



Continuing Professional Development



Training Programme 2011/12



Welcome

Welcome to the 2011/12 edition of the Continuing Professional Development programme. This brochure details the training events designed for school staff in your school/setting to carry out their roles more effectively. All courses can also be viewed at www.sgsts.org.uk

We are proud that expertise has been sought from a wide variety of professionals in South Gloucestershire and well beyond. We aim to offer high quality training and development, often delivered in collaboration with our neighbouring authorities with whom we have worked very closely to bring you this programme.

Schools and settings now employ a wide range of professional development strategies and we hope that this programme will provide you with an **enticing menu of events** to choose from to support your ongoing school improvement.

Programmes will appeal to a wide range of staff whether supporting our youngest learners, timetabling in a large secondary school, improving the creativity in the curriculum or moving towards senior leadership. We hope there is something for everyone.

The **Best Practice Fora** remain a big seller with many schools opting for the gold and silver packages which offer superb value. Find further details on page 11.

In addition, we offer **bespoke consultancy** in school improvement. Do contact us if you would like to discuss developing a course

or support package not in our current programme.

We will be sending out **regular updates** to this CPD programme; look out for completely new courses and those repeating due to their popularity. These will all be based on what you tell us are your most urgent school improvement needs.

We welcome everyone involved in the education and wellbeing of our children and young people in these difficult but very exciting times. Do take advantage of the opportunity to receive high quality input, network with colleagues and have a powerful space for reflection.

We now invite you to begin planning the courses you would like to book for the next academic year to support your school's professional learning programme.

Please do not hesitate to contact us on ststraining@southglos.gov.uk for any further information.

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View all courses at www.sgsts.org.uk

page	Course/Event	Primary	Secondary	Early Years	NQT's/ Early Career	Aspiring to Leadership /Middle Leaders	Senior Leaders & Managers	Support Staff & administrators
Primary Best Practice Fora								
15	Art and Design Best Practice Forum	✓				✓		
16	Assessment Best Practice Forum	✓		✓		✓	✓	
17	Design and Technology Best Practice Forum	✓				✓		
18	Early Years (Nursery and Reception) Best Practice Forum	✓		✓		✓		
19	Geography and History Best Practice Forum	✓				✓		
20	Health & Wellbeing Best Practice Forum	✓				✓		
21	ICT Best Practice Forum	✓				✓	✓	
22	Literacy Best Practice Forum	✓				✓	✓	
23	Maths Best Practice Forum	✓				✓	✓	
24	Modern Foreign Languages Best Practice Forum	✓				✓		
25	Music Best Practice Forum	✓				✓		
26	Play Development Best Practice Forum	✓				✓		
27	Religious Education Best Practice Forum	✓				✓		
28	Science Best Practice Forum	✓				✓		
Secondary Best Practice Forum								
29	Art Best Practice Forum		✓			✓		
30	Assessment and Data Best Practice Forum		✓			✓		
31	Careers Education and Guidance Best Practice Forum		✓			✓	✓	
32	Design and Technology Best Practice Forum		✓			✓		
33	Drama Best Practice Forum		✓			✓		
34	English Best Practice Forum		✓			✓	✓	
35	Geography Best Practice Forum		✓			✓		
36	History Best Practice Forum		✓			✓		
37	ICT Best Practice Forum		✓			✓	✓	
38	Leading Improvement Best Practice Forum		✓			✓	✓	
39	Maths Best Practice Forum		✓			✓	✓	
40	Modern Foreign Languages Best Practice Forum		✓			✓		
41	Music Best Practice Forum		✓			✓		
42	Personal, Social and Health Education Best Practice Forum		✓			✓		
43	Photography Best Practice Forum		✓			✓		
44	Physical Education Best Practice Forum		✓			✓		
45	Post 16 Best Practice Forum		✓			✓	✓	
46	Psychology Best Practice Forum		✓			✓		
47	Religious Education Best Practice Forum		✓			✓		
48	Science Best Practice Forum		✓			✓		
49	Sociology Best Practice Forum		✓			✓		
50	Staff Development Best Practice Forum		✓			✓	✓	

page	Course/Event	Primary	Secondary	Early Years	NQT's/ Early Career	Aspiring to Leadership /Middle Leaders	Senior Leaders & Managers	Support Staff & administrators
Early Years Foundation Stage								
51	After the EYFS Review – What next?			✓		✓		
52	Leadership Network for Reception Leaders and Co-ordinators			✓		✓	✓	
53	Teachers and Teaching Assistants New or Returning to Reception			✓				✓
54	Teachers and Teaching Assistants New to the EYFS Profile			✓				✓
NQTs / Early Career								
55	NQT Welcome to teaching in South Gloucestershire				✓			
56	Learning Sanity in the Classroom – conference	✓	✓		✓			✓
57	NQT Primary Support Package	✓			✓			
58	Working with others: Using Support Staff and Parents to Best Effect	✓	✓		✓			
58	Making Maths real	✓			✓			
58	High Quality Planning across the curriculum	✓	✓		✓			
58	Effective Literacy	✓			✓			
58	The Inclusive Classroom	✓	✓		✓			
58	Monitoring and Assessment	✓			✓			
58	Safeguarding and Child Protection - Identification to Action	✓	✓		✓			
58	Cultural Competency	✓	✓		✓			
58	PE Safety and Discipline	✓			✓			
58	Career Planning – Next Steps	✓	✓		✓			
60	'New to' Secondary English Network		✓		✓			
61	'New to' Secondary Maths Network		✓		✓			
62	'New to' Secondary ICT Network		✓		✓			
63	'New to' Secondary Science Network		✓		✓			
64	Mentoring NQT's – The Essential Guide	✓	✓			✓	✓	

page	Course/Event	Primary	Secondary	Early Years	NQT's/ Early Career	Aspiring to Leadership /Middle Leaders	Senior Leaders & Managers	Support Staff & administrators
Leadership and Management								
65	Primary: New to Year 2 Assessment	✓						
66	Primary: New to Year 6 Assessment	✓						
67	Middle Leadership Development Programme (MLDP)	✓	✓	✓		✓		
68	Aspiring to Primary Deputy Headship	✓		✓		✓		
69	Assistant and Deputy Headteacher Induction	✓	✓				✓	
70	Experienced Primary Deputy Headteacher Programme	✓					✓	
71	Assistant & Deputy Headteacher Residential Conference	✓	✓				✓	
72	Aspiring to Headship	✓	✓				✓	
73	Just for You	✓	✓	✓		✓	✓	
74	Performance Management: For new reviewers and those wanting revision	✓	✓	✓	✓	✓	✓	
75	Coaching – in a day	✓	✓	✓	✓	✓	✓	✓
76	Introduction to Coaching	✓	✓	✓	✓	✓	✓	✓
77	Developing your Coaching skills	✓	✓	✓		✓	✓	✓
78	Marketing Your School	✓	✓	✓			✓	✓
Support and Administrative Staff								
79	Effective Listening and Communication Part 1	✓	✓	✓	✓	✓	✓	✓
80	Effective Listening and Communication Part 2	✓	✓	✓	✓	✓	✓	✓
81	Introduction to Mentoring							✓
82	Emergency First Aid	✓	✓	✓			✓	✓
83	Paediatric First Aid	✓		✓			✓	✓
84	Teaching Assistant Induction day							✓
Ethnic Minority and Traveller Achievement Service								
85	Developing whole school approaches to support the attainment of Gypsy, Roma and Traveller pupils	✓	✓			✓	✓	
86	Facilitating Inclusion of Gypsy, Roma and Traveller Pupils in Secondary Schools		✓					✓
87	Improving Outcomes of Gypsy, Roma and Traveller Pupils in Schools and Settings	✓	✓	✓				✓
88	Induction and Assessment of New Arrivals	✓	✓	✓		✓	✓	✓
89	Network Meeting for School Leaders with Responsibility for Minority Ethnic Attainment	✓	✓			✓	✓	✓
90	Raising the attainment of Minority Ethnic Pupils: EMA Leader Initial Training	✓	✓			✓	✓	✓

page	Course/Event	Primary	Secondary	Early Years	NQT's/ Early Career	Aspiring to Leadership /Middle Leaders	Senior Leaders & Managers	Support Staff & administrators
Information Management: SIMS Administration & Statutory								
91	SIMS Office User – Basic SIMS course							✓
92	SIMS Personnel 7							✓
93	Basic Reporting in SIMS for all schools							✓
94	Advanced Reporting for all schools							✓
95	End of Year Procedures for Primary schools							✓
96	Census 2012 for Primaries and Specials							✓
97	SIMS Post 16 Census/Course Manager workshop						✓	✓
Information Management: SIMS Curriculum & Core								
98	SIMS.net Behaviour Management						✓	✓
99	Special Educational Needs in SIMS.net	✓	✓	✓			✓	✓
100	SIMS – Options for Secondaries						✓	✓
101	Timetabling using Nova T6 beginners - four day course						✓	✓
102	SIMS - Maintaining the Timetable in T6						✓	✓
103	Academic Management						✓	✓
Information Management: SIMS Assessment & Reporting								
104	SIMS Assessment for Primary Schools	✓					✓	✓
105	SIMS Assessment Manager Day 1 - Essential Skills for Secondary Schools		✓				✓	✓
106	SIMS Assessment Manager Day 2 - Further Techniques for Secondary Schools		✓				✓	✓
107	SIMS Assessment Tracking Grids for Secondaries						✓	✓
108	Introducing SIMS Discover for Secondaries						✓	✓
109	SIMS Reporting to Parents using Profiles						✓	✓
110	SIMS Exams Organiser for External Exams for Secondaries						✓	✓
111	SIMS Exams Organiser - Domestic Exams for Secondaries						✓	✓
112	SIMS Exams Results, Basic Analysis including PI and SIMS Discover						✓	✓

Principles of Professional Development

Our commitment to you:

- Sessions are led and facilitated by trainers with expert knowledge of the subjects and who understand the needs of schools;
- Venues are comfortable and accessible, and sessions begin and end on time;
- It is simple to book places on courses and participants receive confirmation at least 2 weeks before a session takes place;
- Delegates are actively involved and have opportunities to discuss and share ideas;
- Each session is structured and meets its aims by using a variety of activities and training methods;
- Delegates receive written information and/or web based resources to share with their colleagues;
- Refreshments are available;
- Evaluation forms are used to improve our services.
- Be prepared to listen, contribute and share good practice;
- Show respect to other delegates and the facilitators;
- Provide constructive feedback and evaluation of courses;
- Find opportunities, as appropriate, to share your learning with colleagues back in school.

To enable us to provide an effective service to all delegates, we ask that you will:

- Comply with the booking and cancellations policy (book before attending; attend after booking);
- Arrive in good time and sign in;
- Adhere to any parking arrangements;



Training & Development Arrangements

Training and Development Costs

We recognise the ever changing nature of the education environment. As well as offering well established and new courses, we also offer a diverse package of bespoke courses, workshops and facilitated sessions.

We have endeavoured to ensure that all courses are priced competitively so that schools and settings in the whole region may benefit. Please refer to the individual course information for charging details. Note that the Best Practice Fora and Primary NQT courses can be bought individually or as packages.

Some courses attract the same charge for all delegates, regardless of school location or status. However, in many cases we have been able to offer a **discounted price** to South Gloucestershire maintained schools. This automatically appears as the 'discount' price, **unless other arrangements are given.**

Cancellation Policy

It is anticipated that all professional development opportunities advertised within this CPD programme will run, as courses are organised in response to demand and feedback. However, if twenty days before the event, the minimum required number of delegates has not been met, the course will be remarketed, postponed or cancelled.

Where cancellation is necessary we will advise the school by telephone or email.

If the lead trainer is unavailable due to illness or other exceptional circumstances, every effort is made to find an alternative trainer. If this is not possible, the event will either be cancelled or postponed. We will notify you.

There is no charge for substitution of another delegate when a school finds that a named delegate is no longer able to attend.

For cancellation received by email 20 or more working days ahead of the scheduled date, no fee will be charged. For cancellation received by email between 20 working days and 24 hours prior to the scheduled date, a fixed fee of 50% of the actual cost of the delegate fee (unsubsidised) will be charged. For non - attendance of an enrolled delegate or cancellation the day before, you will be charged the full cost (unsubsidised) of the event.

Anyone attending a training event without a confirmed booking may be asked to leave should the trainer be unable to accommodate you, or resources and/or refreshments be insufficient.

Where courses take place over a number of sessions, the full charge will be made regardless of the number of sessions attended by a participant.

To cancel, email
ststraining@southglos.gov.uk

We regret that cancellations by telephone cannot be accepted.

Booking Arrangements

All courses can be viewed at www.sgsts.org.uk

South Gloucestershire maintained schools

Bookings are made online at <https://ems.southglos.gov.uk>

All other schools and agencies

Bookings are made by email to ststraining@southglos.gov.uk stating

- the course code, title and date
- delegate name(s) and email(s)
- school/ setting and invoicing address

Once we have set you up on the online system, this will become the method for making future bookings. We regret phone bookings cannot be accepted, although we will be pleased to provide further information on 01454 863183.

It is important to book as early as possible.

Your booking may avoid the disappointment of a cancelled event.

Upon receipt of an emailed request, a booking acknowledgement will be emailed to you. Where applications are oversubscribed, we will endeavour to arrange additional courses where viable.



Confirmation of your place on the training will be sent to you at least 2 weeks before the event is due to take place. This will include details of the course, venue and any further arrangements.

The Best Practice Fora

What are the fora?

The fora are highly successful subject specific network meetings with website support for staff at all levels in schools and academies across the region. If you only buy into one package, this may be the one for you.

Why should our school get involved?

Schools share practice across the local region. A network is built for mutual support: to share strategic and operational ideas, workload and form coaching relationships. Resources from both local and national sources are shared and discussed. Local, regional and national priorities and resources are identified, prioritised and discussed. The end result is that everyone learns more about supporting children and young people's learning. All courses can be viewed at www.sgsts.org.uk

Who facilitates the fora?

Local and national expertise with recent and relevant knowledge is accessed. Local Authority personnel, Advanced Skills Teachers, Leading Practitioners based in schools, exam board trainers and external consultants may all contribute. Please see the programme of individual fora for main facilitator details.

When do they meet?

The fora meet twice a year (primary) or three times a year (secondary) for half-day sessions. Some fora meet for day conferences, where this has proved the most convenient way to deliver the sessions.

How much do they cost?

The best practice fora can be purchased by schools either as individual subject fora or as a Gold, Silver or Bronze package; see the following tables.

Buying individual fora is the most expensive option. As a package of any five (Bronze), ten (Silver) or access to all fora (Gold) the cost can be substantially reduced. The Gold option offers the most cost-effective option. We welcome ALL schools – with/ without academy status, maintained or independent and in ALL local authorities. There is a substantial discount offered for South Gloucestershire schools contributing to the 2011-2012 top slice.

How do we book?

South Gloucestershire schools: note arrangements are slightly different from last year; book your package online first at <https://ems.southglos.gov.uk> and next, book the individual fora online.

All other schools: Please email your choices to ststraining@southglos.gov.uk as with all other courses.

Charges for Best Practice Fora

Charges for Primary schools, Special schools, Pupil Referral Units and Children's Centres

Package	Number of fora	South Gloucestershire maintained schools	All other schools and academies
Individual	1	£140	£190
Bronze	5	£520	£620
Discount %		25%	34%
Silver	10	£670	£845
Discount %		52%	55%
Gold	All	£775	£1500
Discount %		60%	61%

Charges for Secondary schools and Academies

Package	Number of fora	South Gloucestershire maintained schools	All other schools and academies
Individual	1	£205	£280
Bronze	5	£870	£1195
Discount %		15%	15%
Silver	10	£1350	£1625
Discount %		34%	42%
Gold	All	£1835	£2195
Discount %		57%	63%

Bespoke Consultancy Support

Specialist Traded Services include a series of education support services, based in South Gloucestershire. All services are specifically designed for schools, settings and education partners in this authority and the wider region.

We are able to offer tailored consultancy, and bespoke programmes as well as standard offers and Service Level Agreements in the following areas: School Improvement; Training; ICT; Finance; Personnel; Sports; Student and Family Support; Buildings & Grounds; Catering; and Creative Design & Print.

School Improvement and Training

This service includes most aspects of school improvement, including **standards and achievement; having a named school improvement 'officer/ partner'; leadership and management; defining vision and values; support for Ofsted inspection; Inclusion and SEN, Safeguarding, CAF and risk taking behaviours; personal development and wellbeing; spiritual, moral, social and cultural development; curriculum and provision; school business management, self evaluation, professional development of the whole workforce; performance management and capacity building.**

Bespoke consultancy may support individuals, small groups, schools, or groups of schools including the organisation and delivery of conferences.

The following table gives standard rates for support in School Improvement. On some occasions it may be necessary to vary from these rates. We will also be pleased to work with you to design longer packages of support.

Time in school	School Improvement Consultancy rates 2011-12
1½ hours	£160
Half day (3 hours)	£300
Full day (6 hours)	£500

Please contact:
Email: sue.morgan@southglos.gov.uk
Tel: 01454 8686852
for a discussion of your needs.



Venues

Abbeywood Secondary School New Road Stoke Gifford South Gloucestershire BS34 8QT	Sevenside Professional Development Centre (Behind Charborough Road Primary School) Filton South Gloucestershire BS34 7RA
BAWA Healthcare and Leisure 589 Southmead Road Filton Bristol BS34 7RG	Sir Bernard Lovell Secondary School North Street Oldland Common South Gloucestershire BS30 8TS
Bradley Stoke Community School Fiddlers Wood Lane Bradley Stoke South Gloucestershire BS32 9BS	Stoke Lodge Primary School School Close Patchway South Gloucestershire BS34 6DW
Brimsham Green Secondary School Broad Lane Yate South Gloucestershire BS37 7LB	The Castle School Park Road Thornbury South Gloucestershire BS35 1HT
Broadlands School St. Francis Road Keynsham Bristol BS31 2DY	The Grange School and Sports College Tower Road North Warmley South Gloucestershire BS30 8XL
Engineers House The Promenade Bristol BS8 3NB	The Ridgewood Centre 244 Station Road Yate South Gloucestershire BS37 4AF
Fry Club and Conference Centre Somerdale Keynsham BS31 2AU	Tortworth Court Four Pillars Hotel Tortworth Road Wotton-under-Edge South Gloucestershire GL12 8HH
Hanham High School Memorial Road Hanham South Gloucestershire BS15 3LA.	University of the West of England Frenchay Campus Coldharbour Lane Bristol BS16 1QY
Kendleshire Gold Club Henfield Road Coalpit Heath South Gloucestershire BS36 2UY.	Wheatfield Primary School Wheatfield Drive Bradley Stoke South Gloucestershire BS32 9DB
Marlwood Secondary School Vattingstone Lane Alveston South Gloucestershire BS35 3LA	Winterbourne International Academy High Street Winterbourne South Gloucestershire BS36 1JL
School Improvement Training Room/Music Service (Use Music Service Entrance, through main school gate, right of school reception) Little Stoke Primary School, Little Stoke Lane, Little Stoke, South Gloucestershire BS34 6HY	

Bespoke and consultancy support can be delivered at a school or other venue to your convenience.

Primary Best Practice Fora

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
ART009	Little Stoke Primary School	31/10/2011	09.05	09.15	12.15
ART009	Sevenside PD Centre	29/03/2012	12.45	13.00	16.00

Target audience

Teachers and Art Subject Leaders

Aim(s) of the Course

- To understand how to develop the primary art assessment
- To review progress in your art curriculum and create an ongoing action plan

Course Description

This Course will focus on approaches to developing the art curriculum, art teaching and art assessment within your school's setting.

The first half day session will look at the progress made by schools in developing and tailoring their school's art curriculum. It will review teacher's planning, the teaching of art skills and creating an ongoing, whole school action plan. It will also look at assessment in art and design, exploring how to assess art and how to develop manageable ways of achieving assessment in art within your school setting, focusing on the use of sketchbooks. Delegates are asked to please bring a sample plan and children's work produced from the plans. If sketchbooks are used, please bring an example.

The second session will be a practical session focused on multicultural art work, beginning with a look at a range of multicultural art work and the skills that could be taught from this. It will provide practical ideas to support art leaders in planning for and using multicultural art within their curriculum.

Lead Trainer(s)/Facilitator(s)

Emma Spyrou - Leading Teacher

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
AFL011	Stoke Lodge Primary School	31/10/2011	12.45	13.00	16.00
AFL011	Sevenside PD Centre	19/03/2012	12.45	13.00	16.00

Target audience

Assessment Subject Leaders

Aim(s) of the Course

- To be aware of the latest developments both nationally and locally
- To be more effective in leading assessment in schools

Course Description

This Forum meets twice during the year and is an opportunity for numeracy subject leaders to keep up to date and to share practice. Each session includes local and national updates, a chance to share resources and ideas and a training session on a key area of development.

Lead Trainer(s)/Facilitator(s)

Liz Thomas - Teaching and Learning Adviser (Maths)

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

“ Directly helpful and highly relevant
(Assessment BPF, Deputy Headteacher) ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
DT010	Wheatfield Primary	31/10/2011	12.45	13.00	16.00
DT010	School Improvement Training Room	15/03/2012	12.45	13.00	16.00

Target audience

Subject Leaders

Aim(s) of the Course

- To be more effective on leading Design and Technology in school
- To be aware of the latest developments in DT, regionally and nationally
- To be aware of how to improve standards of teaching and learning for all pupils in DT

Course Description

This exciting course will continue to explore ways of maximising learning and teaching opportunities in DT. DT subject leaders will see and share good practice, strengthening leadership skills. All meetings will include practical sessions full of advice and tips to help raise the profile of DT in school, considering safe and pragmatic ways to promote its place in a creative curriculum.

Lead Trainer(s)/Facilitator(s)

Simon Kettle - External Consultant, Stemworks

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EYR005	Manorbrook Primary School	31/10/2011	12.45	13.00	16.00
EYR005	Sevenside PD Centre	08/03/2012	12.45	13.00	16.00

Target audience

Reception Teachers & TA's

Aim(s) of the Course

- To reflect on your own practice, making links with key aspects of early years pedagogy
- To explore current research and approaches to teaching and learning in the EYFS
- To network and share information about high quality practice with colleagues from other schools

Course Description

This is a forum for all practitioners working in reception, including teachers and teaching assistants. It will include opportunities to exchange ideas with colleagues and to listen to visiting guest speakers. Participants will help to shape the focus of the meetings as well as accessing information about local and national updates.

Lead Trainer(s)/Facilitator(s)

Early Years Advisory Team

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
G&H001	University of the West Of England	31/10/2011	8.45	9.00	13.00
G&H001	Bradley Stoke Community School	02/03/2012	8.45	9.00	13.00

Target audience

Geography & History Subject Leaders

Aim(s) of the Course

- To share best practice with others and developing 'next' practice
- To deliver high quality training in new initiatives
- To strengthen leadership capacity in Geography and History and across the school

Course Description

The first session will concentrate on improving Geography skills, to include the promotion of geographical enquiry using the local environment and sharing of Geography based schemes of work. The second session will focus on creative ways to engage young people in History.

Lead Trainer(s)/Facilitator(s)

Garry Atterton - AST

Tony Battista - AST

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

“ Thank you for all your help and support
(Health and Wellbeing BPF, PSHE Coordinator) ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
HWB002	Stoke Lodge Primary School	31/10/2011	8.45	9.00	12.00
HWB002	School Improvement Training Room	21/03/2012	9.05	9.15	12.15

Target audience

PSHE Subject Leaders/ SEAL Co-ordinators

Aim(s) of the Course

- To increase knowledge and understanding of Personal, Social and Health Development and its place within the school community
- To share good practice and generate discussion around teaching and learning within Personal, Social and Health Education and Social and Emotional Aspects of Learning
- The production of resources to support PSHE and SEAL in all schools in the LA
- To increase knowledge of national and local PSHE and SEAL related issues

Course Description

These meetings now incorporate support for both PSHE and SEAL subject leaders in the coordination and development of PSHE.

This fora will provide a forum for discussion, sharing of excellent practice and developing PSHE and SEAL in the light of national changes to the primary school curriculum. It will also provide an opportunity to support schools with the promotion of health education previously undertaken through the Healthy Schools and Healthy Schools Plus programmes.

Lead Trainer(s)/Facilitator(s)

Sarah Godsell - Health Promotion in Schools

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
ICT038	Sevenside PD Centre	31/10/2011	8.45	9.00	12.00
ICT038	Sevenside PD Centre	16/03/2012	8.45	9.00	12.00

OR

ICT039	Sevenside PD Centre	31/10/2011	12.45	13.00	16.00
ICT039	Sevenside PD Centre	16/03/2011	12.45	13.00	16.00

Target audience

ICT Subject Leaders

Aim(s) of the Course

- To be aware of the latest developments both nationally, regionally and locally
- To update your subject knowledge in relation to teaching and learning in ICT
- To be more effective in leading ICT in schools and in identifying priorities for development
- To share ideas on best practice in the use of ICT resources, including those which are freely available

Course Description

This forum meets twice during the year and is an opportunity for ICT subject leaders to keep up to date and to share practice. Each session includes local, regional and national updates and provides an opportunity to share resources and ideas. There will also be a training session on a key area of development.

Lead Trainer(s)/Facilitator(s)

Jo Briscombe - Teaching and Learning Adviser (ICT)

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

“It's great to see so many resources and explore how we can use them to support other colleagues (Maths BPF, Deputy Head)”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LIT001	Stoke Lodge Primary School	31/10/2011	8.45	9.00	12.00
LIT001	School Improvement Training Room	29/02/2012	9.05	9.15	12.15

OR

LIT002	Stoke Lodge Primary School	31/10/2011	12.45	13.00	16.00
LIT002	School Improvement Training Room	01/03/2012	9.05	9.15	12.15

Target audience

Literacy Subject Leaders

Aim(s) of the Course

- To be able to monitor and evaluate Literacy teaching and learning in school
- To be able to support teachers in developing practice
- To be aware of national and local priorities and the implications of these for your role in school

Course Description

This forum for subject leaders will provide: updates on national and local priorities including the latest developments in primary literacy; advice and guidance on the strategic leadership of literacy; and opportunities for colleagues to share best practice from their schools.

Lead Trainer(s)/Facilitator(s)

Claire Ridsdale - Teaching and Learning Advisor (Literacy)

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MA066	Stoke Lodge Primary School	31/10/2011	8.45	9.00	12.00
MA066	Sevenside PD Centre	19/03/2012	8.45	9.00	12.00

Target audience

Subject Leaders

Aim(s) of the Course

- To be aware of the latest developments both nationally and locally
- To update your subject knowledge in relation to teaching and learning in maths
- To be more effective in leading maths in your school

Course Description

This forum meets twice during the year and is an opportunity for numeracy subject leaders to keep up to date and to share practice. Each session includes local and national updates, a chance to share resources and ideas and a training session on a key area of development.

Lead Trainer(s)/Facilitator(s)

Liz Thomas - Teaching and Learning Adviser (Maths)

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MFL063	Sevenside PD Centre	31/10/2011	8.45	9.00	12.00
MFL063	School Improvement Training Room	16/03/2012	9.15	9.30	12.30

Target audience

Subject Leaders

Aim(s) of the Course

- To be aware of national and local priorities and how they affect your role in school
- To be able to support teachers in primary language teaching
- To be able to monitor and evaluate the teaching and learning of primary languages in your school(s)

Course Description

The forum aims to:

- Provide updates on developments in primary language teaching and learning;
- Give advice and guidance on the strategic leadership of primary languages; and
- Provide opportunities for all colleagues to share best practice from their schools.

Lead Trainer(s)/Facilitator(s)

Jayne Wright - AST and Primary Languages Advisory Teacher

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package



Really useful resources again, I love the pop up nets!
(Maths BPF, Numeracy Subject leader)

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MUS018	Music Room, Little Stoke Music Service	31/10/2011	13.00	13.15	16.15
MUS018	Music Room, Little Stoke Music Service	07/03/2012	13.00	13.15	16.00

Target audience

Subject Leaders

Aim(s) of the Course

- Be more effective in leading music in school
- Be aware of the latest development in music, regionally and nationally
- Be aware of how to improve standards of teaching and learning for all pupils in music

Course Description

Music subject leaders will see and share good practice, strengthening leadership skills. All meetings will include practical sessions full of advice and tips to help raise the profile of music in school.

Lead Trainer(s)/Facilitator(s)

Christine Wright - Teaching and Learning Adviser (Music)

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
PLA005	Stoke Lodge Primary School	31/10/2011	8.45	9.00	12.00
PLA005	To be confirmed	06/03/2012	8.45	9.00	12.00

Target audience

Play Leads and PHSE Leads

Aim(s) of the Course

- To increase awareness of current national and local Play policies, their values and priorities
- To develop skills necessary to audit and plan improvements to Play opportunities in schools
- To develop skills and knowledge to carry out appropriate risk assessment
- To develop skills and knowledge to enable improved delivery of Play environments and opportunities

Course Description

These sessions concentrate on developing Play in primary age range schools and on building whole school and community support for the values, policy and risk management practices necessary for sustainable change. The sessions will explore themes in Play development relevant to schools and provide an opportunity to discuss, exchange ideas and gain practical skills.

Lead Trainer(s)/Facilitator(s)

Michael Follett - External Consultant

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
RE010	School Improvement Training Room	31/10/2011	8.45	9.00	12.00
RE010	Sevenside PD Centre	13/03/2012	15.45	16.00	18.00

Target audience

Subject Leaders

Aim(s) of the Course

- To be more effective on leading Religious Education in school
- To be aware of the latest developments in RE, regionally and nationally
- To be aware of how to improve standards of teaching and learning for all pupils in RE in line with your locally agreed syllabus

Course Description

This exciting course will continue to explore ways of maximising learning and teaching opportunities in RE through the delivery of each area's locally agreed syllabus. RE subject leaders will see and share good practice strengthening leadership skills. Meetings will include a faith visitor, access to resources and practical sessions full of advice and tips to help raise the profile of RE in school, considering ways to promote its place in a creative curriculum.

Lead Trainer(s)/Facilitator(s)

Kathryn Symons - AST

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

“It was great to have a range of activities, discuss with other colleagues and clarify issues (Maths BPF, Numeracy Subject Leader)”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SCI013	Little Stoke Primary School	31/10/2011	12.45	13.00	16.00
SCI013	School Improvement Training Room	21/03/2012	12.45	13.00	16.00

Target audience

Subject Leaders and Teachers

Aim(s) of the Course

- Subject leaders will understand how to develop the use of questioning within science.
- Subject leaders will look at planning and teaching science within a context, ensuring that a broad range of skills are taught across their school curriculum

Course Description

This course will focus on approaches to developing questioning within science, teaching relevant science that is in a creative and innovative context and developing teacher's plans to include a wide range of scientific skills.

The first half day session will look at scientific questioning. Candidates will look at a plan from their own school setting and think about how to use key questions to develop and extend the children's scientific thinking. The session will also look at how children use questioning within science and how to support children to develop their own scientific questioning.

- Could delegates please bring a sample medium term plan from their school setting that they would like to develop.

The second session will be in two parts. The first part is focused on planning and teaching science within a creative context. Science leaders will think about NC objectives more creatively and they will be given the

opportunity to plan an innovative outline for a term of science to use within their school. It will provide practical ideas to support science leaders in planning for a more engaging science curriculum. The second part will look at the plans created in part 1 and develop these further by including a wider range of skills taught. It will also consider AF2 on the APP grid, offering ideas of how to provide opportunities to look at role models and science in the 'real world'.

Could delegates please bring the NC objectives for one year group that they will be teaching in the first term of 2011-2012. It would also be useful if they could bring any themes that are being taught that term from other areas of the curriculum so that possible links can be considered.

Lead Trainer(s)/Facilitator(s)

Rebecca Castledine - AST
Emma Spyrou - Primary Science Leading Teacher

Full Cost	Discount Cost
£190 or as part of a Best Practice Package	£140 or as part of a Best Practice Package

Secondary Best Practice Fora

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
ART010	The Castle Secondary School	14/10/2011	8.45	9.00	12.00
ART010	The Castle Secondary School (TBC)	06/07/2012	8.45	9.00	16.00

Target audience

Subject Leaders

Aim(s) of the Course

- To share good practice through the exploration of relevant and current initiatives appropriate to the delivery of the Visual Arts
- To be involved in practical exercises that contribute to the delivery of the Visual Curriculum

Course Description

This course will focus on different approaches to developing the visual curriculum within your school and the sharing of good practice. The first half day session will analyse various schools' practices at all levels and their effectiveness on pupil's attainment. South Gloucestershire AST's will share developments and approaches to skills, techniques & practical applications for delivering the curriculum. The second full day session will primarily be a practical session focused on a theme within the visual arts. The day will provide effective ideas to support art leaders in implementing new ideas and approaches into their art curriculum.

Lead Trainer(s)/Facilitator(s)

Jonathan Welsh, Head of Art, The Castle School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
ASD004	Sevenside PD Centre	01/11/2011	8.45	9.00	12.00
ASD004	Sevenside PD Centre	22/02/2012	8.45	9.00	12.00
ASD004	Sevenside PD Centre	05/07/2012	8.45	9.00	12.00

Target audience

Subject Leaders

Aim(s) of the Course

- To support secondary schools in their use of data and assessment by briefing key professionals with regard to national and local developments in this field
- To share good practice within the local authority and from outside in data use and assessment practices
- To identify further training and guidance needs and discuss target setting and tracking principles and practice

Course Description

Course members will enhance their abilities to improve the effectiveness of assessment practices in the workplace, including how to analyse statistical information to evaluate the effectiveness of teaching and learning across their school. Agendas will be published closer to the meeting times to allow flexibility in reacting to new developments. It is likely that the autumn session will focus on the 2011 results and analysis of this whilst the summer session will have a SIMs input.

Lead Trainer(s)/Facilitator(s)

Tom Morrison - Quality Assurance Adviser (Performance and Research)

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



*Very useful session to consider different exam and course options, tremendous support over the last few months
(Science BPF, Head of Science Faculty)*

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
CEG002	Sevenside PD Centre	08/11/2011	13.15	13.30	16.00
CEG002	Sevenside PD Centre	07/03/2012	13.15	13.30	16.00
CEG002	Sevenside PD Centre	14/06/2012	13.15	13.30	16.00

Target audience

Careers Co-ordinators

Aim(s) of the Course

- To be up to date with developments in CEG and with the All Age Careers Service
- To rewrite your CE programme in the light of all the changes in education and training
- To share good practice in CEG across schools
- To share information about any resources available

Course Description

This series of three meetings will focus on new developments in CEG for all students in the light of current government policy and the availability of programmes. Delegates will be expected to share developments in their own schools and expertise gained in their context. This network will continue to provide opportunities for networking between secondary schools, colleges and other partners.

Lead Trainer(s)/Facilitator(s)

Rusty Ansell - Filton College

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
DT009	Winterbourne International Academy	04/10/2011	8.45	9.00	12.00
DT009	School venue to be confirmed	09/02/2012	12.45	13.00	16.00
DT009	School venue to be confirmed	22/06/2012	12.45	13.00	16.00

Target audience

Design & Technology Subject Leaders

Aim(s) of the Course

- To strengthen subject leadership capacity
- To bring messages from national bodies and the Local Authority to support development planning
- To share best practice in Design and Technology and develop 'next' practice

Course Description

This series of three meetings will focus as a continuation of work undertaken in previous years with further exploration of the new Secondary Curriculum and exam board specifications. Topics including the latest White Paper and the increasing need for schools to collaborate will also be explored. The sharing of best practice and approaches to successful delivery of courses/ curricula will be encouraged. Delegates will be expected to share subject expertise, Schemes of Work and information regarding successful practice

Lead Trainer(s)/Facilitator(s)

Lee Rotheram - Technology Lead Teacher

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
DRA010	Hanham High School	14/10/2011	12.45	13.00	16.00
DRA010	Sevenside PD Centre	03/02/2012	12.45	13.00	16.00
DRA010	Abbeywood School	08/06/2012	12.45	13.00	16.00

Target audience

Drama Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives and best practice for teaching Drama
- To have an increased skill and knowledge base for secondary Drama through practical participatory work
- To develop and refine effective approaches to maximise pupil enjoyment and achievement

Course Description

This series of meetings will develop staff understanding of Drama pedagogies, strategic leadership of Drama and enhance your range of activities and resources in classroom practice. Each session will have a major focus with room for further discussion: Session 1: KS3 Moderation Activity- to discuss and agree KS3 levelling with a view to standardising across the LA; Session 2: KS4 Texts – to share and practically explore a range of texts suitable for performance and study at KS4; Session 3: Devising - to share and explore tried and tested approaches to devising new work at KS4 & 5.

Lead Trainer(s)/Facilitator(s)

Becky Ferguson - Leading Practitioner, The Castle School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EN074	School Improvement Training Room	25/11/2011	12.45	13.00	16.00
EN074	Sevenside PD Centre	30/03/2012	12.45	13.00	16.00
EN074	Sevenside PD Centre	29/06/2012	09.10	09.15	12.15

Target audience

English Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives and best practice
- To review and develop self evaluation processes
- To develop and refine effective approaches to maximise pupil achievement (particularly at Key Stage 4)

Course Description

This series of meetings will focus on a continuation of work undertaken in previous years with further exploration of:

- Successful practice within South Gloucestershire and beyond at Key Stage 3, 4 and 5
- The role of the subject leader in monitoring and evaluating the teaching and learning of English, including the use of data and pupil tracking systems
- Developing approaches to the new curriculum, including Assessing Pupil Progress (APP) and the renewed subject frameworks
- Planning and progression, including further development of departmental systems and documentation to support learning

Where appropriate, sessions will incorporate materials that have been developed by the Secondary National Strategy and other learning organisations. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.
 Meeting 1: To include analysis of KS4 GCSE and equivalent data
 Meeting 2: To include moderation of KS3 teacher assessments
 Meeting 3: Curriculum planning day

Lead Trainer(s)/Facilitator(s)

Lucy Croft - AST Hanham High School,
 Tiffany Partridge - AST Bradley Stoke Community School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
GE009	Bradley Stoke Secondary School	30/09/2011	8.45	9.00	16.00
GE009	Bradley Stoke Secondary School	02/03/2012	8.45	9.00	16.00
GE009	University of the West of England	04/07/2012	8.45	9.00	16.00

Target audience

Geography Subject Leaders and Teachers

Aim(s) of the Course

- To share best practice with others and develop 'next' practice
- To deliver high quality training in new initiatives
- To strengthen leadership capacity in Geography and across school

Course Description

Geography subject leaders will see and share good practice strengthening strategic leadership skills and operational delivery. Meetings will include discussion, exam practices, practical sessions to enhance the curriculum offer and advice on promoting enjoyment and high achievement in this subject.

Lead Trainer(s)/Facilitator(s)

Garry Atterton - AST The Castle School
 Tony Battista - AST Bradley Stoke Community School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

“ Vital information gained; really useful to pick up information that would otherwise have been missed (MFL BPF, Head of MFL) ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
HIS009	Museum of Bristol	10/11/2011	13.00	13.30	16.30
HIS009	University of the West of England	16/02/2012	13.00	13.30	16.30
HIS009	Arnos Vale Cemetery Education Centre	21/06/2012	13.00	13.30	16.30

Target audience

History Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives, approaches and curricular specifications, subject and pedagogic knowledge
- To review current teaching practice and share best practice and develop 'next 'practice
- To develop and refine effective approaches to maximise pupil achievement at Key Stages 3,4 and 5

Course Description

Meeting 1:

1. Update on National Initiatives and Curriculum Issues

2. Connecting the Local to the Global

A session focused on using the new Museum of Bristol for education with History classes. We will have a tour, meet some key staff and look at the education 'offer' from the Museum. We will also explore opportunities to teach local history and connect it to regional, national (English and British) and international and global histories.

Meeting 2:

1. Update on National Initiatives and Curriculum Issues

2. Using ICT and Sound in the History Classroom

This practical session will enable colleagues to use ICT and in particular sound recordings - home made and archival, to stretch their

own repertoire and stimulate and challenge pupils. Colleagues are invited to bring along examples of the materials they use in school (or just come along and soak up some ideas - no prior knowledge needed.) Bring a high capacity memory stick to copy any resources provided.

Meeting 3:

- Update on National Initiatives and Curriculum Issues
- Learning Outside the Classroom/Teaching 19th Century History

The Victorian Necropolis that is Arnos Vale Cemetery was designed as a landscaped city of the dead, filled with fascinating memorials - including that of a murdered Victorian hero of the sort that featured in high melodramas; an ambassador; leading footballers; and many Victorian worthies. This site is a treasure trove of interest and full of opportunity for teaching about the 19th century, medicine, social history and cross-curriculum working. Come and join us in the Heritage Lottery funded buildings.

Lead Trainer(s)/Facilitator(s)

Dean Smart - University of the West Of England

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
ICT040	Sevenside PD Centre	10/11/2011	12.45	13.00	16.00
ICT040	Sevenside PD Centre	29/02/2012	12.45	13.00	16.00
ICT040	School venue to be confirmed	26/06/2012	12.45	13.00	16.00

Target audience

ICT Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives, (including any changes to exam specifications)
- To review current teaching practice and share best practice
- To develop self evaluation processes
- To develop and refine effective approaches to maximise pupil achievement at Key Stages 3,4 and 5

Course Description

This series of meetings will focus on a continuation of work undertaken in previous years with further exploration of:

- Successful practice within South Gloucestershire and beyond at Key Stages 3, 4 and 5
- The role of the subject leader in monitoring and evaluating the teaching and learning of ICT, including the use of data and pupil tracking systems
- Developing approaches to the new curriculum and the renewed subject frameworks
- Planning and progression, including further development of departmental systems and documentation to support learning

Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Lead Trainer(s)/Facilitator(s)

Jeremy Milsom, Brimsham Green School,
Melanie King, Hanham High School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
STR001	School Improvement Training Room	15/09/2011	9.05	9.15	12.15
STR001	School Improvement Training Room	25/01/2012	9.05	9.15	12.15
STR001	School Improvement Training Room	27/03/2012	9.05	9.15	12.15
STR001	School Improvement Training Room	28/06/2012	9.05	9.15	12.15

Target audience

Deputy Headteachers

Aim(s) of the Course

- To have an increased understanding of effective approaches to school improvement and curriculum development through engagement with local and national leading practice
- To have the capacity to implement curriculum change as well as an improved ability to implement whole school improvement

Course Description

This forum (formerly the Strategy Best Practice Forum) is designed to stimulate thinking and give access to high quality developments in the field of curriculum design, pedagogy and school improvement. It is aimed at senior leaders with responsibility for these areas and will draw extensively upon their own expertise and work.

Within this forum the latest educational developments from 11-19 will be discussed and analysed. Precise themes for each of the sessions will be determined nearer the time but will draw heavily on: self-evaluation and the use of data to inform improvement; curriculum developments and raising standards.

Lead Trainer(s)/Facilitator(s)

School Improvement Senior Staff in South Gloucestershire

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MA068	School Improvement Training Room	04/11/2011	9.10	9.15	12.15
MA068	School Improvement Training Room	23/03/2012	12.45	13.00	16.00
MA068	School Improvement Training Room	29/06/2012	12.45	13.00	16.00

Target audience

Maths Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives, (including any changes to exam specifications)
- To review current teaching practice and share best practice
- To develop self evaluation processes
- To develop and refine effective approaches to maximise pupil achievement at Key Stages 3,4 and 5

Course Description

This series of meetings will focus on a continuation of work undertaken in previous years with further exploration of

- Successful practice within South Gloucestershire and beyond at Key Stages 3, 4 and 5
- The role of the subject leader in monitoring and evaluating the teaching and learning of Maths, including the use of data and pupil tracking systems
- Developing approaches to the new curriculum and the renewed subject frameworks
- Planning and progression, including further development of departmental systems and documentation to support learning

Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Lead Trainer(s)/Facilitator(s)

Faye Crocker - AST The Castle School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MFL064	School Improvement Training Room	14/10/2011	9.15	9.30	12.30
MFL064	School Improvement Training Room	09/03/2012	9.15	9.30	12.30
MFL064	School Improvement Training Room	22/06/2012	9.15	9.30	12.30

Target audience

Modern Foreign Language Subject Leaders

Aim(s) of the Course

- To receive and share examples of effective teaching and leadership practice
- To be aware of the latest development in MFL, regionally, nationally and in relation to examinations
- To be aware of how to improve standards of teaching and learning for all students in MFL

Course Description

The MFL Best Practice Forum is a termly meeting where a variety of issues related to MFL teaching and learning are discussed. The agenda is decided by the facilitators and delegates and reflects current practice, new specifications and other issues related to MFL.

Lead Trainer(s)/Facilitator(s)

Amy Morriss - AST Chipping Sodbury Secondary School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



*Excellent group as always, both strategically and operationally
(Staff Development BPF, Assistant Head)*

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
MUS019	Music Room, Little Stoke Music Service	04/11/2011	9.05	9.15	12.15
MUS019	Music Room, Little Stoke Music Service	14/03/2012	9.05	9.15	12.15
MUS019	Music Room, Little Stoke Music Service	21/06/2012	9.05	9.15	12.15

Target audience

Secondary Heads of Music

Aim(s) of the Course

- To receive and share examples of effective teaching and management practice
- To be aware of the latest development in music, regionally and nationally
- To learn how to improve standards of teaching and learning for all pupils in music

Course Description

These meetings aim to address current trends and issues in secondary music education through discussion, practical activities and the creating and sharing of resources. Contributions from amongst the group and from outside agencies are sought when appropriate. Participants will be given the opportunity to identify some agenda items.

Lead Trainer(s)/Facilitator(s)

Christine Wright Teaching & Learning Adviser (Music)

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



*Really interesting to share so much on some occasionally difficult issues as well as some creative approaches to teaching and learning
(strategy BPF, Assistant Headteacher)*



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
PSE008	Sevenside PD Centre	18/10/2011	12.45	13.00	16.00
PSE008	School Improvement Training Room	28/02/2012	12.45	13.30	16.00
PSE008	School Improvement Training Room	19/06/2012	12.45	13.30	16.00

Target audience

PSHE Subject Leaders

Aim(s) of the Course

- To support members of staff in their delivery of PSHE within the school
- To share good practice and generate discussion around teaching and learning within PSHE.
- To promote the importance of PSHE and the legal requirements to support young people including sex education and drug and alcohol awareness
- To understand the implications of the legal framework, local and national policies

Course Description

This opportunity is to share good practice and provide a fora for updates within this subject area that is moving forward and involves most members of staff within a school. This support is essential for the co-ordinator.

The focus for each meeting will be identified according to local and national recommendations/ policies and needs identified by practitioners, all of which are dependent on the status of PSHE within the government revised curriculum.

Lead Trainer(s)/Facilitator(s)

Amanda Davies - Drug, Alcohol and Tobacco Education Coordinator

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
PHO001	The Castle Secondary School	21/10/2011	8.45	9.00	12.00
PHO001	School venue to be confirmed	29/06/2012	8.45	9.00	15.00

Target audience

Photography Teachers and Art Subject Leaders

Aim(s) of the Course

- To build a network of photography teachers and partners to share best practice, resources and develop 'next' practice.
- To provide high quality training in new initiatives
- To strengthen leadership capacity in the subject area and across school

Course Description

This is a new fora to support photography teachers, teaching GCSE, BTEC or A level or who are interested in setting it up in the future. Topics to be covered will include: Assessment, Standardisation and understanding of how to fulfill the assessment objectives; darkroom skills and techniques; photoshop skills and techniques; using lighting to improve technical photography and sharing resources and exemplar materials. It is hoped to have inputs from a photography examiner and partners in our local colleges.

Lead Trainer(s)/Facilitator(s)

Lead Teacher, Photography

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

“ We really appreciate the support, particularly on the impact of national initiatives etc so that our collaboration isn't just a case of 'ever decreasing circles'. Thank you
(Staff Development BPF, Assistant Head)

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
PE005	Bradley Stoke Leisure Centre	06/10/2011	13.00	13.15	16.15
PE005	Yate Leisure Centre	07/02/2012	13.00	13.15	16.15
PE005	Bradley Stoke Leisure Centre	21/05/2012	13.00	13.15	16.15

Target audience

PE Subject Leaders

Aim(s) of the Course

- To share best practice with others and developing 'next' practice
- To provide high quality training in new initiatives
- To strengthen leadership capacity in the subject area and across school
- A commitment to offering support between the three fora meetings in local networks and sharing the learning back in the fora group
- To bring further consistency among all the fora to the messages from national bodies and the Local Authority to support school development planning

Course Description

This series of three meetings is for Heads of PE and other relevant, appropriate partners to share and discuss strategic and delivery themes relevant to their current needs. Experts in the field will be invited as required.

Lead Trainer(s)/Facilitator(s)

Jeanette Quinn - External Consultant, Action First Foundation

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
POS001	Sevenside PD Centre	09/11/2011	13.00	13.15	16.15
POS001	School venue to be confirmed	07/03/2012	13.00	13.15	16.15
POS001	School venue to be confirmed	21/06/2012	13.00	13.15	16.15

Target audience

Post 16 Leaders

Aim(s) of the Course

- To ensure colleagues are up to date with national developments and reforms applicable to 14-19
- To share effective practice in relation to Post 16 leadership and management, and teaching and learning
- To prepare schools for the introduction of the new Ofsted Framework 2012

Course Description

A regular forum to provide Heads of Post 16, Partnership Co-ordinators and FE colleagues with an opportunity to share information and practice focusing on current and future 14 to 19 priorities

Lead Trainer(s)/Facilitator(s)

Tracey France - Teaching and Learning Advisor (Post 16)

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
PSY001	School Improvement Training Room	24/11/2011	9.05	9.15	12.15
PSY001	School Improvement Training Room	29/03/2012	12.45	13.00	16.00
PSY001	School Improvement Training Room	15/06/2012	9.05	9.15	12.15

Target audience

Psychology Subject Leaders and Teachers

Aim(s) of the Course

- To raise awareness of how to deliver an A level Psychology course.
- To offer assistance of the different skill requirements of the course and how to pass questions in the exam.
- To develop strategies to raise the level of high grades in A level Psychology.
- To provide a network of support for those teaching Psychology in the region

Course Description

This course has been set up to provide assistance for new and experienced teachers in terms of teaching Psychology. It will focus on issues such as how to plan your course effectively; how to bring certain topic areas to life (e.g. research methods); how to differentiate between different skill requirements (e.g. A01, A02, A03) and how to obtain high grades in the exam. Although my specialism is teaching AQA spec A (the most common A level spec), I can offer advice on Psychology teaching in general (i.e. other A level specs or GCSE Psychology).

Lead Trainer(s)/Facilitator(s)

Mark Jones - Filton College, Psychology Course leader, Advanced Practitioner

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
RE011	School Improvement Training Room	19/10/2011	12.45	13.00	16.00
RE011	School Improvement Training Room	14/03/2012	9.05	9.15	12.15
RE011	School Improvement Training Room	06/06/2012	12.45	13.00	16.00

Target audience

RE Subject Leaders

Aim(s) of the Course

- To receive and share examples of effective teaching and leadership practice
- To be aware of the latest development in RE, regionally and nationally
- To know how to improve standards of teaching and learning for all pupils in RE

Course Description

Over three meetings participants will collaborate and keep up to date with current and new thinking in secondary RE. Topics to be covered will include: Assessment, standardisation and understanding of how to fulfill assessment criteria; using your area's locally agreed syllabus to inform good practice and strengthen leadership skills. All meetings will include practical sessions full of advice and tips to help raise the profile of RE in school, considering ways to promote it's place in a creative whole school curriculum.

Lead Trainer(s)/Facilitator(s)

Julian Selman - Marlwood Secondary School

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SCI014	School Improvement Training Room	17/11/2011	12.45	13.00	16.00
SCI014	School Improvement Training Room	07/03/2012	12.45	13.00	16.00
SCI014	School Improvement Training Room	12/06/2012	12.45	13.00	16.00

Target audience

Science Subject Leaders

Aim(s) of the Course

- To receive and share updates on national and local initiatives and best practice
- To review and develop self evaluation processes
- To develop and refine effective approaches to maximise pupil achievement (particularly at Key Stage 4)

Course Description

This series of meetings will focus on a continuation of work undertaken in previous years with further exploration of:

- Successful practice within South Gloucestershire and beyond at Key Stage 3, 4 and 5
- The role of the subject leader in monitoring and evaluating the teaching and learning of Science, including the use of data and pupil tracking systems
- Planning for progression, including further development of departmental systems and documentation to support learning. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.
- Review of developments within education looking particularly at the impact on science departments of, for example, new science GCSEs, revised Ofsted arrangements, developing practice concerning vocational qualifications, revision of the curriculum.

Lead Trainer(s)/Facilitator(s)

Julie Edwards - External Consultant

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SOC001	School Improvement Training Room	24/11/2011	12.45	13.00	16.00
SOC001	Sevenside PD Centre	29/03/2012	12.45	13.00	16.00
SOC001	School Improvement Training Room	15/06/2012	12.45	13.00	16.00

Target audience

Teachers and Lecturers teaching GCSE and A Level Sociology

Aim(s) of the Course

- To develop teachers and lecturers knowledge for the successful implementation of GCSE and A Level Sociology
- To focus on how high pass grades can be met at A Level
- To provide a network of support for those teaching Sociology in the South Glos (and beyond) area

Course Description

This course is here to support and provide CPD for those who deliver GCSE and A Level Sociology whether they are an experienced lecturer, an NQT or someone teaching sociology as a secondary subject. Information regarding exam expectations and assessment objectives, subject content, planning and delivering Sociology at both GCSE and A Level will be explored within the sessions. Whilst GCSE will be discussed, there will be a main focus on A Level, with split class activities to cater for those centres that only deliver the A Level course.

Lead Trainer(s)/Facilitator(s)

Amanda Chinn & Anna Larkin - Filton College

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package



*Always useful to share good practice. Networking is invaluable
(Staff Development BPF, Assistant Principal)*



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SD001	Sir Bernard Lovell Secondary School	07/10/2011	9.00	9.15	12.15
SD001	The Grange School	07/12/2011	12.45	13.00	16.00
SD001	The Castle Secondary School	09/02/2012	9.00	9.15	12.15
SD001	Bradley Stoke Community School	23/04/2012	12.45	13.00	16.00
SD001	Marlwood Secondary School	03/07/2012	9.00	9.15	12.15

Target audience

Secondary Staff Development Leaders

Aim(s) of the Course

- To increase understanding of current initiatives concerning the professional development of all staff
- To develop understanding of tools and strategies available to increase staff development co-ordinator effectiveness
- To share best practice across schools, academies and partner organisations in the region

Course Description

This fora supports staff development co-ordinators in their roles in secondary schools and academies. It provides an opportunity to debate key aspects of the role and build collaboration between schools. Workforce restructuring, models of leadership and staff performance management, training and development, evaluation and exam qualification issues are regularly reviewed. Agendas always include updates on local and national issues and are responsive to the needs of the group.

Lead Trainer(s)/Facilitator(s)

Liz Townend - Teaching and Learning Adviser (CPD)

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Early Years Foundation Stage

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
FS073	Sevenside PD Centre	24/01/2012	15.45	16.00	18.00

Target audience

Reception Teachers and Teaching Assistants

Aim(s) of the Course

This course will take place subject to information being released by the Department for Education.

Participants will:

- Consider issues for their practice arising from the government's review of the EYFS
- Reflect on key points highlighted by the review and in other current research and briefings
- Be aware of priorities for continued high quality practice in the nursery and reception years

Course Description

This is a practical session which will include opportunities for critical reflection and discussion. The content of the meeting will be determined by information that emerges over the coming weeks and months as part of the EYFS review and other research updates.

Lead Trainer(s)/Facilitator(s)

Early Years Advisory Team

Full Cost	Discount Cost
£45	£15

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
FS072	Sevenside PD Centre	13/09/2011	12.45	13.00	16.00
FS072	Sevenside PD Centre	22/02/2012	12.45	13.00	16.00

Target audience

Reception Leaders and Co-ordinators

Aim(s) of the Course

- To provide support for the unique role of Reception Leaders and Co-ordinators.
- To provide an opportunity for networking and sharing of good practice

Course Description

This 2 session network will provide updates and information about national and local initiatives as well as providing an opportunity for reception leaders to work together and share expertise in their practice

Lead Trainer(s)/Facilitator(s)

Sarah Salmon Early Years Locality Adviser

Full Cost	Discount Cost
£65	£15

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
FS074	Sevenside PD Centre	06/09/2011	8.45	9.00	15.30

Target audience

Reception Teachers and Teaching Assistants

Aim(s) of the Course

Participants will:

- Understand key principles of assessment linked to the EYFS Profile
- Know how to track children's learning across different aspects of the EYFS Profile
- Have improved confidence about making accurate judgements using the EYFS Profile
- Recognise the importance of ensuring consistency in their practice

Course Description

This course will provide participants new or returning to reception with an overview of the EYFS Profile. It will include practical opportunities for using the Profile Handbook to make and moderate judgements to ensure accuracy. Opportunities for reflecting on participants own practice and asking questions will be included throughout the day.

Lead Trainer(s)/Facilitator(s)

Early Years Advisory Team

Full Cost	Discount Cost
£80	£15

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
FS076	Sevenside PD Centre	12/07/2011	08.45	09.00	15.30
FS076	School Improvement Training Room	27/09/2011	15.45	16.00	18.00
FS076	School Improvement Training Room	08/11/2011	15.45	16.00	18.00
FS076	School Improvement Training Room	07/02/2012	15.45	16.00	18.00

Target audience

EYFS Practitioners

Aim(s) of the Course

Participants will:

- Know how to provide a rich and developmentally appropriate environment in reception
- Understand the themes and principles of the Early Years Foundation Stage (EYFS)
- Recognise the importance of child initiated learning in the reception year and the role of the adult in this

Course Description

This series of four meetings is for all practitioners returning or new to reception. It will give participants the confidence to realise high quality experiences for all children in the EYFS. Participants will have opportunities to develop their observational skills and know how to use these to inform observation, assessment and planning.

Lead Trainer(s)/Facilitator(s)

Early Years Advisory Team

Full Cost	Discount Cost
£80	£15



Newly Qualified Teachers/ Early Career

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQTW1112	BAWA	22/09/2011	15.30	16.15	18.00

Target audience

All NQTs

Aim(s) of the Course

- To understand the statutory procedures and responsibilities of the NQT, Induction tutor, school and Local Authority for NQT Induction
- To know how to be proactive in organising your NQT Induction to be effective for you
- To understand the support mechanisms available in South Gloucestershire in networks and individual schools

Make sure you get there to meet others and hear essential information!

Course Description

This event is for ALL recently appointed Newly Qualified Teachers, in all phases. You will have the opportunity to:

- Meet with other NQT's
- Make contact with Local Authority Officers
- Hear from thriving teachers who have 'survived' induction
- Learn how professional associations can support you
- Be sure of statutory procedures and who holds what responsibilities, for example, non contact time, observation, monitoring and assessment against the Professional Standards
- Find out about courses and training to support you
- Get the 'Big Picture' on how South Gloucestershire provides support for all NQT's

Lead Trainer(s)/Facilitator(s)

Liz Townend, Teaching and Learning Adviser (Professional Development) with staff from South Gloucestershire schools and the School Improvement Service

Full Cost	Discount Cost
£15 or as part of the NQT Package	£15 or as part of the NQT Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQTC1112	Fry Club and Conference Centre	01/11/2011	9.00	9.30	16.30

Target audience

All NQTs, support staff and teachers in their second year of teaching, or those returning to teaching/ support roles

Aim(s) of the Course

- To learn how to create a successful learning environment with young people emotionally engaged and devoid of negative stress
- To know a range of behaviour management strategies and how to adapt them to promote self control and independence of learners
- To network with NQT colleagues, share successful organisational and management techniques

Course Description

This is a one day course for NQTs in ALL phases in South Gloucestershire, BANES and Bristol. It is also suitable for support staff and teachers in their second year of teaching, or those returning to teaching - anyone wishing to enhance their behaviour management skills. Andy Vass is an established teacher, trainer and coach. He promotes positive behaviour and you will come away with a superb toolkit of resources to support you in the classroom.

Previous delegates have commented:

'This has made a significant difference in the way I act at work'

'This gets to the heart of how people tick and how you can bring out their best'

'This should be compulsory for all teachers (and parents)'

'My light bulb moments were frequent'

'My conversations with parents, colleagues and children are so much more effective'

Note: For primary teachers: this course can be booked as an integral part of the South Gloucestershire Primary support package (offering best value along with other courses) or as a separate course.

For secondary teachers: this course is booked as a stand alone, although very suitable to work alongside the 'New to...' series.

Lead Trainer(s)/Facilitator(s)

Andy Vass, Education Consultant

Full Cost	Discount Cost
£80 or as part of the NQT Package	£80 or as part of the NQT Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQTP1112	Various - see following pages				

Target audience

Primary NQTs, and those returning to teaching

Aim(s) of the Course

- To access support in a wide variety of curriculum and wider professional areas to become an effective classroom practitioner
- To signpost NQTs to further professional development and consider how to be proactive in realising aspirations
- To encourage NQTs to network with each other and between schools
- To understand how the programme supports meeting the professional standards
- To have queries about Induction answered

Course Description

This one year Induction programme is for NQTs beginning their Induction in September and also for those who wish to join later in the academic year. It supplements in-school Induction which all NQTs must be engaged in to meet the requirements of the Professional Standards for Teachers at Core Level. It creates opportunities for Professional development and sharing of practical ideas and tips between NQTs. It always proves a useful place to speak with other NQTs to realise issues are rarely unique and other NQTs can offer much support. The sessions run on Tuesday mornings, all except the 'Welcome' meeting and the full day conference both of which are also included in the price of this package. This enables schools to arrange the NQT 10% statutory reduction in teaching time to coincide with these sessions on a regular basis.

Note: Please book onto the NQT Package and also onto all the individual sessions that you would like to attend, including the Welcome Meeting and Conference. Individual course codes can be found on the list. You will not be charged additionally for the sessions if a place has been booked onto the package. Alternatively places can be booked on individual sessions at a cost of £65 per half day.

Lead Trainer(s)/Facilitator(s)

Liz Townend, Teaching and Learning Adviser, school improvement staff and ASTs

Full Cost	Discount Cost
£350 for whole package (includes all morning sessions, welcome meeting and one day conference) Or £65 per individual session	£350 for whole package (includes all morning sessions, welcome meeting and one day conference) Or £65 per individual session

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQPT1112A	Sevenside Professional Development Centre	08/11/2011	08.45	09.00	12.00
AND/OR					
NQPT1112B	Sevenside Professional Development Centre	22/11/2011	08.45	09.00	12.00
AND/OR					
NQPT1112C	Sevenside Professional Development Centre	17/01/2012	08.45	09.00	12.00
AND/OR					
NQPT1112D	Sevenside Professional Development Centre	24/01/2012	08.45	09.00	12.00
AND/OR					
NQPT1112E	Sevenside Professional Development Centre	07/02/2012	08.45	09.00	12.00
AND/OR					
NQPT1112F	Sevenside Professional Development Centre	13/03/2012	08.45	09.00	12.00
AND/OR					
NQPT1112G	Sevenside Professional Development Centre	17/04/2012	08.45	09.00	12.00
AND/OR					
NQPT1112H	Sevenside Professional Development Centre	18/05/2012	08.45	09.00	12.00
AND/OR					
NQPT1112I	Wheatfield Primary School	19/06/2012	08.45	09.00	12.00
AND/OR					
NQPT1112J	Sevenside Professional Development Centre	10/07/2012	08.45	09.00	12.00

Target audience

Primary NQTs, and those returning to teaching

Courses A to K can be booked as separate, stand alone courses OR as part of the primary support package (which includes the welcome meeting and the one day conference; and therefore represents excellent value for money). Please refer to NQT P1112 for this option.

Course Descriptions**A Working with others: Using Support Staff and Parents to Best Effect**

Good guidelines for working together with Teaching Assistants and parents in the classroom. Hear from and discuss with T.A.s what makes for most effective working practice.

B Making Maths real

Learn strategies to develop pupils' ability to decode real life mathematical problems.

C High Quality Planning across the curriculum

Consider different ways to plan in order that you are not overwhelmed and keep a track of children's progress.

D Effective Literacy

Receive pointers for more effective learning in literacy, practical strategies, resources, cross curricular links and additional sources of support.

E The Inclusive Classroom

Look at strategies for engaging all children in the classroom, especially those with special educational needs.

F Monitoring and Assessment

Look at how to collect the right data; how to monitor and assess children's progress through Alf techniques, observing children at work, work scrutiny and moderation; pupil progress meetings.

G Safeguarding and Child Protection - Identification to Action

Be sure that you know what you need to know about safeguarding children, including e-safety, and how to take any necessary action.

H Cultural Competency

Know about how to make your classroom as inclusive as possible to children from a range of backgrounds and understand the importance of knowing about cultural diversity.

J PE Safety and Discipline

Have increased confidence to organise gymnastics equipment to ensure safe and imaginative use for all children. To include: safe handling of large and small gym apparatus – setting up, using and dismantling; organisation and design of different apparatus arrangements; behaviour management and building of routines with whole class groups using equipment.

K Career Planning – Next Steps

Don't leave your future to chance. Consider some of the many options for your professional development next year and further ahead; understand the role of performance management and be proactive in planning your next career steps.

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQT033	School Improvement Training Room	23/09/2011	12.45	13.00	16.00
NQT033	School Improvement Training Room	03/02/2012	9.05	9.15	12.15
NQT033	School Improvement Training Room	04/05//2012	9.05	9.15	12.15

Target audience

Newly qualified, early career years, and inexperienced teachers of English

Aim(s) of the Course

- By the end of each session subject leaders will:
- Receive and share updates on national and local initiatives and best practice
- Develop strategies for planning for progression and the design of effective learning sequences
- Gain further security of specialist subject knowledge and implications for effective classroom practice
- Develop and refine effective approaches to maximise pupil achievement (particularly at Key Stage 4)

Course Description

This series of meetings will provide an opportunity for newly qualified, early career years, and inexperienced teachers of English to meet and discuss issues associated with the teaching and learning of the subject. Sessions will include opportunities for discussion, sharing of good practice and practical exploration of pedagogy. Previous participants have commented on the value of these meetings both in terms of support and the opportunity to reflect on their experience. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Meeting 1 will include:

- A focus on planning effective sequences of lessons
- Updates on national developments in the curriculum
- Managing time

Meetings 2 and 3 will be advised as the agendas will respond to identified needs from the group.

Lead Trainer(s)/Facilitator(s)

Lucy Croft, Hanham High School, AST
Tiffany Partridge, Bradley Stoke Community School, AST

Full Cost	Discount Cost
£120.00	£100.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQT034	School Improvement Training Room	27/09/2011	9.05	9.15	12.15
NQT034	School Improvement Training Room	07/02/2012	9.05	9.15	12.15
NQT034	School Improvement Training Room	20/06/2012	12.45	13.00	16.00

Target audience

Newly qualified, early career years, and inexperienced teachers of Maths

Aim(s) of the Course

- Receive and share updates on national and local initiatives
- Review current teaching practice and share best practice
- Develop strategies for planning for progression and the design of effective learning sequences
- Gain further security of specialist subject knowledge and implications for effective classroom practice
- Develop and refine effective approaches to maximise pupil achievement

Course Description

This series of meetings will provide an opportunity for Newly Qualified, early career years, and inexperienced teachers of Maths to meet and discuss issues associated with the teaching and learning of the subject. Sessions will include opportunities for discussion, sharing of good practice and practical exploration of pedagogy. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Lead Trainer(s)/Facilitator(s)

Faye Crocker, AST, The Castle School

Full Cost	Discount Cost
£120.00	£100.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQT035	School Improvement Training Room	29/09/2011	9.05	9.15	12.15
NQT035	School Improvement Training Room	02/02/2012	12.45	13.00	16.00
NQT035	School Improvement Training Room	13/06/2012	9.05	9.15	12.15

Target audience

Newly qualified, early career years, and inexperienced teachers of ICT

Aim(s) of the Course

- To receive and share updates on national and local initiatives and best practice
- To develop strategies for planning for progression and the design of effective learning sequences
- To gain further security of specialist subject knowledge and implications for effective classroom practice
- To develop and refine effective approaches to maximise pupil achievement (particularly at Key Stage 4)

Course Description

This series of meetings will provide an opportunity for newly qualified, early career years, and inexperienced teachers of ICT to meet and discuss issues associated with the teaching and learning of the subject. Sessions will include opportunities for discussion, sharing of good practice and practical exploration of pedagogy. Previous participants have commented on the value of these meetings both in terms of support and the opportunity to reflect on their experience. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Meeting 1 will include:

- A focus on planning effective sequences of lessons
- Updates on national developments in the curriculum
- Managing time

Meetings 2 and 3 will be advised as the agendas will respond to identified needs from the group.

Lead Trainer(s)/Facilitator(s)

ICT Heads of Department and Lead Teachers

Full Cost	Discount Cost
£120.00	£100.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQT036	School Improvement Training Room	22/09/2011	9.05	9.15	12.15
NQT036	School Improvement Training Room	09/02/2012	12.45	13.00	16.00
NQT036	School Improvement Training Room	14/06/2012	9.05	9.15	12.15

Target audience

Newly qualified, early career years, and inexperienced teachers of Science

Aim(s) of the Course

- To receive and share updates on national and local initiatives and best practice
- To develop strategies for planning for progression and the design of effective learning sequences
- To gain further security of specialist subject knowledge and implications for effective classroom practice
- To develop and refine effective approaches to maximise pupil achievement (particularly at Key Stage 4)

Course Description

This series of meetings will provide an opportunity for newly qualified, early career years, and inexperienced teachers of Science to meet and discuss issues associated with the teaching and learning of the subject. Sessions will include opportunities for discussion, sharing of good practice and practical exploration of pedagogy. Previous participants have commented on the value of these meetings both in terms of support and the opportunity to reflect on their experience. Where appropriate, members of the group and external speakers will be invited to contribute to the sessions.

Meeting 1 will include:

- A focus on planning effective sequences of lessons
- Updates on national developments in the curriculum
- Managing time

Meetings 2 and 3 will be advised as the agendas will respond to identified needs from the group.

Lead Trainer(s)/Facilitator(s)

ASTs and Lead Teachers

Full Cost	Discount Cost
£120.00	£100.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
NQT040	School Improvement Training Room	19/07/2011	12.30	13.15	16.15

OR

NQT041	Fry Club and Conference Centre, Keynsham	22/09/2011	15.45	16.15	18.30
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OR

NQT042	Broadlands School, Keynsham	10/01/2012	13.00	13.15	16.15
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Target audience

New induction tutors (NQT Mentors) or those needing revision

Aim(s) of the Course

- To gain confidence in understanding the statutory responsibilities for mentoring NQTs
- To understand the roles and responsibilities of the induction tutor (mentor), Headteacher, governing body, and Local Authority and how a mentor/ induction tutor can best support an NQT through Induction

Course Description

In this course we will look at:

- Roles and responsibilities of the mentor/ induction tutor and NQT
- Observation and meeting schedules, professional review meetings and assessment procedures, with exemplars of good practice
- Materials to support use of the Professional Standards for action planning, monitoring and assessment
- Use of the Career Entry and Development Profile or school portfolio

There will be time for answering queries. This course can support you in gaining Masters level accreditation for your mentoring, if you are interested.

Lead Trainer(s)/Facilitator(s)

Liz Townend, Teaching and Learning Adviser, South Gloucestershire
Winifred Thomson, Leadership Adviser, BANES

Full Cost	Discount Cost
£65.00	£65.00

Leadership & Management

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM097	School Improvement Training Room	07/10/2011	12.45	13.00	16.00

Target audience

Teachers new or returning to Year 2

Aim(s) of the Course

- To increase confidence in levelling and moderating work at the end of Key Stage 1
- To be able to plan more effectively to address pupil needs
- To be familiar with local and national guidance to support classroom practice

Course Description

This half day workshop will provide support and advice to participants in effective teacher assessment in year 2. It will help participants in levelling and moderating pupil's everyday class work. It is aimed at teachers new or returning to year 2.

The course will:

- Highlight national and local guidance
- Model moderation of Numeracy and Literacy work
- Discuss effective planning in classroom practice
- Give many opportunities to ask questions

Lead Trainer(s)/Facilitator(s)

School Improvement Teaching and Learning Advisers

Full Cost	Discount Cost
£65.00	£65.00

“Networking with other Deputy Headteachers especially from other authorities was very valuable (Deputy Headteacher residential conference)”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM098	School Improvement Training Room	29/09/2011	12.45	13.00	16.00

Target audience

Teachers new or returning to Year 6

Aim(s) of the Course

- To increase confidence in levelling and moderating work at the end of Key Stage 2
- To be able to plan more effectively to address pupil needs
- To be familiar with local and national guidance to support classroom practice

Course Description

This half day workshop will provide support and advice to participants in effective teacher assessment in year 6. It will help participants in levelling and moderating pupil's everyday class work. It is aimed at teachers new or returning to year 6.

The course will:

- Highlight national and local guidance
- Model moderation of Numeracy and Literacy work
- Discuss effective planning in classroom practice
- Give many opportunities to ask questions

Lead Trainer(s)/Facilitator(s)

School Improvement Teaching and Learning Advisers

Full Cost	Discount Cost
£65.00	£65.00



Very good, friendly training, easily understood, made to feel welcome

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM095	Bradley Stoke Community School (first 3 meetings, subsequent venues TBC)	21/09/2011 (first of 9 meetings)	16.00	16.30	18.30

Target audience

Primary and Secondary teachers aspiring to, new to or experienced in Middle Leadership

Aim(s) of the Course

- To enable middle leaders to reflect upon and develop their roles as a middle leader
- To enable middle leaders to think and act differently and thus change and improve the learning of the students in their care

Course Description

This National College accredited programme lasts approximately seven months comprising:

- A skills diagnostic
- 9 twilight face to face sessions between September and March, to include snacks/ sandwiches on arrival. The first three sessions will be held at Bradley Stoke Community School, Filton, South Gloucestershire. Further session venues will be organised in September to be as convenient as possible to the majority of participants.
- using school venues of the participants where convenient, to include: discussion of research based 'think pieces', practical tools for leadership, understanding the role of leading teaching and learning; identifying 'gaps' in student attainment and planning next steps back in school to close a gap; reflection on practice
- Tasks to be completed back in school that are chosen by the participant to match their current areas of development and supported by their in-school learning coach

- A 'learning challenge' project based on work that is already part of the participant's middle leadership role to close an identified gap in student attainment. This project is designed to be worked on from January to March 2012, although it is likely to be a piece of work that is ongoing for the middle leader.
- Coaching conversations with their learning coach who is, preferably, based in the school and used as a critical friend.
- A learning journal maintained as evidence of progress and thinking as a leader.
- This is a new programme; it is hoped to split the groups based on experience and location where possible. Please make contact if you wish for further details pre-booking. Additional information will be requested once an initial booking has been made.

Lead Trainer(s)/Facilitator(s)

Jenny Sutton-Kirby, Deputy Headteacher, Bradley Stoke Community School
Liz Townend, Teaching and Learning Adviser, South Gloucestershire

Full Cost	Discount Cost
£225 per delegate in academies/ Local Authority schools outside of South Gloucestershire, regardless of number	£160 (maintained South Gloucestershire school) £90 (second delegate in a maintained South Gloucestershire school) £70 (any subsequent delegate(s) in a maintained South Gloucestershire school)

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM091	School Improvement Training Room	09/11/2011	9.05	9.15	16.00
LM091	Engineers House, Bristol	30/01/2012	9.00	9.15	16.00
LM091	School Improvement Training Room	08/02/2012	9.05	9.15	16.00

OR

LM099	Fry Club & Conference Centre	10/11/2011	9.00	9.15	16.00
LM099	Fry Club & Conference Centre	31/01/2012	9.00	9.15	16.00
LM099	Engineers House, Bristol	09/02/2012	9.00	9.15	16.00

Target audience

Primary middle leaders who aspire to deputy headship

Aim(s) of the Course

- To develop an insight into the complexities of the deputy head role
- To identify and develop the necessary skills required for this position
- To prepare for the interview process
- To lead a whole school development project

Course Description

This 3 day programme will include:

- exploring the complexities of the role and responsibilities of the deputy
- leading whole school change
- developing the effective use of a variety of leadership styles
- developing interpersonal skills and the leadership of people
- coaching for improvement
- preparation for job application and selection procedures with interview practice.

Delegates in maintained local authority schools in BANES, Bristol and South Glos will receive a supply payment of up to £400 dependent on full attendance. Please note this programme will run dependent on funding from the National College for Leadership of Schools and Children's Services.

Lead Trainer(s)/Facilitator(s)

Leadership Advisers and School Improvement Staff in BANES, Bristol and South Glos.

Full Cost	Discount Cost
£150.00	£120.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM092	School Improvement Training Room	26/09/2011	9.05	9.15	16.00
LM092	Venue in BANES to be confirmed	10/10/2011	9.05	9.15	16.00
LM092	School Improvement Training Room	10/11/2011	9.05	9.15	16.00

Target audience

Primary and secondary assistant and deputy head teachers new to the role

Aim(s) of the Course

- To identify and understand the complexity of skills required for the role
- To develop confidence to fulfill your deputy headship responsibilities
- To discuss and develop strategies to deal with some of the common issues you will encounter

Course Description

This 3 day programme will include:

- exploring the complexities of the role and responsibilities of the deputy
- leading whole school change
- combining leadership and management appropriately
- time management and prioritisation
- reviewing and reflecting on your own leadership style
- understanding governance
- coaching for improvement

Please note this programme is dependent on funding from the National College for Leadership of Schools and Children's Services.

Lead Trainer(s)/Facilitator(s)

Helean Hughes - Leadership and Curriculum Team Leader, School Improvement Service, supported by School Improvement Staff from the region and senior staff in schools

Full Cost	Discount Cost
£100.00	£100.00

“ An excellent day of training, really enjoyed it, learnt a lot (Marketing your school, Headteacher) ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM093	School Improvement Training Room	17/01/2012	9.05	9.15	16.00
LM093	School Improvement Training Room	06/02/2012	9.05	9.15	12.25
LM093	School Improvement Training Room	27/02/2012	9.05	9.15	12.25

Target audience

Successful primary deputy headteachers who want to continue to develop within their role

Aim(s) of the Course

- To use colleagues as critical friends and coaches
- To increase partnerships
- To build a development project in an innovative area outside your normal area of expertise

**Course Description**

This programme consists of 1 full day and 2 half days of face-to-face training. It will provide practical access to the latest in leadership thinking and school practice, which will benefit schools as well as individuals.

Key areas covered will include:

- Sustaining school improvement and raising standards
- Developing perspectives on national and international issues
- Updating and renewing professional knowledge and understanding
- Reviewing and reflecting on leadership
- Developing new networks and creating a community of practice

Please note this programme will run dependent on funding from the National College for Leadership of Schools and Children's Services.

Lead Trainer(s)/Facilitator(s)

Leadership Advisers and School Improvement staff in BANES, Bristol and South Gloucestershire

Full Cost	Discount Cost
£150.00	£130.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM084	Tortworth Court Four Pillars Hotel	20/10/2011	13.00	14.00	19.30
LM084	Tortworth Court Four Pillars Hotel	21/10/2011	8.30	9.00	16.00

Target audience

Assistant and deputy headteachers in BANES, Bristol and South Gloucestershire

Aim(s) of the Course

- to provide opportunities for networking with other senior leaders;
- to hear from experts ways to promote the leadership of learning in your school

Course Description

This is the second annual residential conference for assistant and deputy headteachers in neighbouring authorities. Titled, 'Going for Gold!: Leading for Excellence in Your School', it is a conference presented around the theme of the upcoming Olympics. It will support all senior leaders in their thinking about how to aim for excellence, using tried and tested methodologies alongside the innovative and transformational. There will be sessions for all delegates including presentations from John West-Burnham and others, workshops on specific areas of school improvement and local authority based groups.

The conference will draw on discussions from each LA's Headteacher conferences and respond to local and national priorities. It is designed to support networking across the three local authorities and subsequent events will be arranged as follow up to the conference and to encourage the deepening of partnerships.

After last year's conference:

'The key notes were inspiring and thoughtful.'
 'Fantastic workshops from inspirational headteachers - so well planned and engaging'
 'It was excellent feeling worthwhile and being made to feel special'
 'Having the time to network, take and reflect - loads of ideas for professional development and inspiration to take this forward. It is one of the best training courses I have ever been on.'

Lead Trainer(s)/Facilitator(s)

John West-Burnham - Education Consultant and Researcher, Additional workshop facilitators, School improvement officers and senior leaders in all authorities

Full Cost	Discount Cost
£150 (residential)	£150 (residential)
£120 (non residential)	£120 (non residential)

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM090	Sevenside PD Centre	02/11/2011	15.45	16.00	18.00
LM090	Fry Club & Conference Centre	14/11/2011	15.45	16.00	18.00
LM090	Venue to be confirmed (Bristol)	12/03/2012	9.05	9.15	16.00
LM090	Venue to be confirmed (S Glos)	19/03/2012	9.05	9.15	16.00

Target audience

Senior leaders in all phases interested in Headship in the near future. To benefit fully from this programme, it is recommended that you are undergoing, or have successfully completed NPQH.

Aim(s) of the Course

- To gain an insight into the complexities of the role of Headship
- To develop further the skills and attributes necessary for success in this position
- To prepare for the Headship application process

Course Description

This programme consists of 2 days and 2 twilights. It is designed to give you flexibility to develop particular areas of need and build upon support given through NPQH.

The programme includes:

- a needs analysis
- opportunities for collaboration through visits to other schools
- application and interview preparation and practice.

Maintained schools in BANES, Bristol and South Glos will receive £300 of supply cover for full attendance.

Please note this programme is dependent on funding from the National College for Leadership of Schools and Children's Services.

Lead Trainer(s)/Facilitator(s)

Leadership Advisers and School Improvement staff in BANES, Bristol and South Gloucestershire

Full Cost	Discount Cost
£120	£120

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM094	Fry Club and Conference centre, BANES	18/01/2012	13.00	13.15	16.15
LM094	School Improvement Training Room, South Gloucestershire	26/01/2012	12.45	13.15	16.15
LM094	School of a participant, to be confirmed, in BANES, Bristol or South Gloucestershire	14/06/2012	9.05	9.15	12.25
LM094	School of a participant, to be confirmed, in BANES, Bristol or South Gloucestershire	05/07/2012	12.45	13.00	16.00

Target audience

Experienced staff in any phase, maybe TLR and/ or UPS who will benefit from a personal and professional review of their current educational position

Aim(s) of the Course

- Enhance your contribution to the leadership of your school
- Provide a personal and professional review of your career pathway
- Re-energise you to take positive action
- Develop your leadership skills and knowledge

Course Description

Have you ever found yourself asking these questions?

Do I really know myself as a leader?

I loved my job when I started but the shine's worn off

Why can't I feel positive and energised?

Can I develop better strategies to prioritise all the competing demands?

Can I learn to deal better with what stresses me professionally?

What teams do I work within/ lead?

Can I manage my leadership and participation better?

Am I proactive in decision making?

How do I set and meet realistic goals?

How can I take control of my improvement as a teacher and leader?

How do I recognise good teaching/ leadership practice in others and transfer it into my own practice?

If so, this programme may be for you. It is highly reflective and asks, over 4 half days, that you consider deeply, with others, ways to enhance motivation, energy and action in your position. Tools and strategies, practical and discussion based, will be shared to support you to move forward in your current position with an increased enthusiasm and clear vision for where you see yourself in three years time. This programme is offered to staff both through self-selection and / or as a result of nomination by your Headteacher. Please note this programme is dependent on funding from the National College for Leadership of Schools and Children's Services.

Lead Trainer(s)/Facilitator(s)

Leadership Advisers in BANES, Bristol and South Gloucestershire and external consultants

Full Cost	Discount Cost
£120	£120

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM086	School Improvement Training Room	14/09/2011	9.05	9.15	12.15

Target audience

Headteachers, senior leaders and reviewers

Aim(s) of the Course

By the end of each session subject leaders will:

- Gain an overview of the statutory framework for Performance Management.
- Learn how to be effective at all stages of the process
- Look at the differences in responsibilities between Core and Post Threshold standards
- Learn more about conducting difficult conversations with regard to the meeting of standards

Course Description

This is a half day workshop for Headteachers and all teachers new to or needing revision in Performance Management. It is appropriate for schools in all phases. This course will give you an overview of the statutory framework for Performance Management. It will clarify roles and responsibilities. You will learn about setting effective objectives and professional development plans, the importance of the mid year review and good review practices. It will focus on use of the Professional Standards to support performance review and how to use them to differentiate between the different levels such as Core, Post threshold and UPS 1, 2 and 3.

Lead Trainer(s)/Facilitator(s)

Margaret Swinnerton - Education Consultant

Full Cost	Discount Cost
£70.00	£70.00

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM089	School Improvement Training Room	03/10/2011	9.05	9.15	16.00

Target audience

Teaching, support staff, governors and other professionals

Aim(s) of the Course

- To understand the place of coaching as a professional development tool in school improvement
- To learn and practise some of the basic skills of listening, building rapport and asking good questions within an easily applicable model for these conversations

Course Description

This one day course will provide participants with an understanding of what coaching and mentoring are and a rationale for using coaching in school as a professional development model. There will be opportunities to learn and practise the essential skills of coaching using the GROW model.

If you are currently teaching, the professional standards expect all teachers to be involved with mentoring and coaching. Coaching is a specified requirement for teachers applying for the Threshold. This course is also very suitable for those not currently in a teaching capacity.

To continue refining these skills the participants will need the opportunity to engage in coaching sessions back in school with a colleague. This course is therefore, best attended with a potential co-coaching partner, although this is not essential.

Lead Trainer(s)/Facilitator(s)

Helean Hughes – Leadership and Curriculum Team Leader, School Improvement Service
Liz Townend – Teaching and Learning Adviser

Full Cost	Discount Cost
£70.00	£60.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM087	School Improvement Training Room	12/10/2011	9.10	9.15	16.15
LM087	Sevenside PD Centre	16/11/2012	16.00	16.15	18.45
LM087	Sevenside PD Centre	24/11/2011	16.00	16.15	18.45

Target audience

Teachers in their first five years of teaching or with no experience of coaching; support staff and governors interested in developing coaching and mentoring skills for school improvement. This programme is in collaboration with Bath Spa University; a criteria for eligibility is that all delegates must have a degree. QTS is not required.

Aim(s) of the Course

- learn what coaching is and how to use it within various elements of your work
- learn about the theory of coaching, practical coaching skills and tools and be coached by your peers.

Course Description

This 'one day and two twilights' course provides input from an experienced coach to develop your knowledge and understanding of coaching and mentoring, opportunities for practical skills development, and discussion and reflection on theory and practice. The skills can be drawn upon in a range of contexts supporting working with any age phase, at any stage in your professional development and in partnerships with those outside teaching. You will be encouraged to consolidate your learning in your school/setting in between the workshop sessions. If you are currently teaching, the professional standards expect all teachers to be involved with mentoring and coaching. Coaching is a specified requirement for teachers applying for the Threshold.

This course is also very suitable for those not currently in a teaching capacity.

This programme is in collaboration with Bath Spa University. All candidates are registered on a 30 credit post graduate module therefore the cost reflects all facilitation and accreditation costs (30 Credits). If you wish, there will be an opportunity for you to gain additional 'top up' credits, support will be provided.

Lead Trainer(s)/Facilitator(s)

Ruth Barrington - Lecturer and Researcher in Education, Bath Spa University

Full Cost	Discount Cost
£350.00	£350.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
LM088	School Improvement Training Room	13/10/2011	9.10	9.15	16.15
LM088	Sevenside PD Centre	17/11/2011	16.00	16.15	18.45
LM088	Sevenside PD Centre	23/11/2011	16.00	16.15	18.45

Target audience

Headteachers, teachers, support staff and governors with some experience of coaching, mentoring or similar approaches who are interested in improving their own skills and developing coaching with others. This programme is in collaboration with Bath Spa University; a criteria for eligibility is that all delegates must have a degree. QTS is not required.

Aim(s) of the Course

- Revise the basics and learn more about what coaching is and how to use it within various elements of your work
- learn more about the theory of coaching, hone and deepen practical coaching skills and tools and be coached by your peers
- consider ways to promote coaching with peers within your organization and have a strategic approach to coaching development

Course Description

This 'one day and two twilights' course provides input from an experienced coach to develop your knowledge and understanding of coaching and mentoring, opportunities for practical skills development, and discussion and reflection on theory and practice. The skills can be drawn upon in a range of contexts supporting working with any age phase, at any stage in your professional development and in partnerships with those outside teaching. You will be encouraged to consolidate your learning in your school/setting in between the workshop sessions. If you are currently teaching, the professional standards expect all teachers to be involved with mentoring and coaching. Coaching is a specified requirement for teachers applying for the Threshold. This course is also very suitable for those not currently in a teaching capacity.

This programme is in collaboration with Bath Spa University. All candidates are registered on a 30 credit post graduate module. If you wish, there will be an opportunity for you to gain additional 'top up' credits, support will be provided.

Lead Trainer(s)/Facilitator(s)

Ruth Barrington - Lecturer and Researcher in Education, Bath Spa University

Full Cost	Discount Cost
£350.00	£350.00

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SMT003	School Improvement Training Room	11/10/2011	9.15	9.30	15.45

OR

SMT004	School Improvement Training Room	03/02/2012	9.15	9.30	15.45
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OR

SMT005	School Improvement Training Room	06/03/2012	9.15	9.30	15.45
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Target audience

Headteachers, senior leaders, school business managers, marketing managers, governors, those with responsibility for marketing and promoting the school to potential parents, students or other users

Aim(s) of the Course

- To understand better ways to promote and market your school
- Identify the school's unique selling point (USP), school brand strengths and weaknesses
- What parents say they want from market research
- Identify five principal mechanisms for improving the school prospectus
- Create an outline marketing plan and timetable

Course Description

A one day introduction to include promoting, publicising or marketing your school to external audiences. This will include school marketing plans, what parents/ pupils want in a school, successful school brands, creating better school websites, more effective school prospectuses, school newsletters and getting your school positive coverage in the local media. .

Lead Trainer(s)/Facilitator(s)

Paul Sample, External Consultant, The Mustard Agency

Full Cost	Discount Cost
£85.00	£70.00

“ Very informative giving lots to think about ”

Support & Administrative Staff

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS260	School Improvement Training Room	11/11/2011	9.15	9.30	12.00
SS260	School Improvement Training Room	18/11/2011	9.15	9.30	12.00
SS260	School Improvement Training Room	25/11/2011	9.15	9.30	12.00
SS260	School Improvement Training Room	02/12/2011	9.15	9.30	12.00

Target audience

Teaching and Support Staff

Aim(s) of the Course

- Improved listening skills
- Improved assertiveness in all aspects of life
- Knowledge and practice of strategies for dealing with potential conflict
- Greater understanding of how life situations affect personal behavior
- Optimized opportunities for focused discussion

Course Description

This four session course aims to raise awareness of the importance of listening, to both colleagues and children and young people, and the skills to make this more effective.

The sessions will cover some of the basic counseling skills which will enable you to become a more effective listener and improve your support for children and young people and your team.

Good listening skills will facilitate 'good talking', which will help you deal with tricky situations and enable you to be more assertive in your approach when dealing with young people and colleagues.

The course will provide some underpinning theory but will have a mainly practical approach, which will encourage you to practice and improve your skills.

Lead Trainer(s)/Facilitator(s)

Frankie Hudson - Consultant Councillor and Trainer

Full Cost	Discount Cost
£180	£100

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS261	School Improvement Training Room	20/01/2012	9.15	9.30	12.00
SS261	School Improvement Training Room	27/01/2012	9.15	9.30	12.00
SS261	School Improvement Training Room	24/02/2012	9.15	9.30	12.00
SS261	School Improvement Training Room	02/03/2012	9.15	9.30	12.00

Target audience

Teaching and Support Staff

Aim(s) of the Course

- Increase self awareness and self knowledge
- Improve and develop their skills to enhance relationships (with self and others, both children and adults)
- Understand and practice of further counselling and listening skills

Course Description

This four session course builds on the skills introduced in the 'Effective Listening and Communication' Course (Part 1). It is important that delegates have completed the four session course or have some basic knowledge of practical counselling skills so that they have an understanding of the format and processes that will be used. Although this is largely a practical course there will be some underpinning theories and it is suggested that you keep a journal of your learning throughout the course.

Lead Trainer(s)/Facilitator(s)

Frankie Hudson - Consultant Councillor and Trainer

Full Cost	Discount Cost
£180	£100



Invaluable information: should be used and refreshed by all staff at all levels. Would massively, massively reduce miscommunications and stress levels in the workplace

(Administrator, Effective Listening and Communication)

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS271	School Improvement Training Room	11/01/2012	9.05	9.15	12.15
SS271	School Improvement Training Room	18/01/2012	9.05	9.15	12.15
SS271	School Improvement Training Room	24/01/2012	9.05	9.15	12.15
SS271	School Improvement Training Room	31/01/2012	9.05	9.15	12.15

Target audience

Learning Mentors, Academic Mentors, any support staff involved in 1:1 or small group mentoring

Aim(s) of the Course

- Consider the role and responsibilities of the mentor in different contexts
- Raise awareness of and practise a range of skills and strategies to support students in a mentoring context
- Know how to enhance and develop the mentoring role in school

Course Description

This is for all support staff in primary and secondary schools and settings who are working as a mentor or who are exploring this area of work to develop in their schools. The course is designed and run by experienced mentors and will provide opportunities for:

- Discussion and debate
- Sharing good practice and learning new skills and strategies
- Considering processes and procedures to support your work and monitoring impact on students
- Group work to look at case studies and try out resources

Lead Trainer(s)/Facilitator(s)

Lindsey Alden - Learning Mentor, Marlwood School and Mentoring colleagues

Full Cost	Discount Cost
£280 or as part of a Best Practice Package	£205 or as part of a Best Practice Package

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS262	School Improvement Training Room	04/07/2011	9.15	9.30	15.30
OR					
SS263	School Improvement Training Room	05/07/2011	9.15	9.30	15.30
OR					
SS265	School Improvement Training Room	17/10/2011	9.15	9.30	15.30
OR					
SS266	School Improvement Training Room	18/10/2011	9.15	9.30	15.30
OR					
SS268	School Improvement Training Room	09/01/2012	9.15	9.30	15.30
OR					
SS269	School Improvement Training Room	10/01/2012	9.15	9.30	15.30

Target audience

Teaching, Support Staff, Voluntary Workers in School, Governors

Aim(s) of the Course

- Improve understanding of the principles of first aid
- Be confident to make a positive response to common accidents, resuscitation, choking, health needs and allergies
- Meet the requirements of an 'appointed person'

Course Description

This full day course has proved to be an enjoyable day, which has raised the participant's confidence in carrying out emergency first aid. It will be a balance of theory presented in a lively accessible format and practical session in which everyone will be encouraged to participate to practice and improve the skills learnt.

The course will provide certification to the first aider or appointed persons in school in low risk organisations. This training meets the requirements for First Aider.

Lead Trainer(s)/Facilitator(s)

Bill Gardner - HSE Approved External Trainer

Full Cost	Discount Cost
£70	£60

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS264	Sevenside PD Centre	07/07/2011	9.15	9.30	16.30
SS264	Sevenside PD Centre	08/07/2011	9.15	9.30	16.30
OR					
SS267	School Improvement Training Room	20/10/2011	9.15	9.30	16.30
SS267	School Improvement Training Room	21/10/2011	9.15	9.30	16.30
OR					
SS270	School Improvement Training Room	12/01/2012	9.15	9.30	16.30
SS270	School Improvement Training Room	13/01/2012	9.15	9.30	16.30

Target audience

Teaching, Support Staff, Voluntary Workers in School, Governors

Aim(s) of the Course

- Meet the requirement for early years professionals
- Improve understanding of the principles of first aid with particular respect to young children

Course Description

This 2 day course has been set up to meet the requirements for Early years professionals. It is a 12 hour Paediatric First Aid course which meets the guidelines issued by the DFE and SureStart. It will a balance of theory presented in a lively accessible format and practical session in which everyone will be encouraged to participate to practise and improve the skills learnt.

Lead Trainer(s)/Facilitator(s)

Bill Gardner - HSE Approved External Trainer

Full Cost	Discount Cost
£140	£120

“ Really enjoyed the course; would like the whole school to participate ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SS259	School Improvement Training Room	04/10/2011	9.15	9.30	16.00

Target audience

Primary and Secondary Teaching Assistants

Aim(s) of the Course

- Have an opportunity to consider the roles and responsibilities of teaching assistants in different schools and settings
- Have a greater understanding of the school curriculum and how support can be provided
- Have an increased knowledge and understanding of strategies and skills that can be used to support learning and promote positive behaviour

Course Description

This day aims to provide introductory training for newly appointed Teaching Assistants and is also an ideal basis upon which to build further training. It includes a look at roles and responsibilities, the occupational standards framework, types of support, strategies for supporting behaviour and the opportunity to build a network of colleagues.

Lead Trainer(s)/Facilitator(s)

Sarah Buckland - Mangotsfield Secondary School, Rachael Brace - Behaviour Support

Full Cost	Discount Cost
£60	£60



*Best Course I've ever been on, truly amazing
(Administrator, Effective Listening and Communication)*



Ethnic Minority & Traveller Achievement Service

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM011A	School Improvement Training Room	30/11/2011	9.05	9.15	12.15
OR					
EM011B	School Improvement Training Room	05/03/2012	9.05	9.15	12.15
OR					
EM011C	School Improvement Training Room	19/06/2012	9.05	9.15	12.15

Target audience

Heads, School Leadership Teams, Inclusion Leaders, SENCOs

Aim(s) of the Course

- To provide an overview of national guidance in relation to improving attainment of Gypsy, Roma and Traveller pupils
- To explore essential factors that provide the foundation for successful inclusion
- To share good practice between schools

Course Description

This course will run 3 times in the school year. The session will draw on National Strategy materials and recent research to explore good practice in relation to improving the attainment of Gypsy, Roma and Traveller pupils and identifying whole school approaches to success.

Email:

traveller.educationservice@southglos.gov.uk

Lead Trainer(s)/Facilitator(s)

Rachel Ballin and Barbara Pappé,
Traveller Education Service

Full Cost	Discount Cost
£50 charge to staff in schools in other LA's	£30 charge to staff in schools in South Gloucestershire and BANES

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM015A	School Improvement Training Room	21/09/2011	13.00	13.15	16.00
OR					
EM015B	School Improvement Training Room	06/02/2012	13.00	13.15	16.00
OR					
EM015C	School Improvement Training Room	26/06/2012	13.00	13.15	16.00

Target audience

Secondary School Teachers and TA's, Inclusion Leaders, SENCO's and Learning Mentors

Aim(s) of the Course

- To increase cultural awareness.
- To facilitate inclusion for secondary GRT pupils by examining barriers and strategies to overcome these, to include some distance learning issues.
- To share relevant resources to support the above.

Course Description

The course will aim to inform about general GRT issues as well as offer some practical solutions, to suit the particular educational context of the participants. Collaborative working opportunities will enable the participants to share good practice and explore what works, to support work carried out in school.

Lead Trainer(s)/Facilitator(s)

Barbara Pappé Traveller Education Service

Full Cost	Discount Cost
£50 charge to staff at schools in other LA's	£30 charge to staff at schools in South Gloucestershire & BANES



Very informative and supportive particularly in giving us further confidence

(teacher, Black Achievement)

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM014A	School Improvement Training Room	15/11/2011	9.05	9.15	12.15
OR					
EM014B	School Improvement Training Room	05/01/2012	9.05	9.15	12.15
OR					
EM014C	School Improvement Training Room	08/05/2012	9.05	9.15	12.15

Target audience

Teachers, Early Years Workers and LSA's

Aim(s) of the Course

- To increase cultural awareness regarding Gypsy, Roma and Traveller groups.
- To look at teaching and learning styles and resources to facilitate access to the curriculum.
- To identify whole school approaches in the context of National Strategy guidance materials.

Course Description

This half day course will run 3 times in the school year. The session will offer practical suggestions in the areas of induction, curriculum development, attendance and teaching and learning approaches.

Lead Trainer(s)/Facilitator(s)

Rachel Ballin & Marion Hughes Traveller Education Service

Full Cost	Discount Cost
£50 charge to staff at schools in other LA's	£30 charge to staff at schools in South Gloucestershire & BANES

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM013A	School Improvement Training Room	08/11/2011	9.05	9.15	12.15
OR					
EM013B	School Improvement Training Room	22/02/2012	9.05	9.15	12.15
OR					
EM013C	School Improvement Training Room	03/05/2012	9.05	9.15	12.15

Target audience

Teachers, Teaching Assistants

Aim(s) of the Course

- To understand: the local context, how a new language is acquired, assessment for learning, induction and assessment policy development, and use of the EMAS website.

Course Description

This half day course will run 3 times in the school year. The session is aimed at teachers and teaching assistants working with children and young people at an early stage of language development and those who may also be new to the country.

Lead Trainer(s)/Facilitator(s)

Ethnic Minority & Traveller Achievement Team

Full Cost	Discount Cost
£50 charge to staff at schools in other LA's	£30 charge to staff at schools in South Gloucestershire & BANES



*Extremely helpful with regards to using the correct terminology
(teacher Black Achievement)*

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM012A	School Improvement Training Room	01/11/2011	13.00	13.15	16.00
OR					
EM012B	School Improvement Training Room	13/03/2012	13.00	13.15	16.00
OR					
EM012C	School Improvement Training Room	21/06/2012	13.00	13.15	16.00

Target audience

School leaders with responsibility for Minority Ethnic Attainment

Aim(s) of the Course

- The specific focus of the meetings will be tailored to participants needs.

Course Description

The network meetings are designed for Inclusion Leaders with responsibility for Minority Ethnic Achievement.

Lead Trainer(s)/Facilitator(s)

Ethnic Minority & Traveller Achievement Team

Full Cost	Discount Cost
£50 charge to staff at schools in other LA's	£30 charge to staff at schools in South Gloucestershire & BANES



*Great to hear how other schools deal with diversity and community cohesion; going away with great ideas to help our own school develop
(Community Cohesion, EMAS coordinator)*



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
EM010	School Improvement Training Room	20/03/2012	9.05	9.15	16.00

Target audience

School Leaders with responsibility for Minority Ethnic Attainment

Aim(s) of the Course

- To provide an overview of guidance in relation to attainment of Black pupils, pupils with English as an Additional Language and addressing the needs of newly arrived pupils
- To increase understanding of inclusive practice in relation to race equality, community cohesion and multi-lingualism
- To increase understanding, assessment, monitoring and action planning of pupils with English as an Additional Language

Course Description

This is a 1 day initial training course followed by network meetings. The aim is to build school capacity in relation to addressing the needs of minority ethnic pupils and extend the network of school based inclusion leaders.

Email:

traveller.educationservice@southglos.gov.uk

Lead Trainer(s)/Facilitator(s)

Ethnic Minority & Traveller Achievement Team

Full Cost	Discount Cost
£100 charge to staff in schools in other LA's	£75 charge to staff in schools in South Gloucestershire



SIMS Administration & Statutory

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM218	The Ridgewood Centre	13/09/2011	9.15	9.30	15.30

OR

SIM240	The Ridgewood Centre	21/02/2012	9.15	9.30	15.30
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Target audience

School Administrators

Aim(s) of the Course

This course will take the whole day and cover issues around maintaining your SIMS Database including the following elements:

- Navigating through SIMS.net
- Viewing and editing basic pupil details
- Adding and re-admitting a new pupil
- User defined fields
- Using quick letter
- Behaviour management
- Exclusions
- Pastoral system, pre-admissions and common transfer files (CTF)
- Adding and editing agencies, agents, contacts, staff and other schools
- Adding events to the school diary

Course Description

Many schools rely on only one person in the office to support and administer SIMS, so this course would be ideal where a school wishes to spread the expertise or delegate specific processes in SIMS to colleagues in their Administration team. The course is aimed at users with little or no exposure to SIMS.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125	Free for first delegate for Silver or Gold Package subscribers

Information Management SIMs Training: Essential Information

All full day course delegates are advised to bring their own lunch as food is no longer provided. All courses for South Gloucestershire schools that have bought into the IMS Silver and Gold Services are free for the first person attending.

Please note these are different packages to the Best Practice Fora.

Courses are open to all schools across all phases unless stated.

Private delegates are welcome to attend based on the standard enrolment fees.

For further information on any SIMs related courses: **Gary Andrews 01454 868657**
E-mail: Gary.Andrews@southglos.gov.uk **Helpdesk: 01454 863838**

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM219	The Ridgewood Centre	15/09/2011	8.45	9.00	12.00
OR					
SIM239	The Ridgewood Centre	09/02/2012	8.45	9.00	12.00

Target audience

New users to the Personnel Software in SIMS .net in all schools

Aim(s) of the Course

- personnel data incorporated within SIMS.Net
- to record personal, employment and contract information about all your staff
- to use the module to track and monitor staff INSET
- staff absences
- to run simple staff reports
- School Workforce Census – areas of importance and preparation
- to understand the links to other SIMS modules such as Cover for a complete management of staff absence and training

Course Description

The course will cover how data is to be entered and recorded for school personnel using the SIMS Personnel 7 module supporting the day to day administration of school employees. The effective use of SIMS P7 will be critical to the accurate submission of Workforce data to the DFE for the School Workforce Census and will, over the next few years, impact directly on data held centrally by South Gloucestershire Local Authority in HR and Payroll systems as both the Schools Personnel and IMS teams roll out integrated and automated systems in schools. For those who have attended recent courses and workshops (over the past 18 months) then there should be no need to attend again. This course aims to show SIMS Personnel to new users.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

“ Useful to reinforce and improve my knowledge of Assessment Manager (School administrator) ”

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM224	The Ridgewood Centre	19/10/2011	9.15	9.30	15.30
OR					
SIM241	The Ridgewood Centre	23/02/2012	9.15	9.30	15.30

Target audience

Administrators responsible for reporting from SIMS

Aim(s) of the Course

- Looking at how existing reports have been created
- Explaining the steps involved in creating a report
- Creating a report from an existing report and from new
- Using filters in reports
- Formatting
- Using Sub-reports
- Mail merging
- RTF and Page breaks
- Basic Analysis

Many administrators limit their use of the Reporting side of SIMS to running existing reports already imported into the system. This course aims to demystify the world of reporting so that schools grow in confidence in their use of this very powerful tool. For those who wish to take things further we would recommend the intermediate course as well scheduled for next term. The course will not cover 'reporting to parents'.

Course Description

The course will cover SIMS Reporting to support day to day administration reporting procedures. This course is a full day to allow for plenty of time to practise. Please bring along any memory sticks as any reports you design on the day and like you could take away with you and import them into your own SIMS system.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM234	The Ridgewood Centre	29/11/2011	9.15	9.30	15.30

OR

SIM242	The Ridgewood Centre	01/03/2012	9.15	9.30	15.30
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Target audience

Administrators responsible for reporting from SIMS

Aim(s) of the Course

This course will cover:

- A review of the part 1 course with a chance to re-visit any topic from that previous course
- User defined templates
- Using RTF (Rich Text Format) reports
- Inserting one report into another
- Class List Reports
- Creating reports from the Group Focus
- Individual reporting
- Excel Reporting with Macros
- Analysis, more advanced
- Report management

Course Description

The course will cover SIMS Reporting to support day to day administration reporting procedures for those who have had some experience in the use of the reporting engine. It is important that delegates have either attended the basic reporting course or are confident users of SIMS reporting. This course is a full day to allow for plenty of time to practise. Please bring along any memory sticks as any reports you design on the day and like you could take away with you and import them into your own SIMS system.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM249	The Ridgewood Centre	14/06/2012	8.45	9.00	12.00

Target audience

Primary administrative staff with responsibility for managing SIMS

Aim(s) of the Course

This course will support the effective use of SIMS to carry out End of Year Procedures. The course is being held early in Term 6 to support schools to manage this process in a staged way.

Course Description

The course will support Primary schools with all the requirements to carry out effective end of year procedures in SIMS.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM235	The Ridgewood Centre	30/11/2011	8.45	9.00	12.00

OR

SIM236	The Ridgewood Centre	01/12/2011	12.45	13.00	16.00
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Target audience

Administrators responsible for producing the census in SIMS

Aim(s) of the Course

- Preparing for the Census
- Data cleansing using reports
- Generating the census
- Correcting errors in the census return
- Making your electronic return to the Local Authority

Course Description

The course will cover all aspects related to generating the Census return for January 2012.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM247	The Ridgewood Centre	02/05/2012	8.45	9.00	12.30

Target audience

School administrators/timetablers who have direct responsibility for maintaining course manager, especially for the purpose of the Census

Aim(s) of the Course

- Using Course manager – editing, maintenance, new courses, etc
- Course Memberships – updating and editing
- Census dry runs
- Reporting
- Q & A

Please bring along any specific queries you may have and in cases where answers cannot be found for key areas post course visits/ support can be obtained from the local team.

Course Description

The course will support users who have direct responsibility in Secondary schools for maintaining courses for the purpose of School Census and managing Course Supervisors. Accurate recording of courses is essential for school's post-16 funding as well as impacting on the work of the Assessment Co-ordinator and Exams Officer. Maintaining course manager has proven to be one of the more challenging aspects of preparing for both the October and May school census. In some schools the role of maintaining it has not been clearly defined. This is an opportunity for schools to develop their confidence in its use and bring along common queries in readiness for the May census return

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

SIMS Curriculum & Core

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM221	The Ridgewood Centre	04/10/2011	8.45	9.00	12.00
OR					
SIM222	The Ridgewood Centre	12/10/2011	8.45	9.00	12.00
OR					
SIM244	The Ridgewood Centre	07/03/2012	8.45	9.00	12.00
OR					
SIM250	The Ridgewood Centre	26/06/2012	8.45	9.00	12.00

Target audience

Administrative staff and senior leadership teams responsible for monitoring and tracking behaviour

Aim(s) of the Course

- Set up of the module
- Adding detentions
- Maintaining detentions
- Adding achievements
- Maintaining bulk achievements
- Adding behaviour incidents
- Recording exclusions
- The Report card and detentions

The behaviour management tool built into SIMS offers a facility allowing schools to monitor and record a range of behaviour and achievement incidents. Data held in SIMS Behaviour can then potentially be uploaded into Merlin to support Parental Engagement. For Secondary schools it also offers a Detention registration solution and On-Report facility which is then used to replace paper based on-report systems and will feed data into SIMS Learning Gateway."

Course Description

Managing all types of behaviour in school can identify patterns and monitor the success of any classroom management strategies. This course takes you through the recording and reporting of incidents and achievements, as well as showing how to produce reports and analysis information.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM227	The Ridgewood Centre	15/11/2011	8.45	9.00	12.00
OR					
SIM238	The Ridgewood Centre	08/02/2012	8.45	9.00	12.00

Target audience

SEN Co-ordinators in schools. The course is suitable for all those teachers/administrators who support the recording and registering of SEN information in SIMS. A basic level of IT knowledge will be required for delegates attending this course.

Aim(s) of the Course

- getting started and navigating through SIMS .net
- adding/editing student SEN information
- linked adults and agencies
- managing students with statements
- reporting on SEN details
- sending SEN messages
- an overview of Teacher's Desktop and IEP writer will be offered as demos only

Course Description

IEP Writer is an additional module that can be purchased and be set up in schools for an extra charge. This will mean that any IEPs written by the SEN co-ordinator can be shared by all in the school through SIMS. Please ask your trainer or the Helpdesk for current prices. For schools using an older stand-alone version of IEP writer it is possible to upgrade to the integrated version for a smaller charge.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

Information Management SIMs Training: Essential Information

All full day course delegates are advised to bring their own lunch as food is no longer provided. All courses for South Gloucestershire schools that have bought into the IMS Silver and Gold Services are free for the first person attending.

Please note these are different packages to the Best Practice Fora.

Courses are open to all schools across all phases unless stated.

Private delegates are welcome to attend based on the standard enrolment fees.

For further information on any SIMs related courses: **Gary Andrews 01454 868657**
E-mail: Gary.Andrews@southglos.gov.uk **Helpdesk: 01454 863838**

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM232	The Ridgewood Centre	23/11/2011	9.15	9.30	15.30

Target audience

Timetablers/School Administrators with responsibility for option choices. Some working knowledge of Timetabling principles would be useful

Aim(s) of the Course

This course will cover the following:

- Creating a dataset in T6 for next year (and sort out SIMS as appropriate, including exporting the Curriculum and Timetable from NOVA to SIMS).
- Creating a new implementation.
 - Importing the Curriculum from T6.
 - Importing students from SIMS.
 - Entering student's choices.
- Analysing student choices.
- Automatically and/or manually create classes.
- Setting up the structure of the Curriculum, placing classes in blocks.
- Allocating students to classes.
- Editing the block structure and re-allocate.
- Transferring the Curriculum to T6.
- Exporting the Curriculum and Timetable from T6 to SQL (SIMS).
- Transferring the Student Class Membership from Options to SQL (SIMS)

Course Description

Supporting secondary schools make use of the SIMS Option module to administer student choices

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM237	The Ridgewood Centre	10/01/2012 31/01/2012 13/03/2012 01/05/2012 ALL 4 DAYS ARE COMPULSORY	9.15	9.30	15.30

Target audience

New school timetablers only

Aim(s) of the Course

This course will cover:

Day 1:

- The elements of the timetable and setting them up in NOVA:
- Subjects, rooms, Teachers (loads, department allocations, rooms), Years and Bands, Days, periods and breaks.
- The curriculum – a detailed look at different curriculum structures – their rationale, their effects on curriculum delivery and their effects on the timetable!
- Entering the curriculum using T6 – import from NOVA; enter/modify in Nova-T6; using the Curriculum Wizard
- Time to practise – or to enter own school data

Day 2:

- Costing the curriculum – have you got enough staff?
- Staffing the curriculum – giving data to departments; getting data from Departments; checking data from departments!
- Assigning teachers to curriculum
- Assigning rooms – and why not to do it yet...
- The concept of Facilities

Day 3:

- Defining Sessions and shaping the Blocks
- Assigning facilities to sessions
- Blanks and non-class codes: what are they? When do you use them?; How are they entered?

- Analysing the curriculum – with or without “scores”
- Building the blocks
- Time to try own data

Day 4:

- Scheduling – the Principles of Timetabling – what are we trying to achieve? Fixed points. Where do you start?
- Manual and auto schedule routines
- What to do when it won't fit – techniques, plus general Timetable advice
- Breaking the rules.
- Optimizing the timetable
- Sending it back to SIMS .net
- NOVA print outs and report facilities

Course Description

The course outline below is a rough guide and may alter slightly given the needs of the group. This 4-day course is a very practical, hands-on introduction to timetabling. It will lead colleagues who are new, or relatively new, to timetabling through the whole process: from devising the most appropriate curriculum structure; staffing and costing it; getting information from departments; entering all data into the computer program; constructing the timetable; analysing it; and producing printed timetables of different elements. Throughout, it will be based on and will use NOVA-T6.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
4 days @ £125 per day	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM248	The Ridgewood Centre	12/06/2012	8.45	9.00	12.00

Target audience

Timetablers/School Administrators with responsibility for Academic Management and making minor changes to the school timetable

Aim(s) of the Course

This half day course will cover issues around maintaining the school timetable covering, the following elements:

- Timetable changes – rooming, staffing
- Teacher changes and supporting the timetabling of carousels
- Making use of Maintenance Datasets
- Scheduling Non-class codes
- Assigning levels to support Course Manager
- Relationship between T6 and SIMS

Course Description

As some of the administrative tasks around maintaining the school timetable move from the timetabler to the Data Support Manager, this course will offer those unfamiliar with T6 the opportunity to work through a number of exercises to support timetable changes during the year.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM251	The Ridgewood Centre	27/06/2012	8.45	9.00	12.00

Target audience

Timetablers/School Administrators with responsibility for Academic Management

Aim(s) of the Course

This course will not take the whole day and will cover issues around maintaining the school timetable covering, the following elements:

- Assigning students to groups
- Managing student carousels
- Electronic exporting and importing of class memberships
- Whole Curriculum assignment
- Academic Promotion

For those administrators who have taken on some of the responsibility of managing the timetable once it is written during the course of the year this course might best be preceded by the one called: Maintaining the Timetable in SIMS .net.

Course Description

Many schools in the authority make good use of the functionality in Academic Management to support the assignment of students to classes. This course will offer these users an understanding of the relationship between T6 and SIMS .net and how best Academic Management can be used to improve efficiencies.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80	Free for first delegate for Silver or Gold Package subscribers



SIMS Assessment & Reporting

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM228	The Ridgewood Centre	16/11/2011	8.45	9.00	12.00
OR					
SIM231	The Ridgewood Centre	22/11/2011	8.45	9.00	12.00
OR					
SIM243	The Ridgewood Centre	06/03/2012	8.45	9.00	12.00
OR					
SIM245	The Ridgewood Centre	21/03/2012	8.45	9.00	12.00
OR					
SIM246	The Ridgewood Centre	21/03/2012	12.45	13.00	16.00

Target audience

Assessment Coordinators/Senior teachers responsible for Assessment Co-ordination in Primary and Special schools and teaching assistant supporting the management of assessment in SIMS. Please note that any two delegates from a school will need to share a PC. There is no charge for the second delegate for this particular course to encourage the Assessment Coordinator to bring the school admin lead or TA along to the course.

Aim(s) of the Course

- the administration of SIMS Assessment
- the exploring of mark sheet functionality and basic analysis
- the IMS standardised templates, which also include Fischer Trust derived targets for Reading, Writing and Maths for all children in years 3, 4, 5 and 6, termly tracking of EYFSP and new functionality for recording APP.

- The course will also reflect any new requirements emerging during the year as a result of ideas introduced at recent Best Practice Fora

Course Description

This series of three meetings will focus on new developments in CEG for all students in the light of current government policy and the availability of programmes. Delegates will be expected to share developments in their own schools and expertise gained in their context. This network will continue to provide opportunities for networking between secondary schools, colleges and other partners.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80.00	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM220	The Ridgewood Centre	22/09/2011	9.15	9.30	15.30

Target audience

SIMS Assessment Administrative Support Officers

Aim(s) of the Course

This course will take you through:

- Assessment Principles and processes
- Core skills covered will include: Grade sets, Aspects, Templates, Categories, Marksheet, Individual reports, basic formulae and system utilities

Course Description

This course is designed specifically for new users to Assessment Manager who may initially have a supporting role in translating the ideas of the Schools' Data Manager into reality in Assessment Manager. It will cover all the essential skills in the use of the software and not focus unduly on the school assessment strategy. This course is all about putting policy into action. For support on policy and overall strategy, the IMS team is always willing to work with schools on a bespoke basis to implement your solution in SIMS Assessment reflecting too, any Local Authority or National strategic goals. The latter are covered and discussed at the Best Practise Fora held termly. Contact Tom Morrison (Tom.Morrison@southglos.gov.uk) for details of this strategic group.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125.00	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM223	The Ridgewood Centre	13/10/2011	9.15	9.30	15.30

Target audience

SIMS Assessment Administrative Support Officers

Aim(s) of the Course

To support new (or recently new) users to SIMS Assessment Manager covering more advanced skills in the software. This will act as a continuation from the basic course held in the Autumn Term. We hope that there will be an opportunity for delegates to login to their school SIMS system so that they can work on live data. Before attending this course delegates should ideally have attended Day 1.

This course will take you through:

- Target Setting
- Simple and complex formulae e.g. nested if then else and colour coding
- System Utilities/Reporting
- Workshop session

Course Description

This course is designed specifically for new users to Assessment Manager who may initially have a supporting role in translating the ideas of the Schools Data Manager into reality in Assessment Manager. It will build upon the essential skills from the Autumn term course. This course is all about putting policy into action. For support on policy and overall strategy, the IMS team is always willing to work with schools on a bespoke basis to implement your solution in SIMS Assessment reflecting too, any Local Authority or National strategic goals. The latter are covered and discussed at the Best Practise Fora held termly. Contact Tom Morrison (Tom.Morrison@southglos.gov.uk) for details of this strategic group.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125.00	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM229	The Ridgewood Centre	17/11/2011	8.45	9.00	12.00

OR

SIM230	The Ridgewood Centre	17/11/2011	12.45	13.00	16.00
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Target audience

Data Managers/Assessment Co-ordinators

Aim(s) of the Course

The Tracking Grid functionality in SIMS Assessment Manager allows existing assessment data to be shown and analysed in a different way.

This course will take you through:

- how to set up tracking grid templates to track progress of a subject over time
- how to set up tracking grids templates to track attainment across two dependant subjects such as English and maths
- how to use the tracking grids and analysis functions, such as showing percentage/count of students above, on and below targets (set on the grid templates) and group filtering.

Course Description

This course is for Secondary Schools wishing to make effective use of the Tracking Grid facilities of SIMS Assessment. It is important that the person attending has a full grounding in the use of SIMS Assessment as much prior knowledge will be assumed with regard to Aspects, Templates, Grade Sets and so on. We will also attempt, during the training, to allow schools to login remotely in to their own systems to put their learning into practice. Bristol delegates should bring a backup copy of their SIMS data if they wish to work on their own data during the training.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80.00	Free for first delegate for Silver or Gold Package subscribers



*Very informative giving lots to think about
(Marketing your school, School Business Manager)*



Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM254	The Ridgewood Centre	11/10/2011	9.15	9.30	15.30

OR

SIM255	The Ridgewood Centre	18/10/2011	9.15	9.30	15.30
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Target audience

Administrators responsible for reporting from SIMS/Senior Leadership team members with a responsibility for Data Analysis

Aim(s) of the Course

This course will offer an introduction to Secondary schools to the phase 1 release of SIMS Discover due with the Spring release of the software.

Course Description

SIMS Discover is due with the Spring release of the software. The exact content and timing of this course has yet to be determined.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125.00	Free for first delegate for Silver or Gold Package subscribers

**Course Details**

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM233	The Ridgewood Centre	24/11/2011	9.15	9.30	15.30

Target audience

Senior Leaders and Administrators responsible for reporting to parents

Aim(s) of the Course

This one day course will cover:

- Comment Banks
- The Reporting Session
- Editing the Template
- Entering the Comment Selection
- Reports and Analysis
- Generating and Printing the Profiles
- Managing Comment Banks
- Links to Assessment Manager
- Reviewing Profiles by Heads of Department and SMT

Course Description

A number of schools in South Gloucestershire have implemented SIMS Profiles to good effect to ease the administrative burden on teachers of report writing. Making use of either purchased comment banks or designing these at a departmental level the software provides the flexibility to allow schools to integrate pre-defined comments with free text and assessments.

Any school interested in having the software demonstrated should contact the Helpdesk for advice. Implementing Profiles effectively needs careful planning and the IMS team is happy to support schools in this respect as you plan a roll out of the software across year groups.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125.00	Free for first delegate for Silver or Gold Package subscribers

Information Management SIMs Training: Essential Information

All full day course delegates are advised to bring their own lunch as food is no longer provided. All courses for South Gloucestershire schools that have bought into the IMS Silver and Gold Services are free for the first person attending.

Please note these are different packages to the Best Practice Fora.

Courses are open to all schools across all phases unless stated.

Private delegates are welcome to attend based on the standard enrolment fees.

For further information on any SIMs related courses: **Gary Andrews 01454 868657**
E-mail: Gary.Andrews@southglos.gov.uk **Helpdesk: 01454 863838**

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM217	The Ridgewood Centre	08/09/2011	8.45	9.00	16.00

Target audience

Exams Officers (new or relatively new ones!)

Aim(s) of the Course

- Setting up Exams Organiser
- Basedata
- Candidates
- Electronic Data Interchange of Files
- Seating Plans

Note that this course will last the full duration of the advertised times as there is a great deal of material to cover. The course should typically run over 1 and half days but most delegates have expressed their wish to attend only for one day.

Delegates only wanting to cover the Seating Planning functionality are free to join the course from 2 o'clock in the afternoon

Course Description

This course is for Secondary Schools wishing to make the most of Exams Organiser module in SIMS to manage External exams. The software will allow schools to make use of the seating planner in Exams Organiser to manage the effective seating of pupils during any Exams Season. Please note that there is a separate course covering Domestic Exams. Courses later in the year will look at importing results and Exams analysis.

If you wish to attend from 2 o'clock onwards for the seating planner part of the course then please book on the course in the usual way and e-mail Gary Andrews (Gary.Andrews@Southglos.gov.uk) to indicate that you are only attending for this part of the course.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£125.00	Free for first delegate for Silver or Gold Package subscribers

Course Details

Code	Venue(s)	Date(s)	Times		
			Arrival	Start	Finish
SIM226	The Ridgewood Centre	08/11/2011	8.45	9.00	12.00

Target audience

Exams Officers/Data Managers responsible for internal school exams

Aim(s) of the Course

- Creating a Domestic Season
- Basedata/Generating Grade Sets
- Assigning Candidates to the season
- Entries
- Seating
- Reporting

Note that in some schools the individual organising domestic exams is different from the Exams Officer, which is fine provided the Exams Officer is willing to grant permission to allow the other user access to the module.

Course Description

This course is for Secondary Schools wishing to make the most of Exams Organiser module in SIMS to manage Domestic exams such as GCSE/GCE mocks, Key Stage 3 and other internal Exams organised by the school. The software will allow schools to make use of the seating planner in Exams Organiser to manage the effective seating of pupils and can link to Assessment in SIMS for schools wishing to generate their own basedata which is then visible in the Assessment side of SIMS.

Lead Trainer(s)/Facilitator(s)

Information Management Team

Full Cost	Discount Cost
£80.00	Free for first delegate for Silver or Gold Package subscribers

“An excellent day of training, really enjoyed it, learnt a lot
(Marketing your school, Headteacher)”

Notes

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*Very good, friendly training, easily understood,
I was made to feel welcome*

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