings of safety will be enhanced due to an increase in anti-bullying education and support programmes in their school.  
- Will be fully aware of the different forms of bullying and how they can prevent them.

**Practitioners:**  
- Will improve their knowledge on bullying issues and how to implement anti-bullying messages across the curriculum.  
- Increased confidence in designing and running anti-bullying programmes in their schools.

**Settings:**  
- Will benefit from a sustainable Anti-Bullying programme of activities, run by informed school staff, which address bullying issues throughout the school year.
### Whole School

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| Diploma for Specialist Leaders of Behaviour and Attendance (DSLBA)          | All School Staff| The DSLBA is for all who have a leadership role in behaviour & attendance as part of their work or who aspire to become such leaders. The underlying principle of the programme is that of distributive leadership. | Participants:  
  • Can have their work accredited as a vocational-related qualification or gain university credits towards levels 4 to 7 qualifications |
<p>| Times: 9.00am - 4.00pm                                                      |                 |                                                                             |                  |
| Date: 14th October, 9th December 2015, 16th March 2016                      |                 |                                                                             |                  |
| Venue: Charlton House                                                       |                 |                                                                             |                  |
| Cost: £650 - £1050 + £100 University accreditation                          |                 |                                                                             |                  |
| Tutor: Members of the Behaviour and Attendance Team                         |                 |                                                                             |                  |
| Also available to educational establishments outside Royal Borough of Greenwich |                 |                                                                             |                  |</p>
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| **PEPs Process and Practice: A multi-agency session** | Designated Teachers for looked after children and delegated staff, pastoral staff and SENCOs, foster carers, social workers and IROs | A multi-agency session exploring the statutory duties surrounding PEPs and sharing ideas with the Virtual School and each other on best practice. The new Royal Borough of Greenwich PEP form will be introduced. | Pupils:  
- Will benefit from highly ambitious educational plans  
Practitioners:  
- Will have an opportunity to share best practice and learn from others from a range of agencies  
- Will be better equipped to meet their statutory duties  
Settings:  
- Will have better systems for looked after children leading to improved outcomes  
- Schools will be able to satisfy their Governing Body that their designated teachers are meeting their training obligations |
<p>| Times: 2.00pm - 4.00pm | Date: 21st January 2016 | Venue: The Woolwich Centre | Cost: FREE to Royal Borough of Greenwich Staff and Schools (£25 cancellation fee) |
| Tutor: Members of the Virtual School Team | | | |</p>
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| **Designated Teacher Termly Networking Sessions** | Designated Teachers for Looked After Children and delegated staff, pastoral staff and SENCOs | A termly session led by Royal Borough of Greenwich Virtual School staff to enable Designated Teachers to meet their statutory duties. The session will update staff on local, regional and national developments and provide a chance to share best practice and network with staff from other schools. | Practitioners:  
- Will be more able to meet their statutory duties  
- Will be able to problem solve for the Looked After Children in their schools.  
Settings:  
- Will have better systems for Looked After Children leading to improved outcomes  
- Schools will be able to satisfy their Governing Body that their Designated Teachers are meeting their training obligations |

| **New Designated Teacher for Looked After Children** | RBG school staff who are new to the role of Designated Teacher for Looked After Children | This induction session will take you through the statutory duties of the designated teacher for Looked After Children. There will be a chance to discuss best practice and to share ideas for improving the outcomes for children in care. | Pupils:  
- Looked After Children will benefit from higher aspirations and better support.  
Practitioners:  
- Will be better equipped to meet their statutory duties  
- Will have an opportunity to share best practice learn from others  
Settings:  
- Will have better systems for Looked After Children leading to improved outcomes  
- Schools will be able to satisfy their Governing Body that their Designated Teachers are meeting their training obligations |
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| **Multi-Agency Looked After Children Conference** | Designated Teachers for Looked After Children and delegated staff, pastoral staff and SENCOs, foster carers, social workers and IROs | Annual multi-agency conference on education for Looked After Children. Hear speakers, join workshops and network with other professionals from other schools and other agencies. | Looked After Children:  
- Will improve their aspirations and outcomes  
Practitioners:  
- Will be more knowledgeable and confident in using strategies to support Looked After Children with their education  
- Will have a better knowledge of their own role and the role of other agencies  
Settings:  
- Will have better systems for Looked After Children leading to improved outcomes. Schools will be able to satisfy their Governing Body that their Designated Teachers are meeting their training obligations |  |
| **Introduction to the Duke of Edinburgh’s Award (DofE)** | All School Staff | The Introduction to the DofE training course will provide you with the information needed to be a DofE Leader and run DofE programmes within a centre. It will put the learning from e-induction into context in a practical way. It is suitable for new DofE Leaders as well as existing Leaders who want to improve their DofE knowledge. By the end of the course staff will understand the mission and guiding principles and how they relate directly to the design and delivery of DofE programmes. | Pupils:  
- Will maximise the benefits gained from involvement in the DofE programme  
Staff:  
- Will gain a good understanding of DofE programmes (levels, sections, timescales, sectional benefits)  
Settings:  
- Will benefit from staff that have specialist knowledge and a clear understanding of the guiding principles of the DofE Awards |  |
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| Duke of Edinburgh’s Award (DofE) Network Meetings | DofE Leaders | The purpose of these meetings is to increase Leaders' knowledge of the DofE, build confidence in how to deliver quality DofE programmes to young people and offer the opportunity to network with other Leaders. | Staff:  
   • Will increase their knowledge in the delivery of the DofE Award and benefit from the sharing of best practice ideas with a network of other Leaders  
Settings:  
   • Will benefit from having staff who have the opportunity to share best practice models of DofE delivery and therefore a clearer understanding of how best to support pupils achieve their Award |

| Duke of Edinburgh’s Award Expedition Supervisors Training Course | DofE Leaders and Staff supporting expeditions | The Expedition Supervisor training course covers understanding the role of the Expedition Supervisor, Assessor and other adults involved in the delivery of the Expedition section, understanding the process of remote supervision, understanding the importance of emergency procedures and the duty of care held by the Supervisor. (Please note this course does not qualify a delegate to supervise expeditions. This authorization is given by each Licensed Organisation/AAP in accordance with their own guidelines and requirements.) | Staff:  
   • Will have a clear understanding of their role and responsibilities, increased knowledge of the expedition section and the opportunity to network with other supervisors  
Settings:  
   • Will benefit from having staff with a clear understanding of the Expedition Supervisor’s duty of care and the safety/emergency procedures relating to the expeditions |

Times: 3.30pm - 5.30pm  
Date: 28th September 2015  
22nd February 2016  
4th July 2016  
Venue: September & February - Charlton House  
July - PDC  
Cost: £30 per session (Out of Borough £40)  
Tutor: Lead Practitioners from Inclusion Learning and Achievement  
Also available to educational establishments outside Royal Borough of Greenwich |

Times: 9.00am - 4.00pm  
Date: 23rd November 2015  
Venue: The Forum Greenwich  
Cost: £80 (Out of Borough £90)  
Tutor: Juliet Heaney D of E Coordinator |
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| **Using Visual Support for Pupils with an ASD at an Early Stage of Communication Development in Schools** | Staff supporting pupils with an ASD in primary schools, SENCOs/Teachers & Teaching Assistants | This session provides an introduction to visual support strategies including schedules, symbols, NOW/NEXT boards etc. by using symbols to support the development of communication. | Pupils:  
• Will be supported to develop communication skills using a symbol based system  
Practitioners:  
• Will have an in depth knowledge of how visual support can help children with an ASD to manage their learning environment  
Settings:  
• Will be supported by staff who are confident about the rationale and theory behind symbol based communication systems |

**Times:** 9.30am - 11.45am or 2 hour session on site in school  
**Date:** 20th October 2015 or 2 hour session on site in school on request  
**Venue:** The Town Hall  
**Cost:** Free to Royal Borough of Greenwich schools (out of borough £30 when attending The Town Hall session)  
**Tutor:** Members of ASD Outreach Advisory Teachers Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| Supporting Pupils with an ASD in Mainstream Primary Schools | Staff supporting pupils with an ASD in primary schools, SENCOs/Teachers & Teaching Assistants | This course includes the following:  
- Week 1 What is ASD? Sharing our experiences of ASD  
- Week 2 Theories linked to Autism – personal experiences and sensory sensitivities  
- Week 3 Communication - Strategies to Assist  
- Week 4 Approaches and Strategies  
- Week 5 Managing Behaviour; Emotional and Anxiety Difficulties with Pupils with an ASD | Pupils:  
- Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
Practitioners:  
- Will have a deeper understanding of autism and how it affects children and their families  
- Will be equipped with a range of strategies to support children with autism in mainstream primary school Settings:  
- Will have staff who have a greater understanding of best practice in relation to children with autism as well as the sensory difficulties they experience which can affect their ability to be included |

**Times:** 9.30am - 11.45am  
**Venue:** November - The Town Hall, March & June - PDC  
**Cost:** Free to Royal Borough of Greenwich schools (out of borough £110 for a group of 5 PDC sessions)  
**Tutor:** Members of ASD Outreach Advisory Teachers Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| **How to Support Students with an ASD in the Dinner Hall and Playground** | Mealtime Supervisors | This session will provide:  
● Practical strategies for supporting pupils with an ASD in unstructured times at school  
● Supporting the development of social interaction skills in the playground setting | **Pupils:**  
● Will be supported by staff with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
**Practitioners:**  
● Will have an understanding of autism and how it affects children and their families  
● Will be equipped with a range of strategies to support children with autism in the playground and dinner hall  
● Will be aware of the particular challenges (including sensory based issues) of the environment in the dinner hall and playground  
**Settings:**  
● Will be able to set up consistent ASD friendly approaches to the management of students in unstructured times  
● Will have staff who have a greater understanding of best practice in relation to children with autism as well as the sensory difficulties they experience which can affect their ability to be included in the playground and dinner hall |
| **Times:** On request | **Date:** On request | **Venue:** At host school, dates to be set up with the host school. 90 minute session | **Cost:** Free to Royal Borough of Greenwich schools (out of borough costs available on request)  
**Tutor:** Members of the ASD Outreach Advisory Teachers’ Team  
Also available to educational establishments outside Royal Borough of Greenwich |
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| Supporting Children with an ASD in the Foundation Stage | Staff supporting pupils with an ASD in the Foundation Stage, SENCOs/Teachers & Teaching Assistants | This course specifically focuses on meeting the needs of children with an ASD in the Foundation Stage. It covers:  
- What is ASD?  
- Communication development and strategies  
- Sensory sensitivities and strategies to manage them  
- Behaviour and strategies to manage behaviour | Pupils:  
- Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
Practitioners:  
- Will have a deeper understanding of autism and how it affects children and their families  
- Will be equipped with a range of strategies to support children with autism in mainstream primary schools  
Settings:  
- Will have staff who have a greater understanding of best practice in relation to children with autism as well as the sensory difficulties they experience which can affect their ability to be included |
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| Setting up a Sensory Programme for Pupils with an ASD in your School: To include sensory circuits and diets | Staff supporting pupils with an ASD in schools, SENCOs/Teachers & Teaching Assistants | This course supports staff in schools in supporting pupils with an ASD and sensory sensitivities, setting up interventions and supporting specialist OT programmes. | Pupils:  
- Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
Practitioners:  
- Will be confident in understanding the sensory needs of pupils with an ASD  
- Will be able to set up and run a sensory circuit  
- Will be able to support a child with a sensory diet  
Settings:  
- Will have a range of experience in their school to support pupils with sensory needs as a part of their educational programme |
| | | | | |
| Using Intensive Interaction to Support Pupils with an ASD in Schools | Staff supporting students with an ASD in schools, SENCOs/Teachers & Teaching Assistants | This course provides an introduction to intensive interaction techniques and the rationale for using with pupils with an ASD. Practical application in a school setting is provided. | Pupils:  
- Will be able to be supported to develop communication skills using Intensive Interaction  
Practitioners:  
- Will be supported by staff who have an in depth knowledge of how Intensive Interaction can help children with an ASD to develop communication skills  
Settings:  
- Will be supported by staff who are confident about the rationale and theory behind Intensive Interaction |
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| Using Social Stories to Support Pupils with an ASD in Schools | Staff supporting pupils with an ASD in schools. SENCOs/Teachers & Teaching Assistants | This session will provide an introduction to Social Stories and rationale for using with students with an ASD. Practical application in a school setting is also provided. | Pupils will be:  
• Able to be supported to understand social situations through a story based approach  
Practitioners:  
• Will have an in depth knowledge of how social stories can support children with an ASD to understand social situations  
• Will be confident in writing social stories to use with students themselves  
Settings:  
• Will be supported by staff who are confident about the rationale and theory behind Social Stories |

**Times:** 9.30am - 11.45am  
**Date:** 11th May 2016 or 2 hour session on site in school  
**Venue:** PDC or at host school  
**Cost:** Free to Royal Borough of Greenwich schools (out of borough £30 when attending PDC session)  
**Tutor:** Members of the ASD Outreach Advisory Teachers Team  
Also available to educational establishments outside Royal Borough of Greenwich
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| Supporting Pupils with an ASD in Mainstream Secondary Schools | Staff supporting pupils with an ASD in secondary schools. SENCOs/Teachers & Teaching Assistants | This course includes the following:  
- Week 1 What is ASD? Sharing our experiences of ASD  
- Week 2 Theories linked to Autism – personal experiences and sensory sensitivities  
- Week 3 Communication - Strategies to Assist  
- Week 4 Approaches and Strategies  
- Week 5 Managing Behaviour; Emotional and Anxiety Difficulties with Pupils with an ASD | Pupils:  
- Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
Practitioners:  
- Will have a deeper understanding of autism and how it affects pupils and their families  
- Will be equipped with a range of strategies to support pupils with autism in mainstream secondary schools  
Settings:  
- Will have staff who have a greater understanding of best practice in relation to children with autism as well as the sensory difficulties they experience which can affect their ability to be included |
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| **ASD Awareness Training for all School Staff** | Whole school teams     | This session provides an introduction to the thinking and learning styles of pupils with an ASD. Additionally it will provide all staff with an overview of practical strategies to support Pupils with an ASD.               | Pupils: • Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
Practitioners: • Will have an understanding of autism and how it affects pupils and their families  
• Will be equipped with a range of strategies to support pupils with autism in mainstream primary schools  
Settings: • Will be able to set up ASD friendly approaches across the whole school and establish consistent approaches to the management of pupils in their schools, as a consequence of a shared knowledge and understanding amongst all staff  
• Will have staff who have a greater understanding of best practice in relation to pupils with autism, as well as the sensory difficulties they experience which can affect their ability to be included |

*Times: 3 hour session run across 2 staff meetings or a half day INSET session
Date: On request
Venue: At host school
Cost: Free to Royal Borough of Greenwich schools
Tutor: Members of the ASD Outreach Advisory Teachers Team*
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| **ASD On line INSET**| Staff supporting pupils with an ASD in schools. SENCOS/Teachers & Teaching Assistants| This is an Online course to support staff in learning about the thinking and learning styles of students with ASD and how to support them within a school based context. The course is delivered through self-directed independent online learning, supported by 3 sessions in a group context. The courses requires about 18 hours of self-directed learning from participants which include some short tasks as part of the process. | Pupils:  
  - Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to all areas of the curriculum  
  Practitioners:  
  - Will have an understanding of autism and how it affects children and their families  
  - Will be equipped with a range of strategies to support children with autism in mainstream schools  
  Settings:  
  - Will have staff who have a greater understanding of best practice in relation to children with autism as well as the sensory difficulties they experience which can affect their ability to be included |
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| **Makaton Training**       | Teaching Assistants Early Years Practitioners & Speech Therapists               | This course is run over 5 sessions and will train staff to be confident in the use of Makaton and signing to support speech. Modules 1-4 covered. | Pupils:  
  ● Will be empowered to communicate with their peers and adults alike  
Practitioners:  
  ● Will be empowered to support learners with their communication via the use of Makaton  
Settings:  
  ● Will become more inclusive and 'communication friendly' |
<p>| Times: 4.15pm - 6.15pm     |                                                                               |                                                                                                                                             |                                                                                  |
| Date: 3rd November 2015    |                                                                               |                                                                                                                                             |                                                                                  |
|                            | 10th November 2015                                                           |                                                                                                                                             |                                                                                  |
|                            | 17th November 2015                                                           |                                                                                                                                             |                                                                                  |
|                            | 24th November 2015                                                           |                                                                                                                                             |                                                                                  |
|                            | 1st December 2015                                                            |                                                                                                                                             |                                                                                  |
| Venue: STEPS Mulgrave Primary |                                                                               |                                                                                                                                             |                                                                                  |
| Cost: £125 per delegate    |                                                                               |                                                                                                                                             |                                                                                  |
| Tutor: Members of the STEPS Team |                                                                               |                                                                                                                                             |                                                                                  |
| <strong>Makaton Follow-Up Training</strong> |                                                                 |                                                                                                                                             |                                                                                  |
| Times: 4.15pm - 6.15pm     |                                                                               |                                                                                                                                             |                                                                                  |
| Date: 23rd February 2016   |                                                                               |                                                                                                                                             |                                                                                  |
|                            | 1st March 2016                                                               |                                                                                                                                             |                                                                                  |
|                            | 8th March 2016                                                               |                                                                                                                                             |                                                                                  |
|                            | 15th March 2016                                                              |                                                                                                                                             |                                                                                  |
|                            | 22nd March 2016                                                              |                                                                                                                                             |                                                                                  |
| Venue: STEPS Mulgrave Primary |                                                                               |                                                                                                                                             |                                                                                  |
| Cost: £130 per delegate    |                                                                               |                                                                                                                                             |                                                                                  |
| Tutor: Members of the STEPS Team |                                                                               |                                                                                                                                             |                                                                                  |</p>
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| **Wave 3 Literacy Programme ‘STEPS to Success’** | SENCOs, Teachers & Support Staff | This 4 day course is a structured and cumulative synthetic phonics based literacy programme for children below catch-up level (ELS/QUEST/FLS). STEPS will observe the staff member teaching the programme if requested by school. | Pupils:  
• Will acquire phonics and spelling skills and knowledge via a structured, cumulative and multisensory learning programme  
Practitioners:  
• Will benefit from training from experienced dyslexia specialist teachers and understand the best ways to improve reading, spelling and handwriting outcomes  
Settings:  
• Will have staff who are trained to deliver a successful teaching programme |
| **Times:** | | | |
| 9.00am - 12.00pm | | | |
| **Date:** | | | |
| 22nd September 2015  
29th September 2015  
6th October 2015  
13th October 2015  
or  
12th January 2016  
19th January 2016  
26th January 2016  
2nd February 2016  
or  
7th June 2016  
14th June 2016  
21st June 2016  
28th June 2016 | | | |
| **Venue:** | | | |
| STEPS Charlotte Turner Centre | | | |
| **Cost:** | | | |
| Free to Royal Borough of Greenwich schools (out of borough £200) | | | |
| **Tutor:** | | | |
| Members of the STEPS Team  
Also available to educational establishments outside Royal Borough of Greenwich | | | |
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| **Catch-up for Dyslexia Friendly Schools**       | Staff who are new to your school | This course is for staff in ‘Dyslexia Friendly Schools’ who have not received dyslexia training. It will ensure that all school staff have received DFG training, achieve and maintain the DFG quality mark. | Settings:  
• Holding ‘Dyslexia Friendly Status’ and maintaining the profile of the accreditation ensuring all staff are well informed  
• Will maintain the Dyslexia Friendly Status and will ensure all staff are well informed |
| Times: 4.30pm - 6.00pm                           |                                  |                                                                             |                                                                                                                                                                                                             |
| Date: 12th October 2015                          |                                  |                                                                             |                                                                                                                                                                                                             |
| Venue: STEPS Charlotte Turner Centre             |                                  |                                                                             |                                                                                                                                                                                                             |
| Cost: £30 per delegate                          |                                  |                                                                             |                                                                                                                                                                                                             |
| Tutor: Members of the STEPS Team                |                                  |                                                                             |                                                                                                                                                                                                             |
| **How to Read and Interpret a Dyslexia Report**  | SENCOs and Class Teachers        | This course gives clear guidance to SENCOs in understanding all the elements of a specialist dyslexia report. | Practitioners:  
• Will feel confident when feeding back to parents and will understand the specific learning profile of each dyslexic learner assessed  
Settings:  
• Will be confident in providing informed specialist advise to parents |
| Times: 4.30pm - 6.00pm                           |                                  |                                                                             |                                                                                                                                                                                                             |
| Date: 16th November 2015                         |                                  |                                                                             |                                                                                                                                                                                                             |
| Venue: STEPS Charlotte Turner Centre             |                                  |                                                                             |                                                                                                                                                                                                             |
| Cost: £30 per delegate                          |                                  |                                                                             |                                                                                                                                                                                                             |
| Tutor: Members of the STEPS Team                |                                  |                                                                             |                                                                                                                                                                                                             |
| **Calling all Dyslexia Friendly Schools**        | Staff of schools holding the Dyslexia Friendly Quality Mark | This course will explore ways in which schools are maintaining their Dyslexia Friendly status. Participants will receive ‘dyslexia’ updates in resources and research, and the opportunity to share good practice with colleagues. | Pupils:  
• Will benefit from the best practice from Royal Greenwich Dyslexia Schools  
Practitioners:  
• Benefit from the best practice from Royal Greenwich Dyslexia Schools  
Settings:  
• Dyslexia Friendly Schools share good practice |
<p>| Times: 4.30pm - 6.00pm                           |                                  |                                                                             |                                                                                                                                                                                                             |
| Date: 9th May 2016                               |                                  |                                                                             |                                                                                                                                                                                                             |
| Venue: STEPS Charlotte Turner Centre             |                                  |                                                                             |                                                                                                                                                                                                             |
| Cost: Free to Royal Borough of Greenwich schools |                                  |                                                                             |                                                                                                                                                                                                             |
| Tutor: Members of the STEPS Team                |                                  |                                                                             |                                                                                                                                                                                                             |</p>
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<td><strong>On line INSET - Dyslexia</strong></td>
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| **Times:** 1 hour introduction and 10 hours of study time  
**Date:** On request  
**Venue:** At host school or Charlotte Turner Centre  
**Cost:** £25 per delegate  
**Tutor:** Members of the STEPS Team | SENCOS, Teachers and Teaching Assistants | This course is for schools who have achieved Dyslexia Friendly status or are working towards the Dyslexia Friendly Schools Quality Mark. This is an online course which takes about 10 hours to complete. This course supports the Dyslexia Friendly Schools Quality Mark | Dyslexia Pupils:  
- Will have their needs understood  
Practitioners:  
- Will gain a baseline understanding of dyslexia which is a requirement for the Quality Mark  
Settings:  
- Will feel confident that all staff understand dyslexia and how to detect and support dyslexic learners |
| **Numicon ‘Catch-up’** | | | | |
| **Times:** 1.00pm - 3.30pm  
**Date:** 23rd November 2015 or 14th March 2016  
**Venue:** STEPS Charlotte Turner Centre  
**Cost:** £30 per delegate  
**Tutor:** Members of the STEPS Team | School staff who need to catch up on Numicon training & Maths Coordinators or Senior leaders who wish to find out more before committing to whole school training. | This course introduces a mainstream maths resource which is highly effective in leading children into abstract elements of maths with confidence and certainty. | Pupils:  
- Will cope with abstract elements of maths with confidence and certainty  
Settings:  
- Will have a visual environment in school which ensures that maths is a relevant and meaningful subject in children’s lives |
## Whole School Numicon Training

**Times:** 2.5 hours  
**Date:** On request  
**Venue:** At host school or Charlotte Turner Centre  
**Cost:** £200  
**Tutor:** Members of the STEPS Team  
**Target Audience:** SENCOs, Teachers & Support Staff  
**Description:** This course will introduce staff to a mainstream maths resource that is highly effective in leading children into abstract elements of maths with confidence and certainty.  
**Impact Statement:**  
- Pupils: Will be able to use a structured visual imagery system to access abstract mathematical concepts  
- Practitioners: Will be empowered to teach abstract concepts at an earlier stage.

## Story/Maths Box

**Times:** 10.00am - 11.30am  
**Date:** 3rd February 2016 or 3rd May 2016  
**Venue:** STEPS Charlotte Turner Centre  
**Cost:** Free to Royal Borough of Greenwich schools (out of borough £30)  
**Tutor:** Members of the STEPS Team  
**Target Audience:** SENCOs & Support Staff  
**Description:** This course is a language-based reading and maths programme, created specifically for children working within the p-scales. The box contains a huge range of high quality engaging resources.  
**Impact Statement:**  
- Pupils: With complex learning needs will be able to access reading and maths, whilst addressing their speech, language and communication needs  
- Practitioners: Will be empowered to work on virtually all pupils’ individual multidisciplinary targets in a relevant, practical and meaningful context with children working within the p-scales  
- Settings: Will develop an effective provision map that addresses the needs of children.
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| **Family Phonics** | | Parents and carers | This workshop consists of a 1.5 hour presentation about the principles of synthetic phonics and how parents can support their children at home. | Pupils:  
- Will benefit from being further supported in their home  
Staff:  
- Will feel confident that parents understand how phonics are taught in schools  
Settings:  
- Will benefit from a strengthened partnership with parents |
| | Times: 1.5 hours | | | |
| | Date: On request | | | |
| | Venue: At host school | | | |
| | Cost: £150 | | | |
| | Tutor: Members of the STEPS Team | | | |
| | Also available to educational establishments outside Royal Borough of Greenwich | | | |
| **Supporting Children Working at P-Level in Maths in the Mainstream Classroom** | SENCOs, Teachers & Support Staff | This course will provide:  
- An outlining of the pre-requisite maths skills  
P-level details – the Maths PIVATS & Equals Curriculum  
Differentiating tasks in the classroom  
An understanding of NIP  
A presentation from Numicon and FREE Numicon Kit  
A range of suitable resources | Pupils:  
- Working at p-levels will gain access to the mainstream classroom  
Practitioners:  
- Will feel confident in planning for effective learning for children working within the p-scales, including how to use numicon with this group  
- Will have a good understanding of the principles of counting  
Settings:  
- Will develop an effective provision map that addresses the needs of children working at p-levels |
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<td>Whole School Supporting Children with Gaps in their Maths Understanding</td>
<td>SENCOS, Teachers &amp; Support Staff</td>
<td>This course is a 12 week programme delivered 3 x 30 minutes weekly. The programme will be suitable for children at KS2 who have gaps in their mathematical understanding and are working at 1B and above.</td>
<td>Pupils: ● Will have gaps in maths understanding detected and addressed, enabling them to move forward with firm foundations Practitioners: ● Will have a tool to detect gaps in maths understanding in KS2 children</td>
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<td>‘Word Up’ Literacy Programme</td>
<td>SENCOS, Teachers and Teaching Assistants</td>
<td>This course introduces participants to a programme suitable for children working within p-levels and focuses on reading whole words instead of the process of using synthetic phonics.</td>
<td>Pupils: ● With visual strengths but unable to use the ‘Synthetic Phonics’ approach will have access to a more accessible reading and spelling programme and make progress Practitioners: ● Will be informed and know the optimum time to use phonics alongside this programme</td>
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| Supporting Children Working at P-Level in English in the Mainstream Classroom | SENCOs, Teachers & Support Staff | This course will:  
- Outline the pre-requisite literacy skills  
- Provide explanations of P-level details – the English PIVATS & Equals Curriculum  
- Provide an outline of differentiating tasks in the classroom  
- Provide an understanding of the needs of the child  
- Explain how to use visual support systems  
- Explain how to use ICT to support learning  
- Provide a range of suitable resources and planning documents on a CD  
- Outline how to use signing to support understanding | Pupils:  
- Working at p-levels will gain access to the mainstream classroom  
Practitioners:  
- Will be more confident in providing effective learning for children working within the p-levels  
Settings:  
- Will develop an effective provision map that addresses the needs of children working at p-levels |
| P-Levels and PIVATS | SENCOs, Teachers & Support Staff | This course will enable participants to understand p-levels and the Lancashire PIVATS system and how to adapt the curriculum to include learners with complex needs. | Pupils:  
- Will receive ability appropriate work and will have access to the mainstream classroom  
Practitioners:  
- Will have increased confidence and clear structures in place for planning and supporting children working within the p-levels |
<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>TARGET AUDIENCE</th>
<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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</thead>
</table>
| **Down Syndrome Training Day** | SENCOs, Teachers and Support Staff supporting children with Down Syndrome | This course will provide an explanation of what causes Down Syndrome and the learning profile of a student with Down Syndrome. It will provide effective strategies for differentiation and an understanding of how to support literacy and numeracy and encourage positive behaviour. | Pupils:  
- Will have access to an increased visual curriculum and will be empowered to be independent  
Practitioners:  
- Will have a greater understanding of the needs and most effective strategies to employ when teaching children with Down Syndrome |
| **On line INSET: Motor-Coordination Difficulties** | SENCOs and Support Staff | This course aims to develop the knowledge, understanding and skills of all those working with children and young people with motor-coordination difficulties to support inclusive practice. | Pupils:  
- Receive appropriate support to develop their motor skills  
Practitioners:  
- Will have a baseline understanding of motor coordination difficulties  
- Will develop their expertise in supporting children with motor-coordination difficulties |
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<th>IMPACT STATEMENT</th>
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</table>
| Update – SEND Planning and Assessment/Review and Transfer | Staff supporting children with additional needs - SENCOs, Inclusion Managers & Teaching Assistants | Following the implementation of the Children and Families Act on 1st September 2014, RBG has been working with partners to ensure the robust and smooth transition following the successful work of the Pathfinder. Practice around both requests for statutory assessment and transfer reviews is evolving constantly. This course will focus on new and current practice, with a particular focus on person centred planning, setting outcomes, requesting a statutory assessment and preparation for reviews, giving participants the opportunity to discuss recent experiences. | Pupils:  
• Will benefit from person-centred planning and a more holistic approach to achieving long term outcomes  
Practitioners:  
• Will understand the context of the changes in SEND systems and processes  
• Will understand the key principles informing the EHC plan  
• Will understand the concept of person-centred planning & reviewing  
• Will understand how to develop outcomes and how they can be met in different ways  
• Will understand their role in the process  
• Will understand the benefits of the new ways of working  
• Will be able to engage with the new ways of working  
Settings:  
• Will understand how to prepare for the new annual review format and to start the conversion from statement to EHC plan  
• Will be able to identify needs early and ensure that interventions and resources are identified as early as possible |
| Times: 9.00am - 4.00pm | Date: 22nd September 2015  
2nd February 2016  
7th July 2016 | Venue: The Town Hall | Cost: Free to Royal Borough of Greenwich schools | Tutor: SEN Assessment and SEND Reform Team |
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<th>COURSE TITLE</th>
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<tr>
<td><strong>Whole School or Cluster Briefings</strong></td>
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<td>Practitioners:</td>
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<td>Times:</td>
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<td>• Will understand responsibilities of schools under the new Children and</td>
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<td>Families Act and COP</td>
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<td>Cost:</td>
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<td>• Will embed new legislation and ways of working</td>
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<td>Tutor:</td>
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<tr>
<td><strong>SEnco Networks</strong></td>
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<tr>
<td>Times:</td>
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<td></td>
<td>SENCOs will have:</td>
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<tr>
<td>Date:</td>
<td></td>
<td></td>
<td>• Access to up-to-date information on SEND developments that are taking place</td>
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<tr>
<td>Venue:</td>
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<tr>
<td>Cost:</td>
<td></td>
<td></td>
<td>• Access to specialist advice and support that supports working as a SENCO in a</td>
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<tr>
<td>Tutor:</td>
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<td></td>
<td>mainstream school setting</td>
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<tr>
<td><strong>DESCRIPTION</strong></td>
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<td></td>
<td>• Opportunities to network with other SENCOs in a similar role in schools in</td>
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<td><strong>IMPACT STATEMENT</strong></td>
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<td>Royal Borough of Greenwich.</td>
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### Whole School or Cluster Briefings

- **Times:** 1 - 1.5 hours
- **Date:** On request
- **Venue:** At host school
- **Cost:** Free to Royal Borough of Greenwich schools
- **Tutor:** SEN Assessment and SEND Reform Team

This session will provide an introduction to the new SEND Code of Practice.

### SENCO Networks

- **Times:** Days 1 & 4 2.30pm - 5.00pm and Days 2 & 3 3.30pm - 5.30pm
- **Date:**
  - 22nd September 2015 (both)
  - 21st January 2016 (EYFS and primary)
  - 15th February 2016 (secondary)
  - 6th July 2016 (both)
- **Cost:** £30 per session
- **Venue:** September, January & February - The Town Hall July - PDC
- **Tutor:** Members of the ASD Outreach Advisory Teachers, SEND Reform and STEPS Teams

A networking session for SENCOs to share new developments in SEND. This session will provide support, information, advice and sign posting for SENCOs in mainstream schools in Royal Borough of Greenwich.
<table>
<thead>
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</table>
| **Using sensory stories with children at an early stage of development in schools** | Staff supporting students at an early stage of communication development with an ASD in schools. SENCOs/teachers and teaching assistants | A course to support staff in schools in supporting students at an early stage of communication development to access story based sessions to develop literacy, language and interaction skills. | Pupils:  
• Will be provided with appropriate strategies and support to assist their inclusion, interaction and access to a literacy and early language/interaction based intervention.  
Staff:  
• Will be supported by staff who have an in depth knowledge of how sensory stories can support children with an ASD to develop their literacy, language and interaction skills.  
• Will be supported by staff who are confident about the rationale and theory behind sensory stories  
Settings:  
• Will have staff who have a greater understanding of how to use sensory stories to support children with an ASD. |
| **Times:** 9.30am - 11.45am        | **Date:** 8th October 2015  | **Venue:** The Town Hall  | **Cost:** £30  | **Tutor:** Members of the ASD Outreach Advisory Teachers, SEND Reform and STEPS Teams  
Also available to educational establishments outside Royal Borough of Greenwich |
## COURSE TITLE

**Securing the “voice” of children with complex communication disabilities ...Showcasing excellent practice in Greenwich**

### TARGET AUDIENCE

All staff involved with direct work with students with disabilities, particularly SENCOs, teachers, Social Workers. Also available to educational establishments outside Royal Borough of Greenwich.

### DESCRIPTION

Showcasing of different approaches and methods used in Greenwich, to secure the voice of children with disabilities, who cannot access verbal communication in a meaningful way to share their views, thoughts and opinions for planning for their futures.

### IMPACT STATEMENT

**Pupils:**
- The views of pupils with significant communication needs will be a central part of interventions and planning for their futures.

**Staff:**
- Will have a range of tools they can use when securing the voice of this group of students in securing their voice. This includes, social care planning, EHC planning and other child and family focussed interventions.

**Settings:**
- Schools will have staff who can support others within their teams in this work.
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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td><strong>Transition for students with an ASD transferring to mainstream secondary schools</strong></td>
<td>Primary and Secondary SENCOs with students with an ASD transferring to/from their school</td>
<td>Session to exchange information on student transferring to secondary schools</td>
<td>Pupils: ● For students to have a smooth transfer to secondary school with information passed between primary and secondary school SENCOs. Staff: ● For staff in secondary school to have accurate and detailed information about students prior to transfer to assist in planning for their needs. Settings: ● For secondary schools to be able to allocate resources effectively to meet the needs of students transferring in advance of transfer.</td>
</tr>
<tr>
<td><strong>Transition DAY for vulnerable students (inc those with an SEN BUT not ASD) transferring to mainstream secondary schools</strong></td>
<td>Primary and Secondary SENCOs</td>
<td>Session to exchange information on students transferring to secondary schools</td>
<td>Pupils: ● For students to have a smooth transfer to secondary school with information passed between primary and secondary school SENCOs. Staff: ● For staff in secondary school to have accurate and detailed information about students prior to transfer to assist in planning for their needs. Settings: ● For secondary schools to be able to allocate resources effectively to meet the needs of students transferring in advance of transfer.</td>
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## SEN Workshop 1 - P-levels and Differentiation

<table>
<thead>
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<th><strong>Target Audience</strong></th>
<th><strong>Description</strong></th>
<th><strong>Impact Statement</strong></th>
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</table>
| SENCOS, teachers and support staff | This workshop will provide participants with an explanation of the p-levels, PIVATS, planning and differentiation tools and the opportunity to address issues arising when supporting children with Down's Syndrome and complex needs. This course builds confidence in staff and gives opportunities for sharing good practice. | Pupils:  
- Will benefit from a highly differentiated curriculum.  
Staff:  
- Will feel confident in planning for effective learning for children working within the p-levels. |

### Details:
- **Times:** 9.30am - 12.00pm
- **Date:** 7th July 2016
- **Venue:** STEPS
- **Cost:** £25 per delegate (out of borough £35)
- **Tutor:** Members of the STEPS Team
- Also available to educational establishments outside Royal Borough of Greenwich

## SEN Workshop 2 - Handwriting and Fine and Gross Motor Skills

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<tr>
<th><strong>Target Audience</strong></th>
<th><strong>Description</strong></th>
<th><strong>Impact Statement</strong></th>
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</table>
| SENCOS, teachers and support staff | This workshop offers guidance on supporting pupils with fine and gross motor difficulties. Additionally it will provide practical problem solving ideas and strategies for the most and least competent writers and an opportunity to share ideas and good practice. | Pupils:  
- Will benefit from access to visual multisensory handwriting resources.  
Staff:  
- Will be confident in supporting learners with a range of handwriting difficulties.  
Settings:  
- Schools will develop the capacity for teaching handwriting to learners across the ability range. |

### Details:
- **Times:** 9.30am - 12.00pm
- **Date:** 25th November 2015
- **Venue:** STEPS
- **Cost:** £25 per delegate (out of borough £35)
- **Tutor:** Members of the STEPS Team
- Also available to educational establishments outside Royal Borough of Greenwich
<table>
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<tr>
<th><strong>SEN</strong></th>
<th><strong>COURSE TITLE</strong></th>
<th><strong>TARGET AUDIENCE</strong></th>
<th><strong>DESCRIPTION</strong></th>
<th><strong>IMPACT STATEMENT</strong></th>
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<tr>
<td><strong>SEN Workshop 3 - Managing Challenging Behaviour and Supporting Transition</strong>&lt;br&gt;Times: 9.30am - 12.00pm&lt;br&gt;Date: 13th January 2016&lt;br&gt;Venue: STEPS&lt;br&gt;Cost: £25 per delegate (out of borough £35)&lt;br&gt;Tutor: Members of the STEPS Team&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich</td>
<td>SENCOs, teachers and teaching assistants</td>
<td>This workshop will address managing some of the challenging behaviours our pupils present as a result of: frustrations with daily life, peer relationships and understanding and communicating with others. It will also discuss how to support Personal, Social and Health Education.</td>
<td>Pupils:&lt;br&gt;• Will have their needs understood and behaviours pre-empted and avoided when possible.&lt;br&gt;Staff:&lt;br&gt;• Will be confident in identifying and managing the possible triggers of behaviours in children.&lt;br&gt;Settings:&lt;br&gt;• Schools will have staff who are confident in managing challenging behaviour.</td>
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<tr>
<td><strong>SEN Workshop 4 - Supporting ICT</strong>&lt;br&gt;Times: 9.30am - 12.00pm&lt;br&gt;Date: 2nd March 2016&lt;br&gt;Venue: STEPS&lt;br&gt;Cost: £25 per delegate (out of borough £35)&lt;br&gt;Tutor: Members of the STEPS Team&lt;br&gt;Also available to educational establishments outside Royal Borough of Greenwich</td>
<td>SENCOs, teachers and support staff</td>
<td>This workshop will address supporting pupils with all transitions from short term daily transitions to longer term transitions such as key-stage transitions. It will also provide a showcase of ICT resources suitable for learners with complex needs.</td>
<td>Pupils:&lt;br&gt;• Will be empowered to bypass their learning barriers to gain access to the curriculum.&lt;br&gt;Staff:&lt;br&gt;• Will have increased confidence using ICT to support learning services.&lt;br&gt;Settings:&lt;br&gt;• Schools will benefit from a collection of effective SEN ICT resources.</td>
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</table>
### SEN Workshop 5 - Occupational Therapy and Sensory Impairment

**Times:** 9.30am - 12.00pm  
**Date:** 20th April 2016  
**Venue:** STEPS  
**Cost:** £25 per delegate  
(out of borough £35)  
**Tutor:** Members of the STEPS Team  
Also available to educational establishments outside Royal Borough of Greenwich  

**SEnCOs, teachers and support staff**  

This workshop will address supporting pupils with physical barriers such as poor muscle tone, the development of coordination/support for independent skills and visual/hearing impairment. It will also explore the effects on our pupils and provide practical advice and support.  

**Pupils:**  
- Will benefit from a tailored approach that suits their occupational therapy and sensory needs.  

**Staff:**  
- Will gain an increased knowledge and confidence in working with children with occupational therapy and sensory needs.  

### SEN Workshop 6 - Speech and Language

**Times:** 9.30am - 12.00pm  
**Date:** 15th June 2016  
**Venue:** STEPS  
**Cost:** £25 per delegate  
(out of borough £35)  
**Tutor:** Members of the STEPS Team  
Also available to educational establishments outside Royal Borough of Greenwich  

**SEnCOs, teachers and support staff**  

This workshop will discuss the variety of Speech and Language difficulties our pupils experience and provide practical ideas for support.  

**Pupils:**  
- Will benefit from increased access to the curriculum.  

**Staff:**  
- Will be confident in working with specific children with speech and language needs.  

**Settings:**  
- Schools will benefit from increasing their links with outside agencies.
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<th>COURSE TITLE</th>
<th>TARGET AUDIENCE</th>
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<th>IMPACT STATEMENT</th>
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</table>
| **Designated Person Initial Training** | Designed for those acting as designated person for child protection.          | This 1 day course will cover responsibilities of the designated person- context, process and procedures, thresholds for intervention, how to respond to concerns and make schools safer. It provides an update on the most recent legislation changes (i.e. Keeping Children Safe in Education - April 2014, DBS etc.) that affect Safeguarding and Child Protection. | Pupils:  
- Will be safer and have safeguarding needs met in a more appropriate and timely manner  
Practitioners:  
- Will understand the child protection responsibilities of the designated person  
- Will know how to deal with difficult conversations and responsibilities  
- Will respond to concerns (initial responses to children and families, making a referral, contributing to Child Protection Conferences and the Child Protection Plan)  
Settings:  
- Will be safer organisations and comply with government guidance |
| **Designated Person Refresher**       | Designed for those acting as designated person for child protection or their deputies who have previously attended the initial training. | Government guidance requires refresher training every two years. The course will cover responsibilities of the designated person, new initiatives, issues and challenges of the role. It will provide staff with the opportunity to discuss the difficulties/problems associated with their role and to explore possible solutions. It also provides an update on the most recent legislation changes (i.e. Keeping Children Safe in Education - April 2014, DBS etc.) that affect Safeguarding and Child Protection. | Pupils:  
- Will be safer and have safeguarding needs met in a more appropriate and timely manner  
Practitioners:  
- Will understand the child protection responsibilities of the designated person  
Settings:  
- Will be safer organisations and comply with government guidance |
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| **Safer Recruitment**                  | All Headteachers, school Governors and other staff likely to sit on or administer staff appointment | This workshop is the accredited, updated version of the Safer Recruitment training for Headteachers, school Governors and other staff who are likely to sit on staff appointment panels. It is still a requirement for every school appointments panel to include at least one member who has completed the Safer Recruitment Training. Course content provides clear explanations of government guidance regarding the safer recruitment process. It also includes an update of the most recent legislation changes (i.e. the Keeping Children Safe in Education - April 2014, DBS, Disqualification by Association and other pre-employment checks) that affect Safeguarding and Child Protection. It is recomended that you refresh your training every 5 years. | Pupils:  
• Will be safer and have safeguarding needs met in a more appropriate and timely manner  
Practitioners:  
• Will have an awareness and understanding of offender behaviour  
• Will be able to identify the key features of staff recruitment that helps deter or prevent the appointment of unsuitable people  
• Will be able to consider policies and practice that minimise opportunities for abuse  
• Will be equipped to review their own and their establishments policies and practice, with a view to making them safer  
Settings:  
• Will be safer organisations  
• Will comply with government guidance and legislation |
| **Times** | 9.00am - 5.00pm                                                                  |                                                                                                                                                    |                                                                                                      |
| **Date** | 22nd October 2015 or 4th February 2016 or 9th June 2016                           |                                                                                                                                                    |                                                                                                      |
| **Venue** | October & February - Valley Central  
June - PDC                           |                                                                                                                                                    |                                                                                                      |
<p>| <strong>Cost</strong> | £120 (out of borough £150)                                                        |                                                                                                                                                    |                                                                                                      |
| <strong>Tutor</strong> | Child Protection Coordinator &amp; HR element (Positive Learning - Tony Lampart)     |                                                                                                                                                    |                                                                                                      |
| Also available to educational establishments outside Royal Borough of Greenwich |                                                                                                                                                    |                                                                                                      |</p>
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<tr>
<th>CHILD PROTECTION</th>
<th>COURSE TITLE</th>
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<th>DESCRIPTION</th>
<th>IMPACT STATEMENT</th>
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<tbody>
<tr>
<td>Dealing with Allegations</td>
<td>This course is designed specifically for Headteachers, Deputy Headteachers &amp; Chairs of Governors</td>
<td>This half-day course will consider the nature of abuse by staff and volunteers. The course will explain national guidance and local procedures regarding the responsibilities of senior staff and governors in responding to allegations of such abuse. It also provides an update of the most recent legislation changes (i.e. Keeping Children Safe in Education - April 2014, DBS etc.) that affect Safeguarding and Child Protection.</td>
<td>Pupils:  ● Will be safer and have safeguarding needs met in a more appropriate and timely manner  Practitioners:  ● Will be aware of national guidance and local procedures  ● Will understand the process of responding to an allegation against a member of staff, as well as the roles of other agencies in this process  ● Will be aware of the specific responsibilities of Headteachers and governing bodies in responding to allegations against staff  Settings:  ● Will be safer organisations  ● Will comply with government guidance and legislation</td>
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| **First Aid at Work**              | All interested staff from all schools. This course is open to anyone wishing to train as a First Aider. Candidates must be physically fit with the ability and temperament to undertake First Aid training. | This course provides participants with all the knowledge, skills and objectives necessary to act as First Aiders within the workplace. The First Aid at Work certificate is awarded by the First Aid Industry Body in accordance with Health and Safety Executive (HSE) regulations and is valid for three years. A copy of the latest edition of a First Aid manual and delegate pack will be provided for each participant. Attendance is required on all 3 dates. Successful candidates will be awarded the HSE First Aid at Work certificate. | Practitioners:  
● Will be confident and prepared to deal with First Aid situations as and when they arise at work |
| **First Aid at Work - Requalification** | Those renewing their Health and Safety Regulations, First Aid at Work certificate. | This 2 day course will review the knowledge, skills and objectives necessary for First Aid. This will include CPR, resuscitation, bandaging, burns and other First Aid issues. A copy of the latest edition of the First Aid at work manual will be provided and the new certificate will be valid for three years. Attendance is required on both dates. Candidates can now requalify up to 28 days after the expiry but must produce their certificate on the first day of the course as proof of eligibility. | Practitioners:  
● Will be up to date and confident in their ability to deal with First Aid situations as and when they arise at work |
### First Aid Paediatric Course

**COURSE TITLE:** First Aid Paediatric Course  
**TARGET AUDIENCE:** All interested staff from all schools. This course is open to anyone wishing to train as a First Aider – especially those working with children and babies. Candidates must be physically fit with the ability and temperament to undertake First Aid training.  
**DESCRIPTION:** This course will provide participants with training as First Aiders within the workplace, incorporating particular skills for the treatment of injured and ill children and babies.  
**TIMES:** 9.00am - 4.30pm  
**DATE:** 8th & 9th October 2015 or 25th & 26th January 2016 or 2nd & 3rd May 2016  
**VENUE:** October & January - Shrewsbury House  
**APRIL & JUNE - PDC**  
**COST:** £200 (out of borough £225)  
**TUTOR:** High Q  
**IMPACT STATEMENT:** Pupils:  
- Will be safer and have safeguarding needs met in a more appropriate and timely manner  
Practitioners:  
- Will feel confident and prepared to deal with First Aid situations as and when they arise  

### One Day Emergency First Aid/ Appointed Person

**COURSE TITLE:** One Day Emergency First Aid/ Appointed Person  
**TARGET AUDIENCE:** All interested staff from all schools. Candidates must be physically fit with the ability and temperament to undertake First Aid training. This course is not suitable for people who are in early stages of pregnancy.  
**DESCRIPTION:** Course members will acquire the knowledge and skills relating to Emergency First Aid procedures and will gain the confidence to apply these skills in the work situation. This qualification is valid for three years. Other common workplace conditions will also be addressed, including Epilepsy, Diabetes and Asthma.  
**TIMES:** 9.00am - 4.30pm  
**DATE:** 11th November 2015  
**VENUE:** Shrewsbury House  
**COST:** £120.00 (£150.00 out of borough)  
**TUTOR:** High Q  
**IMPACT STATEMENT:** Practitioners:  
- Understand the nature and extent of Emergency First Aid  
- Summon help and assistance where necessary  
- Carry out CPR (cardio-pulmonary resuscitation)  
- Manage shock and fractures  
- Apply basic principles to control major blood loss  
- Apply Emergency First Aid procedures in relation to heart attacks and to burns and scalds.
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| Positive Mental Well-being (Teaching children to take care of themselves) Secondary | Teachers, SENCOs & Support Staff working with secondary school age children | Young people face many stressors in the context of their school, home and social life. Equipping young people with knowledge and skills to help themselves can prevent potential stressors escalating into a more serious problem or crisis. This practical full day workshop considers the role of teaching staff in supporting pupils to maintain positive mental well-being. The workshop introduces a range of strategies, tools and exercises that teachers can take away and share with their pupils. The afternoon focuses on developing these further and individualising exercises to the school environments. | Practitioners will leave this workshop with:  
- A new language around mental health and well-being  
- A raised awareness of emotional intelligence and how it relates to young people  
- A working knowledge of how to promote positive well-being amongst their pupils  
- A number of strategies and exercises to share with pupils to promote positive well-being  
- A toolkit to help pupils recognise and discuss their own emotions  
- Approaches that will enable pupils to develop their own skills to alleviate stress |
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<tbody>
<tr>
<td>Understanding Suicide: Thoughts</td>
<td>All School Staff</td>
<td>Research shows that nearly a third of young people have contemplated or attempted suicide. Teachers and learning support staff, who have regular and ongoing contact with young people, are well placed to detect risk, and prompt crucial conversations with young people.</td>
<td>Practitioners will be more confident in:&lt;br&gt;● Recognising when a young person may be at risk/experiencing suicidal thoughts, associated feelings and behaviours&lt;br&gt;● Identifying key risks and warning signs&lt;br&gt;● Their own ability to approach the subject of suicidal thoughts and suicide with a young person&lt;br&gt;● Will leave with a personal plan for managing own thoughts and discomfort around the issue of suicidal thoughts and behaviours in young people&lt;br&gt;● Will leave with the beginning of a plan for a whole school approach to prevention</td>
</tr>
<tr>
<td>and Behaviours</td>
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<td></td>
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<tr>
<td>Time: 9.30am - 4.30pm</td>
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<td></td>
<td></td>
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<tr>
<td>Date: 15th October 2015</td>
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<tr>
<td>Venue: Charlton House</td>
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<tr>
<td>Cost: Free of Charge: Jointly funded by Royal Borough of Greenwich and Maudsley Learning</td>
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<tr>
<td>Tutor: Various Lead Trainers/Practitioners from Maudsley Learning</td>
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<td>Also available to educational establishments outside Royal Borough of Greenwich</td>
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<td>COURSE TITLE</td>
<td>TARGET AUDIENCE</td>
<td>DESCRIPTION</td>
<td>IMPACT STATEMENT</td>
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| Mental Health Strategies and HR Policies: An overview & planning day for Senior Leaders | Headteachers, Deputy Headteachers & Assistant Headteachers                      | This one day workshop is essential for all Senior Leaders. Using process mapping and scenario planning, you will be guided through current mental health legislation and policy, to generate an actionable mental health strategy for your own school. Facilitated time with other Headteachers will enable participants to consider the consistency of mental health awareness in the curriculum and more widely across the borough. | Senior Leaders in schools will leave this day with:  
  ● A broad overview of current mental health legislation and its relevance in education  
  ● Clarity about duty of care and pastoral roles for pupil mental health  
  ● Commitment to address the recommendations set out in Closing the Gap  
  ● Confidence to disseminate information from Hidden from View  
  ● Sufficient knowledge to meet essential Ofsted mental health priorities  
  ● Committed actions to improve the well-being of pupils in your school |

Times: 9.30am - 4.30pm  
Date: 5th October 2015  
Venue: Charlton House  
Cost: £120  
Tutor: Various Lead Trainers/Practitioners from Maudsley Learning  
Also available to educational establishments outside Royal Borough of Greenwich
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| Mental Health Ambassadors: Leading the Talk on Mental Health | All School Staff/ Ambassadors for mental health awareness at school | This half-day workshop provides a core foundation in understanding mental health and mental illness. Rather than consider any specific mental health problem or illness in detail, participants will be introduced to key concepts and essential language. This workshop is a great opportunity for ambassadors of mental health to develop their own knowledge base and grow in confidence to talk to parents and colleagues about mental health and mental illness. Participants will leave well equipped to lead school initiatives and displays and dispel common misunderstandings, challenge unhelpful language, confront stigma and promote positive, constructive conversations about mental health and illness in the school environment. | Practitioners will leave with:  
- An awareness of the need to promote and normalise mental health as an expected and reasonable component of school life  
- Knowledge of overt and hidden negative messages about mental health  
- Improved confidence to confront and tackle stigma associated with mental health problems across the entire school population (colleagues, parents and pupils)  
- Complementary key skills to promote positive constructive conversations about mental health and illness in schools  
- 4 positive messages/actions to take back to their own school environment |
**COURSE TITLE**  
Mental Health at Home: Young People as Carers

**TARGET AUDIENCE**  
All School Staff & Practitioners working with and supporting Young Carers

**DESCRIPTION**  
Nearly a quarter of a million children in England and Wales are caring for a relative, providing regular or continuing care and emotional support to a family member who is physically or mentally ill, disabled or misuses substance. About 23,000 young carers are under age nine. This essential workshop:
- Identifies the reasons why young carers remain hidden from official sight
- Shares the world of young carers and how the caring role can impact on school life, education and job prospects
- Addresses the role teachers and learning support staff can play in identifying and supporting young carers
- Considers the implication for teaching staff of recommendations and guidance from key reports, such as Hidden from View

The day is designed to include group discussion and action planning, to enable participants to draw on their own experiences, and to apply learning going forward.

**IMPACT STATEMENT**  
Practitioners attending this workshop will:
- Develop new insights in to the world of young carers
- Know what support they can/should offer to young carers
- Feel more confident to champion the needs of young carers
- Understand their own role & duty of care in enabling young carers to meet their full potential
- Know where and how to sign post a young carer for further support
The Royal Greenwich Teaching School Alliance is committed to every child’s entitlement to good and outstanding learning and teaching in every lesson, every day. Our ambition is that all the children and young people in Royal Greenwich schools will be adventurous, resilient and motivated learners; who take their place in the world as confident citizens of the future.

To achieve this ambition schools need an unrelenting focus on teaching and learning and a skilled and well trained workforce with excellent leaders. During 2015/16 the RGTSA offers a wide range of high quality CPD to support this endeavour. Our programme is aimed at nurturing reflective and aspirational staff, developing talent, supporting innovation and disseminating best practice. This year it includes:

- A range of courses aimed at developing teaching and learning in the early years and primary phases
- Specialist SEN courses
- Nationally validated leadership courses e.g. NPQSL and NPQML for staff in all phases
- A package of support for primary NQTs
- Additional leadership and management opportunities, including courses on middle and subject leadership

All our courses are quality assured and adhere to the highest standards. Impact evaluation is integral and we consider courses and CPD opportunities to be successful if there is subsequent significant and lasting impact in the classroom.

For more information visit: www.rgtsa.org.
APPLYING FOR COURSES

To apply for any of the courses, sessions or workshops advertised in this brochure please visit http://servicestoschools.royalgreenwich.gov.uk/ or www.rgtsa.org. Alternatively please complete the application form included and send this through to professional-development@royalgreenwich.gov.uk

It is essential that individuals book/complete an application form prior to attending any of the courses or workshops advertised within this brochure.
# Application Form - Royal Greenwich Direct Services to Schools

To help us process your application efficiently, please book via the Direct Services website: [http://servicestoschools.royalgreenwich.gov.uk](http://servicestoschools.royalgreenwich.gov.uk)

Email: Professional-development@royalgreenwich.gov.uk  
Tel: 020 8921 5560  
Fax: 020 8859 9101  
You are advised to keep a copy

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<tr>
<th>Course title</th>
<th>Date(s)</th>
<th>Venue</th>
<th>Your name</th>
<th>Job Title</th>
<th>Tel No.</th>
<th>E-Mail</th>
<th>Mobile No.</th>
<th>Fax No.</th>
<th>Work Address</th>
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**Employer** (Please cross (x) where appropriate)

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<th>Individual</th>
<th>Borough</th>
<th>Name of School</th>
<th>Other setting</th>
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**EQUAL OPPORTUNITIES MONITORING – Confidential**

Direct Services aims to promote equality for all sections of its workforce. In order plan the course to meet your needs appropriately and for effective monitoring. Please cross (x) in the appropriate box.

- [ ] White British  
- [ ] White Irish  
- [ ] White Other  
- [ ] Black African  
- [ ] Black Caribbean (BC)  
- [ ] Black Other (BO)  
- [ ] Mixed White & Black African (MWBA)  
- [ ] Mixed White & Black Caribbean (MWBC)  
- [ ] Mixed Other (MO)  
- [ ] Chinese (C)  
- [ ] Any other background (OO)  
- [ ] Asian Indian (AI)  
- [ ] Asian Pakistan (AP)  
- [ ] Asian Bangladeshi (AB)  
- [ ] Asian Other (AO)  

Any Other please specify:
Do you have a disability?  
Yes [□]  No [□]

Do you have any special learning needs we need to know about?  
Yes [□]  No [□]

Would you like us to contact you about your particular needs?  
Yes [□]  No [□]

Please specify:

Please give relevant details of any Learning or experience you have had that may be relevant:

What do you hope to achieve from this Learning experience:

Signed (applicant)

NEXT SECTION TO BE COMPLETED BY MANAGER – (For schools and local authority staff only)  
(If this is not signed the application will not be accepted)

I support this application and will ensure that, if accepted, staff will attend. I am also fully aware of the expected learning outcomes.

Signed [□]

Name [□]

Tel No. [□] Fax No. [□]

This information will be kept confidential and will be used for planning and monitoring purposes only.

If accepted, you will be notified within two weeks of receipt. Failure to cancel without a minimum of 7 days notification, will incur a charge.
Evaluation Form - Royal Greenwich Direct Services to Schools

Name

Email address

School/Establishment

Course Title

Date of Course

Rating of my knowledge, skills and confidence in this area – Before the course:

Excellent [ ] Good [ ] Satisfactory [ ] Poor [ ]

Rating of my knowledge, skills and confidence in this area – After the course:

Excellent [ ] Good [ ] Satisfactory [ ] Poor [ ]

How well were the aims of the session covered in the training?

Excellent [ ] Good [ ] Satisfactory [ ] Poor [ ]

What will you do differently as a result of what you have learned today?

Now

Next Month

Next Term

Would you recommend this training? Please answer Yes [ ] No [ ]

Do you have any further related training and development needs?

Overall rating for the course

Excellent [ ] Good [ ] Satisfactory [ ] Poor [ ]

Any other comments?

[ ]

[ ]

[ ]

[ ]