

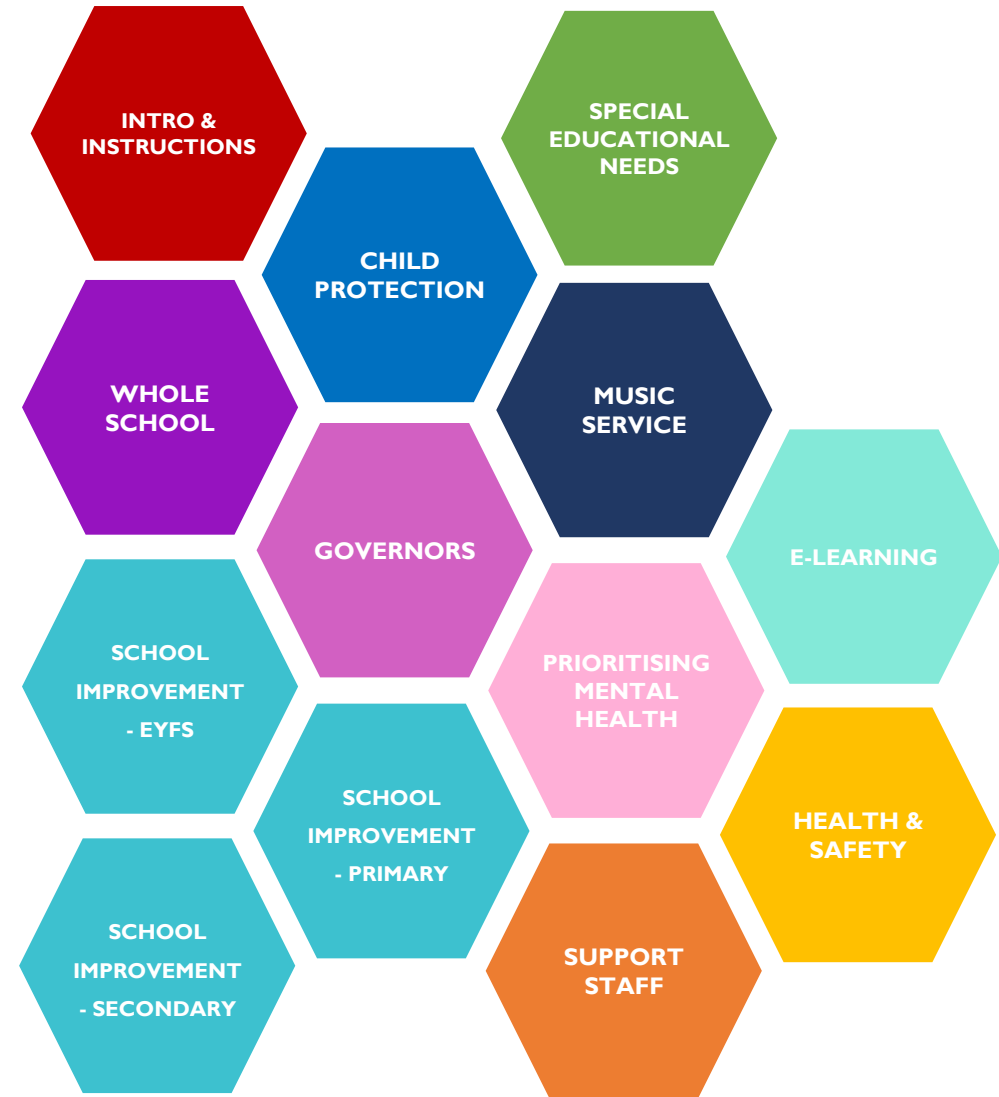
ROYAL BOROUGH OF
GREENWICH
DIRECT SERVICES TO SCHOOLS

Academic Year 2022 – 2023

School Workforce Development
Programme



[Click for guidelines](#)



Introduction

I am pleased to present the 2022/2023 annual Royal Greenwich Direct Services to Schools, School Workforce Development Programme, detailing training and development opportunities for the whole school workforce, which support schools in offering children and young people an outstanding education.

This year we are really excited to introduce a range of Early Years/Childcare courses, enabling local residents to commence preparation to Level 1 Childcare and Early Years courses and progress through to Level 3 Apprenticeships opportunities in schools and much further.

Please visit our [apprenticeship pages](#) for new developments. We continue to work with schools to widen our offer and this year we have introduced traineeship opportunities in addition to Community Activator Level 2, Early Years Lead Practitioner Level 5, Team Leader Level 3 and Departmental Manager Level 5 apprenticeships.

Some courses will continue to be delivered via virtual platforms however I am happy to say that most training events are now taking place face-to-face at the Professional Development Centre and King's Park Campus. The E-Learning programme also continues through the ME Learning online platform and has now been extended to offer a package to schools.

Details of all courses can be accessed via the website by clicking on the links in this programme outline. New courses are likely to be added throughout the year, so please do visit [Direct Services to Schools](#) for updates.

Should you wish to discuss any bespoke programmes/courses for your school/staff, please continue to liaise with [Caroline Banin-Taylor](#), Head of Direct Services to Schools.

We look forward to welcoming you to the Professional Development Centre soon.

Best wishes,
Tracy Russell
Senior Assistant Director Inclusion, Learning and Achievement

Buttons



On the [home page](#), select the hexagon for the service' courses you wish to view.



Each team page will give an overview of courses available and target audience.



Click on the information button to take you to the website page relevant to that service. This will give you further details on the courses and allow you to book.



Click on the home button to return to the home page.



To return to the document from the website either click on the back button or if opened in a new tab, close the tab.



If you have any queries, please email services-to-schools@royalgreenwich.gov.uk

If you are unable to find the course you are looking to book on the website, please contact services-to-schools@royalgreenwich.gov.uk and we can advise the current position.

WHOLE SCHOOL



| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| Restorative Approaches Facilitator Training 2022/2023 | ✓ All school staff |
| Level 5 Restorative Approaches Programme Module 1 (Refresher and Royal Greenwich route) | ✓ Participants who have already undertaken training in restorative facilitation |



SCHOOL IMPROVEMENT

EYFS



| COURSE TITLE | TARGET AUDIENCE |
|---|--|
| Assessment Leader Network (Also see Primary section) | ✓ Assessment Leads for EYFS, KS1 and KS2 in Primary schools |
| Developing Best Practice in the EYFS | <ul style="list-style-type: none"> ✓ Support staff ✓ ECTs ✓ Qualified Teachers who are new to the EYFS ✓ Senior Leaders ✓ Staff who want to develop their understanding of EYFS pedagogy and practice |
| Developing the skills of leading EYFS moderation | ✓ Qualified teachers working in or leading the EYFS |
| Early Years Foundation Stage Leaders' Network Meeting | ✓ Early Years Foundation Stage Leaders in maintained & PVI settings/Children's Centre |
| KS1 and KS2 Assessment Briefing (Also see Primary section) | <ul style="list-style-type: none"> ✓ Senior Leaders ✓ Assessment Leads |
| Pre Key Stage standards moderation workshop (Also see Primary section) | <ul style="list-style-type: none"> ✓ SENCOs in Primary and Primary Special Schools ✓ Year 2 and Year 6 teachers |



SCHOOL IMPROVEMENT

PRIMARY Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| Assessment Leader Network (Also see EYFS section) | ✓ Assessment Leads for EYFS, KS1 and KS2 in Primary schools |
| Developing mathematical reasoning in KS2 | ✓ KS2 Teachers |
| KS1 and KS2 Assessment Briefing (Also see EYFS section) | ✓ Senior Leaders ✓ Assessment Leads |
| KS1 mathematics moderation workshop for Year 2 teachers | ✓ Year 2 teachers of all primary schools |
| KS1 writing moderation workshop for Year 2 teachers | ✓ Year 2 teachers of all primary schools |
| KS2 Grammar | ✓ KS2 Teachers |



SCHOOL IMPROVEMENT PRIMARY



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| KS2 writing moderation workshop for Year 6 teachers | ✓ Year 6 teachers of all primary schools |
| New to Year 2 - Understanding and applying the mathematical standards from the KS1 Teacher Assessment Frameworks | ✓ Teachers new to Year 2 ✓ Year 1 and 3 teachers |
| New to Year 2 - Understanding and applying the reading and writing standards from the KS1 Teacher Assessment Frameworks | ✓ Teachers new to Year 2 ✓ Year 1 and 3 teachers |
| New to year 6 - Understanding the expectations of writing standards in the KS2 Teacher Assessment Framework for teachers | ✓ Teachers new to Year 6 ✓ Year 5 teachers |
| Pre Key Stage standards moderation workshop (Also see EYFS section) | ✓ SENCOs in Primary and Primary Special Schools ✓ Year 2 and Year 6 teachers |



SCHOOL IMPROVEMENT

SECONDARY



| COURSE TITLE | TARGET AUDIENCE |
|-------------------------------------|---|
| English Subject Leader Networks | ✓ Secondary and Special School Subject Leaders |
| KS3 English Networks | ✓ English Key Stage 3 Subject Leaders |
| Mathematics Subject Leaders Network | ✓ Secondary and Special School Subject Leaders |
| Post 16 and CEIAG Network | ✓ Post 16 Leaders/Coordinators ✓ CEIAG Leaders |
| Science Subject Leaders Network | ✓ Secondary and Special School Subject Leaders |



SCHOOL IMPROVEMENT

GOVERNORS - Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| Chairs' Training | <ul style="list-style-type: none">✓ Chairs✓ Vice Chairs✓ Chairs of Committees✓ Prospective Chairs |
| Changing Landscape and Data: What questions do we need to ask? | <ul style="list-style-type: none">✓ All Royal Greenwich Primary School Governors*✓ All Royal Greenwich Secondary School Governors* <p>*see course details for date appropriate to primary or secondary schools</p> |
| Complaints Training for Governors | <ul style="list-style-type: none">✓ All Governors |
| Effective Financial Management for all Community Schools | <ul style="list-style-type: none">✓ All Governors, particularly those serving on the finance/resources/business committee |
| Induction for New Governors | <ul style="list-style-type: none">✓ New or recently appointed/elected Governors |
| LAC and Virtual School - an overview for Governors | <ul style="list-style-type: none">✓ All Governors |



SCHOOL IMPROVEMENT GOVERNORS



| COURSE TITLE | TARGET AUDIENCE |
|---|--|
| Maintaining Governor Excellence Workshop | <ul style="list-style-type: none">✓ All experienced Governors✓ Chairs✓ Vice Chairs |
| Making use of the Analyse School Performance (ASP) portal and the Inspection Data Summary Report (IDSR) | <ul style="list-style-type: none">✓ Senior Leaders✓ Assessment Leaders✓ Governors |
| Role of SEN Governor and Children Looked After (CLA) Governor | <ul style="list-style-type: none">✓ All Governors, particularly those with SEN responsibilities |
| School Exclusion Training for Governors | <ul style="list-style-type: none">✓ All Governors |
| The role of the Safeguarding Governor | <ul style="list-style-type: none">✓ All Governors, particularly those with Safeguarding responsibility |
| Understanding the Governors role in Headteacher Performance Management and The Pay Committee | <ul style="list-style-type: none">✓ All Governors |



SUPPORT STAFF



| COURSE TITLE | TARGET AUDIENCE |
|--|--|
| Clinical Practice and Consultation Supervision for Learning Mentors and other Pastoral Staff | ✓ Learning Mentors ✓ Pastoral Staff |
| School Business Managers' Network Meeting | ✓ School Business Managers |



SPECIAL EDUCATIONAL NEEDS

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| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| Analysing and managing behaviour for Children with an ASD in a school setting | ✓ Staff supporting children with an ASD in school settings including <ul style="list-style-type: none">– LSA's– SENCO's– Teachers |
| ASD Awareness Training for all School Staff | ✓ Whole school teams |
| Assessment of children with complex needs | ✓ SENCOs ✓ Teachers ✓ Heads of Department ✓ ECTs ✓ Support Staff |
| Assistive technology for inclusive literacy learning - Introduction | ✓ SENCOs ✓ Class Teachers ✓ Teaching Assistants |
| Assistive technology for inclusive literacy learning - Practical | ✓ SENCOs ✓ Class Teachers ✓ Teaching Assistants |



SPECIAL EDUCATIONAL NEEDS

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| Autism and Mental Health | <ul style="list-style-type: none">✓ SENCOs✓ Teachers✓ Teaching Assistants✓ Other professionals supporting children with an ASD and mental health related needs |
| Bespoke training | <ul style="list-style-type: none">✓ Class Teachers✓ Learning Support Assistants✓ SLT |
| Deaf Awareness Training for all School Staff | <ul style="list-style-type: none">✓ Whole school teams |
| Down Syndrome Training Day | <ul style="list-style-type: none">✓ SENCOs✓ Teachers✓ Teaching Assistants supporting a child in school with Down's Syndrome |
| Dyslexia Assessor Consultation | <ul style="list-style-type: none">✓ Staff of schools holding the Dyslexia Friendly Quality Mark |
| Evidence based literacy/dyslexia interventions | <ul style="list-style-type: none">✓ SENCOs |



SPECIAL EDUCATIONAL NEEDS

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| How to support a child or young person in understanding their ASD diagnosis | <ul style="list-style-type: none">✓ SENCOs✓ Teachers✓ Teaching Assistants✓ Other professionals supporting children with an ASD |
| How to Support Children with an ASD in the Dinner Hall and Playground | <ul style="list-style-type: none">✓ Mealtime supervisors |
| New SENCO Induction Programme (5 weeks) | <ul style="list-style-type: none">✓ SENCOs new to post in Greenwich |
| OCR Level 7 Diploma 'Updating Skills' | <ul style="list-style-type: none">✓ Staff who have gained the OCR level 7 qualification 'Assessing and Teaching Learners with Specific Learning Difficulties' |
| Phonics Programme 'STEPS to Success' | <ul style="list-style-type: none">✓ Teaching Assistants✓ SENCOs✓ Parents |



SPECIAL EDUCATIONAL NEEDS

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| SENCO Network Meeting | <ul style="list-style-type: none">✓ Primary SENCOs✓ Secondary SENCOs |
| Setting up a Sensory Programme for Pupils with an ASD in your School: To include sensory circuits and diets (Full Day) | <ul style="list-style-type: none">✓ Staff supporting pupils with an ASD in schools including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |
| Story/Maths Box Courses | <ul style="list-style-type: none">✓ SENCOs✓ Support staff |
| Supporting children with complex needs in the classroom | <ul style="list-style-type: none">✓ Support staff✓ Teachers✓ SENCOs |
| Supporting students with an ASD in Primary School | <ul style="list-style-type: none">✓ Staff supporting pupils with an ASD in primary schools including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |



SPECIAL EDUCATIONAL NEEDS

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|---|--|
| Supporting students with an ASD in the Foundation Stage | <ul style="list-style-type: none">✓ Staff supporting pupils with an ASD in the Foundation Stage including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |
| Twilight SENCO Support Session | <ul style="list-style-type: none">✓ Teaching Assistants✓ SENCOs |
| Understanding Access Arrangements (AAs) | <ul style="list-style-type: none">✓ Exams Officer✓ SENCOs✓ Access Arrangements Coordinators✓ SLT✓ Invigilators |
| Using Intensive Interaction to support students with an ASD in school | <ul style="list-style-type: none">✓ Staff supporting students with an ASD in schools including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |



SPECIAL EDUCATIONAL NEEDS

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|--|
| Using Sensory Stories for Children with an ASD at an Early Stage of Literacy Development in School | <ul style="list-style-type: none">✓ Staff supporting students at an early stage of communication development with an ASD in schools including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |
| Using Social Intervention to support students with an ASD in schools | <ul style="list-style-type: none">✓ Staff supporting pupils with an ASD in schools<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |
| Using Visual Support for Pupils with an ASD | <ul style="list-style-type: none">✓ Staff supporting pupils with an ASD in primary schools including<ul style="list-style-type: none">– SENCOs– Teachers– Teaching Assistants |
| Visual Impairment (VI) Awareness Training for all School Staff | <ul style="list-style-type: none">✓ Whole school teams |
| 'WORD UP' Approach | <ul style="list-style-type: none">✓ SENCOs✓ Teachers✓ Teaching Assistants |



CHILD PROTECTION



| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| A Practical Guide to Schools' Single Central Record (SCR) | ✓ Staff responsible for setting up and/or maintaining the Single Central Record (SCR) |
| Designated Safeguarding Lead Person Training | ✓ Those acting as the Designated Safeguarding Lead Person for safeguarding and child protection |
| Designated Safeguarding Lead Person Refresher Course | ✓ Those acting as the Designated Safeguarding Lead Person for safeguarding and child protection ✓ Deputies for Designated Safeguarding Lead Person ✓ Those who have previously attended the full-day Designated Safeguarding Lead Person initial training |
| Designated Teacher for Looked After Children | ✓ Designated teachers for Looked After Children ✓ Delegated staff ✓ Pastoral staff ✓ SENCOs |



CHILD PROTECTION



| COURSE TITLE | TARGET AUDIENCE |
|---------------------------------------|---|
| Safer Recruitment | <ul style="list-style-type: none">✓ Headteachers✓ School Governors✓ Business Managers✓ Other staff likely to sit on interview panels or administer staff appointment |
| The role of the Safeguarding Governor | <ul style="list-style-type: none">✓ All Governors, but especially those with Safeguarding responsibility |



HEALTH & SAFETY

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| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| Asbestos Awareness Training | <ul style="list-style-type: none">✓ Headteachers✓ Premises Managers✓ School Business Managers✓ Staff responsible for building management and maintenance |
| Asbestos Awareness Training & Extension for Duty to Manage | <ul style="list-style-type: none">✓ Headteachers✓ Premises Managers✓ School Business Managers✓ Other staff responsible for building management and maintenance |
| Display Screen Assessor | <ul style="list-style-type: none">✓ Managers and staff with responsibility for assessing others in the workplace |
| Educational Visits Co-ordinator (EVC) - Training and Guidance | <ul style="list-style-type: none">✓ All school staff responsible for school visits |



HEALTH & SAFETY

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| COURSE TITLE | TARGET AUDIENCE |
|---|---|
| Fire Safety Awareness & Warden training | <ul style="list-style-type: none">✓ Any individuals in the workplace, building environments, public buildings, voluntary clubs, etc.✓ Those who have a designated role as part of your fire safety policy including<ul style="list-style-type: none">– Nominated Fire Wardens/Marshals– Department Heads– Managers– Health & Safety representatives– Facilities Managers |
| First Aid at Work | <ul style="list-style-type: none">✓ All interested staff from all schools✓ Anyone wishing to train as a First Aider |
| First Aid at Work - Requalification | <ul style="list-style-type: none">✓ Those renewing their Health and Safety Regulations, First Aid at Work certificate |



HEALTH & SAFETY

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| COURSE TITLE | TARGET AUDIENCE |
|--------------------------------|---|
| First Aid Paediatric Course | <ul style="list-style-type: none">✓ All interested staff from all schools✓ Anyone wishing to train as a First Aider – especially those working with children and babies |
| Health and Safety Awareness | <ul style="list-style-type: none">✓ Any professional working in clinical or non-clinical roles |
| Legionella Awareness | <ul style="list-style-type: none">✓ Headteachers✓ Premises Managers✓ School Business Managers✓ Staff responsible for building management and maintenance |
| Moving and Handling of Objects | <ul style="list-style-type: none">✓ All involved in moving and handling inanimate objects |



HEALTH & SAFETY



| COURSE TITLE | TARGET AUDIENCE |
|---|--|
| Managing and Implementing Fire Safety | <ul style="list-style-type: none">✓ H&S representatives✓ Department Heads✓ Managers✓ Designated personnel |
| Managing Challenging Conversations and Conflict | <ul style="list-style-type: none">✓ All school staff |
| Personal Safety and Lone Working | <ul style="list-style-type: none">✓ All staff and managers, and those whose job roles require them to work alone/in the community |
| Risk Assessment | <ul style="list-style-type: none">✓ All employees who will undertake Risk Assessments |



PRIORITISING MENTAL HEALTH



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| Mental Health First Aid Training - Adults | ✓ Those wanting to be Mental Health First Aider |
| Autism and Mental Health (Also see Special Educational Needs section) | <ul style="list-style-type: none">✓ SENCOs✓ Teachers✓ Teaching Assistants✓ Other professionals supporting children with an ASD and mental health related needs |



MUSIC SERVICE



| COURSE TITLE | TARGET AUDIENCE |
|--|---|
| Music Subject Leader Meeting | ✓ Music Subject Leaders <ul style="list-style-type: none">— Primary— Secondary— Special Schools |
| Royal Greenwich Music Service CPD programme for EYFS music, in association with Nicola Burke | ✓ All schools within the Royal Borough of Greenwich and one practitioner/teacher from each foundation |



E LEARNING

Continued on next slide



| COURSE TITLE | TARGET AUDIENCE |
|--|--|
| Safeguarding Children with Disabilities | ✓ All practitioners working with children, young people and their families |
| Safeguarding Against Radicalisation – The Prevent Duty | ✓ All practitioners working with children and young people |
| Online Safety – Risks to Children | ✓ All users of the Internet who work with or care for children |
| Gangs and Youth Violence | ✓ Front line workers who need to recognise signs of someone being in a gang and understand what can be done to prevent |
| Safeguarding Children – For Education – Level 1 | ✓ All working in the Education sector |
| Data Protection | ✓ All working with or with access to personal data and/or sensitive personal data |



E LEARNING



| COURSE TITLE | TARGET AUDIENCE |
|---|--|
| Unconscious Bias | ✓ All staff |
| Equality and Diversity | ✓ All staff |
| Control of Substances Hazardous to Health (COSHH) | ✓ Employees in the UK working with or creating substances hazardous to health ✓ Employers in the UK working with or creating substances hazardous to health |
| Bullying and Cyberbullying | ✓ All practitioners working with children, young people and their families |
| Autism Awareness | ✓ All staff requiring an understanding of autism |

