

Reference Number: 09/491a/MN

Activity Title: Preparation for Deputy Headship ~ Primary

Purpose: To analyse and develop management skills, and to prepare participants for deputy headship selection processes.

Further Details: The activity will

- enable participants to extend their understanding of the key functions of deputy headship
- enable participants to explore and "map" personal management skills
- allow participants to experience selection processes and receive individual feedback on them
- offer opportunities for appropriate school-based management tasks.

The course tutorial team will include experienced Croydon headteachers.

Please note that this course includes a residential weekend from Friday 16th October at 5pm to Sunday 18th October at 2pm.

Target Group: Experienced primary school teachers who are considering a career as a deputy head

Key Stages: 1, 2

Dates, Times, Venue:

Monday	21st September 2009	4:30pm-5:45pm	Croydon PDC
Friday	16th October 2009	5:00pm-8:00pm	Boship Farm Hotel
Saturday	17th October 2009	9:00am-8:00pm	
Sunday	18th October 2009	9:00am-2:00pm	
Wednesday	25th November 2009	9:30am-4:00pm	Croydon PDC

Charges: **Code B** £602.00 plus
£265.00 Residential charge for all schools
Number of sessions 7.0

Activity Organiser: Head of CPD

Reference Number: 09/492a/MN

Activity Title: New Deputy and Assistant Heads (Primary)

Please Note: **This activity is open to LEA schools only**

Purpose: To analyse the role of primary deputy and assistant headteachers, and to develop skills through school-based tasks carried out by participants.

Further Details: The activity will

- enable participants to reflect on their current practice as deputy or assistant heads
- enable participants to explore a partnership model of headship which consciously seeks to extend professional development
- explore process skills such as effective delegation, situational leadership, managing meetings, and time management
- examine and apply the concept of planned development opportunities
- enable participants to gain access to networks and education department services.

Representatives of Croydon Deputy Head Teachers' Association will be invited as associate tutors for part of the course.

Please note that this course includes a residential weekend from Friday 15th January at 5pm to Sunday 17th January at 2pm.

Target Group: Deputy and assistant headteachers appointed since January 2009

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Wednesday 6th January 2010 4:30pm-5:30pm Croydon PDC
Friday 15th January 2010 5:00pm-8:00pm Boship Farm Hotel
Saturday 16th January 2010 9:00am-8:00pm
Sunday 17th January 2010 9:00am-2:00pm
Wednesday 3rd February 2010 9:30am-4:00pm Croydon PDC
Wednesday 24th February 2010 9:30am-4:00pm

Charges: **Code B** £774.00 plus
£265.00 Residential charge for all schools
Number of sessions 9.0

Activity Organiser: Head of CPD

Reference Number: 09/493a/MN

Activity Title: Headteacher Induction

Please Note: **This activity is open to LEA schools only**

Purpose: To provide a series of briefings for those new to Croydon headship.

Further Details: A series of briefings will be offered over the year by the Authority's officers, to introduce new headteachers to some key information about Croydon Local Authority. The early part of the programme will include sessions concerning personnel issues and how to access on-line communication systems. The rest of the programme will be developed in accordance with the group's needs and wishes

Target Group: Headteachers new to Croydon headship

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Wednesday 16th September 2009 1:00pm-4:00pm Croydon PDC
Wednesday 14th October 2009 1:00pm-4:00pm
Wednesday 18th November 2009 1:00pm-4:00pm
Wednesday 27th January 2010 1:00pm-4:00pm
Wednesday 10th March 2010 1:00pm-4:00pm
Wednesday 19th May 2010 1:00pm-4:00pm
Wednesday 16th June 2010 1:00pm-4:00pm

Charges: **Code C** No Charge
Number of sessions 7.0

Activity Organiser: Head of CPD

Reference Number: 09/494a/MN

Activity Title: Future Leaders? Developing middle leaders in primary schools

Purpose: To provide participants especially those with TLRs with the opportunity to study and develop their capability in the role of leading a team of colleagues in a primary school.

Further Details: The activity will

- explore the core purpose of the subject leader/co-ordinator's job
- identify and develop the key knowledge and skills required in the post
- provide opportunities to apply the knowledge and skills in your current work situation.

This is a popular programme that consistently gains top-rated evaluations. Sessions will include the essential skills of leadership and team building; leading and managing teaching and learning; managing and planning the assessment of learning; effective communication; managing time.

The programme will take the form of seminars and active learning opportunities, and will be led by Dennis O'Sullivan, a serving primary headteacher. It comprises an initial full day, four twilight sessions, and a final full day. During the programme there will be practical work involving small scale action research and investigation.

Full day 22nd October

Exploring the role of Middle leaders - research and key findings

Middle leaders and pupil attainment - core purpose

Seminar 1-12th November - establishing key principles for the leadership and management of improvement in teaching and learning.

Seminar 2 - 26th November - leading teaching and learning through school self-evaluation and professional dialogue.

Seminar 3 - 10th December - leading teaching and learning through systems, structures, and strategic planning - action planning.

Seminar 4 - 21st January - leading teaching and learning through networking, building teams, and working with others.

Full day 4th February

Professional development and career paths

Skills and attributes

Professional and personal well being - time and work-life balance

Course Tutor ~ Dennis O'Sullivan, Headteacher, B Ed (Hons) MA (Ed).

Target Group: Teachers who are already middle leaders and/or hold TLRs and wish to develop their skills, knowledge and understanding of leadership.

Key Stages: 1, 2

Dates, Times, Venue:	Thursday	22nd October 2009	9:30am-3:30pm	Croydon PDC
	Thursday	12th November 2009	4:00pm-6:00pm	
	Thursday	26th November 2009	4:00pm-6:00pm	
	Thursday	10th December 2009	4:00pm-6:00pm	
	Thursday	21st January 2010	4:00pm-6:00pm	
	Thursday	4th February 2010	9:30am-3:30pm	

Charges: **Code B** £395.00
Number of sessions 6.0

Activity Organiser: Head of CPD

Reference Number: 09/495a/MN

Activity Title: Counselling Skills Course

Purpose: To develop knowledge and awareness of counselling skills and counselling theory.

Further Details: The activity will

- enable you to learn about what counselling is and how it can be used effectively with children, adolescents and parents
- help you to develop an awareness of the core conditions in counselling and how counselling skills can be utilised in the classroom
- provide you with opportunities to develop and practice the use of basic

- counselling skills
- improve your knowledge about the person-centred approach to counselling.

The course tutor will be Donna Johns, a fully qualified Counsellor. Previous courses by her in this field have received top level evaluations from participants.

Target Group: Teachers, teaching assistants, headteachers, heads of department, nursery nurses

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue:

Monday	2nd November 2009	4:30pm-6:00pm	Croydon PDC
Monday	9th November 2009	4:30pm-6:00pm	
Monday	16th November 2009	4:30pm-6:00pm	
Monday	23rd November 2009	4:30pm-6:00pm	
Monday	30th November 2009	4:30pm-6:00pm	

Charges: **Code B** £215.00
Number of sessions 2.5

Activity Organiser: Nalini Wood

Reference Number: 09/496a/MN

Activity Title: Skills for Classroom Observation and Lesson Evaluation

Purpose: Using video-taped lessons, this course will give participants the opportunity to learn how to achieve an objective, evidenced-based approach to classroom observation focused on the impact of the teaching on the learners. They will learn how to evaluate the lesson. They will plan how they might manage a meeting to discuss a lesson that has been observed with a teacher or teaching assistant.

Further Details: The activity will

- identify some of the issues related to observing lessons and being observed
- determine a best practice approach that focuses on the pupils and their learning
- clarify purposes for observing in classrooms
- practice recording evidence
- practice organising and summarising findings
- evaluate the effectiveness of the lesson for the pupils
- identify strengths and development points for the teacher who has been observed
- practice/or talk through how participants would manage a meeting to discuss a lesson that has been observed.

This activity will be tutored by Kathy Lowers, whose previous courses, including this one, have been rated very highly by participants.

Target Group: This course has been designed specifically for people who are new to postholder responsibility or leaders who have not previously observed in classrooms. This course will also be suitable for those with TLR2 who need to develop skills for observing in classrooms.

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Thursday 18th March 2010 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/497a/MN

Activity Title: Intregrated Working ~ an Introduction - Module 1

Purpose: To understand context, processes and tools underpinning integrated working within ECM agenda, including information sharing, common assessment, and leading professionals.

Further Details: The activity will

- ensure all staff working directly or indirectly with children, young people and families understand the local context for integrated working
- describe the common processes and tools that support managers and practitioners in delivering a holistic service to Children, young people and families
- provide a multi agency forum for practitioners and managers to learn together, share good practice and develop common understanding of integrated working in Croydon
- embed integrated working practice in Croydon.

Trainers from different agencies will be delivering jointly.

Participants will be a mixed group across all agencies.

This is a 'selective criteria' activity and all applications will be placed on hold

Target Group: Headteachers, service managers, practitioners and support staff across statutory and voluntary agencies delivering services to CYP and families

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Thursday 14th May 2009 9:30am-12:30pm Croydon PDC

Repeat Activity **09/497b/MN**
Tuesday 7th July 2009 9:30am-12:30pm Croydon PDC

Repeat Activity **09/497c/MN**
Tuesday 22nd September 2009 9:30am-12:30pm Croydon PDC

Repeat Activity **09/497d/MN**
Thursday 12th November 2009 9:30am-12:30pm Croydon PDC

Repeat Activity **09/497e/MN**
Tuesday 19th January 2010 9:30am-12:30pm Croydon PDC

Repeat Activity **09/497f/MN**
Tuesday 23rd March 2010 9:30am-12:30pm Croydon PDC

Charges: **Code C** £86.00 (Except for Croydon LEA schools)
Number of sessions 1.0

Activity Organiser: Murielle McClelland

Reference Number: 09/498a/MN

Activity Title: Common Assessment Framework in Practice - Module 2

Purpose: To understand how to use the CAF to make effective assessments within local context.

Further Details: The activity will

- help managers and practitioners use the CAF appropriately and effectively

- to support children with additional unmet needs
- explain local processes for information sharing, multiagency working and common language used in assessment process
- enable you to share learning with practitioners from wide range of agencies working in Croydon
- make effective links with partner agencies through networking opportunity.

Trainers from different Agencies will be delivering jointly.

Participants must have completed the integrated working module.

This is a 'selective criteria' activity and all applications will be placed on hold

Target Group:	Practitioners and managers of services working directly with CYP (including schools) who are likely to be initiating or contributing to assessments		
Key Stages:	Foundation, 1, 2, 3, 4, 5		
Dates, Times, Venue:	Thursday	14th May 2009	1:30pm-4:30pm Croydon PDC
Repeat Activity	09/498b/MN		
	Tuesday	7th July 2009	1:30pm-4:30pm Croydon PDC
Repeat Activity	09/498c/MN		
	Tuesday	22nd September 2009	1:30pm-4:30pm Croydon PDC
Repeat Activity	09/498d/MN		
	Thursday	12th November 2009	1:30pm-4:30pm Croydon PDC
Repeat Activity	09/498e/MN		
	Tuesday	19th January 2010	1:30pm-4:30pm Croydon PDC
Repeat Activity	09/498f/MN		
	Tuesday	23rd March 2010	1:30pm-4:30pm Croydon PDC
Charges:	Code C £86.00 (Except for Croydon LEA schools) Number of sessions 1.0		
Activity Organiser:	Murielle McClelland		

Reference Number: 09/499a/MN

Activity Title: Introduction to the role of Lead Professional - Module 3

Purpose: To explore the function of Lead Professional and how to identify who will undertake the role, in order to deliver improved outcomes for children and young people and their families.

Further Details: The activity will

- identify skills needed to undertake role of lead professional
- provide opportunity to learn with others from different agencies how to fulfil the functions of lead professional
- increase practitioners confidence in their ability to perform the role
- explore issues for managers re supporting practitioners in undertaking the lead professional role.

Trainers from different agencies will be delivering jointly

Participants must have completed both Integrated working and CAF modules.

This is a 'selective criteria' activity and all applications will be placed on hold

Target Group: Managers and practitioners (including schools) from agencies (voluntary and statutory) who are working directly with CYP and families

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Thursday 11th June 2009 9:30am-12:30pm Croydon PDC
Repeat Activity **09/499b/MN**
Tuesday 20th October 2009 9:30am-12:30pm Croydon PDC
Repeat Activity **09/499c/MN**
Thursday 25th February 2010 9:30am-12:30pm Croydon PDC
Charges: **Code C** £86.00 (Except for Croydon LEA schools)
Number of sessions 1.0
Activity Organiser: Murielle McClelland

Reference Number: 09/500a/MN
Activity Title: How to improve your Ofsted Grade: Satisfactory to Good
Purpose: To examine the rationale for Ofsted inspection judgements.
Further Details: The activity will

- show you how you can get that good grade for overall effectiveness.
- show what precisely you need to do to improve your school
- show how to increase your grades across the board.

Target Group: Headteachers and senior leaders
Key Stages: Foundation, 1, 2, 3, 4, 5
Dates, Times, Venue: Monday 14th September 2009 9:00am-12:30pm Croydon PDC
Repeat Activity **09/500b/MN**
Monday 25th January 2010 9:00am-12:30pm Croydon PDC
Charges: **Code B** £86.00
Number of sessions 1.0
Activity Organiser: Sue Rogers

Reference Number: 09/501a/MN
Activity Title: How to improve your Ofsted grade: Good to Outstanding
Purpose: To examine the rational for Ofsted inspection judgements.
Further Details: The activity will

- show you how you can (or why you didn't) get that outstanding grade for overall effectiveness
- show what precisely you need to do to improve your school and increase your grades across the board.

Target Group: Headteachers and senior leaders.
Key Stages: Foundation, 1, 2, 3, 4, 5
Dates, Times, Venue: Monday 14th September 2009 1:30pm-4:00pm Croydon PDC
Repeat Activity **09/501b/MN**

Monday 25th January 2010 1:30pm-4:00pm Croydon PDC

Charges: **Code B** £86.00
Number of sessions 1.0

Activity Organiser: Sue Rogers

Reference Number: 09/502a/MN

Activity Title: How to improve your Ofsted grade

Purpose: To enable schools to move to an Ofsted 'Satisfactory' grading from an LA category, Notice to Improve, or Special Measures.

Further Details: The activity will

- address what is expected from a school in a category
- clarify the statutory regulations
- address how you can move the school forward through planning, monitoring and evaluation
- address what you can expect from Ofsted monitoring visits.

Target Group: Headteachers and senior leaders

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Monday 21st September 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Sue Rogers

Reference Number: 09/503a/MN

Activity Title: What makes good monitoring for Headteachers & Senior Leaders

Purpose: The course will cover monitoring of teaching through lesson observations, learning walks and work scrutiny. It will also look at monitoring of the school development plan.

Further Details: The activity will

- explain why effective monitoring is the chief reason that good leaders succeed.
- explain why it is the key to school improvement and as such is an integral part of the capacity to improve judgement.

Please bring some of your pupil's English books.

Target Group: Headteachers and senior leaders

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Monday 8th June 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/503b/MN**
Monday 1st February 2010 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Sue Rogers

Reference Number: 09/504a/MN

Activity Title: Effective monitoring and evaluation for subject leaders

Purpose: This course will cover monitoring of teaching through lesson observations, learning walks and work scrutiny.

Further Details: The activity will

- explain why effective monitoring and evaluation is the chief reason that good leaders succeed
- look at action plans and your own subject SEF.

Target Group: Subject leaders

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Monday 15th June 2009 9:30am-3:30pm Croydon PDC

Repeat Activity **09/504b/MN**
Monday 8th February 2010 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Sue Rogers

Reference Number: 09/506a/MN

Activity Title: Ofsted - what's new for 2009?

Purpose: To brief school leaders on the SEF, the framework and the inspection process, which are all changing again in September 2009.

Further Details: The activity will

- address 'are you prepared?'
- address whether you know what the changes entail
- address how they will affect your planning.

Target Group: Headteachers and senior leaders

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Monday 29th June 2009 1:30pm-4:00pm Croydon PDC

Repeat Activity **09/506b/MN**
Monday 5th October 2009 1:30pm-4:00pm Croydon PDC

Charges: **Code B** £86.00
Number of sessions 1.0

Activity Organiser: Sue Rogers

Reference Number: 09/507a/MN

Activity Title: Using data well

Purpose: A look at interpreting data using RAISEonline and the Fischer Family Trust, followed by discussion and advice on pupil tracking.

Further Details: The activity will

- show what recording and analysis should be doing internally
- show what the Ofsted team will expect to see when they come to your school
- show how to track pupil progress as effectively as you can
- show how judgement on achievement is key to your overall effectiveness grade.

Target Group: Headteachers and senior leaders

Key Stages: 1, 2

Dates, Times, Venue: Monday 2nd November 2009 9:00am-12:30pm Croydon PDC

Charges: **Code B** £86.00
Number of sessions 1.0

Activity Organiser: Sue Rogers

Reference Number: 09/508a/MN

Activity Title: Understanding Ofsted

Purpose: To explain what an Ofsted inspection entails and how to prepare for it.

Further Details: The activity will

- what is an Ofsted inspection like?
- what does it involve?
- what does the Ofsted framework mean for your planning?
- how should you prepare for a new inspection?

Target Group: New headteachers or senior leaders who would like to update their knowledge

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Monday 2nd November 2009 1:30pm-4:00pm Croydon PDC

Charges: **Code B** £86.00
Number of sessions 1.0

Activity Organiser: Sue Rogers

Reference Number: 09/509a/MN

Activity Title: Personalised Learning

Purpose: To explain the concept of personalised learning and its links with assessment.

Further Details: The activity will

- define personalised learning?
- show how to employ long term goals
- show how to link with assessment for learning
- show how to ensure learning is relevant.

Target Group: Senior leaders and experienced teachers
Key Stages: 1, 2
Dates, Times, Venue: Monday 9th November 2009 9:00am-12:30pm Croydon PDC
Charges: **Code B** £86.00
Number of sessions 1.0
Activity Organiser: Sue Rogers

Reference Number: 09/510a/MN
Activity Title: The Creative Curriculum
Purpose: To enable schools to develop creativity in the curriculum.
Further Details: The activity will

- define creativity?
- outline the effective teaching of creativity
- explain how to build a whole school creative environment
- explain how to address effective creative planning across the curriculum

Target Group: Senior leaders and experienced teachers
Key Stages: 1, 2
Dates, Times, Venue: Monday 23rd November 2009 9:30am-3:30pm Croydon PDC
Charges: **Code B** £172.00
Number of sessions 2.0
Activity Organiser: Sue Rogers

Reference Number: 09/511a/MN
Activity Title: What makes an outstanding lesson?
Further Details: The activity will

- what makes good learning?
- how can you plan for an effective lesson?
- what do you need to include?
- how can you judge if a lesson is outstanding?

Target Group: Senior leaders and experienced teachers
Key Stages: 1, 2
Dates, Times, Venue: Monday 29th June 2009 9:00am-12:30pm Croydon PDC
Repeat Activity **09/511b/MN**
Monday 9th November 2009 1:30pm-4:00pm Croydon PDC
Charges: **Code B** £86.00
Number of sessions 1.0
Activity Organiser: Sue Rogers

Reference Number: 09/512a/MN

Activity Title: Developing an Effective SEF

Purpose: To assist senior leaders in primary schools to develop an effective Self Evaluation Form.

Further Details: The activity will

- know the most up to date recommendations for effective SEF writing
- understand the requirements for each section
- have an understanding of the evidence needed to corroborate judgements
- know how to prove "how you know what you know"
- be able to demonstrate, and support, strengths and indicate what is being done to tackle areas for further improvement
- share with colleagues best practice in one another's schools
- be able to link the SEF writing process to School Development/Improvement Planning and SIP visits.

This course will be tutored by David Butler.

Target Group: Headteachers and members of senior leadership teams

Key Stages: Foundation, 1, 2

Dates, Times, Venue: To be advised

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/174a/AD

Activity Title: 'Wearing the Art Hat'

Purpose: To support those new to the role of subject leader in Art and Design.

Further Details: The activity will

- support teachers in the leadership of Art and Design across the school
- consider strategies and systems for monitoring, assessment and development of exemplar portfolios
- develop management of Art and Design resources, equipment and budgets
- develop confidence in practical aspects of running school CPD to support Art and Design
- directly support the implementation of "Excellence and Enjoyment".

This activity will be led by Senga Gaffey, Parish Church Junior School.

Target Group: New subject leaders for Art and Design in infant, primary and special schools

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Tuesday 6th October 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Graeme Smith

Reference Number: 09/226a/DT

Activity Title: New or Aspiring Subject Leaders of Design & Technology

Purpose: To develop an understanding of the role of a Design and Technology subject leader.

Further Details: The activity will

- look at the role of a Design and Technology subject leader
- look at progression in Design and Technology
- give an opportunity to assess and record pupils' attainment in Design and Technology and methods of developing a subject portfolio
- explore the range of activities and materials laid down in the National Curriculum Design and Technology.

This activity will be led by Sandie Kendall.

Target Group: Co-ordinators, subject leaders, teachers

Key Stages: 1, 2

Dates, Times, Venue: Friday 6th November 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/241a/HU

Activity Title: New to Leading ~ Primary History

Purpose: To increase the knowledge, skills and confidence in the subject and its management. This activity will directly support schools in the implementation of 'Excellence and Enjoyment'.

Further Details: The activity will

- provide guidance on planning History
- clarify what leadership expectations are for the History subject leader and give practical advice in carrying them out
- use Ofsted 'History Inspecting Subjects 3-11' materials and QCA website published exemplification in Key stage 1 and 2 History to help gauge and monitor standards
- highlight good ideas for teaching, learning and assessing History, and rigorous links with other subjects.

This activity will be tutored by Lynne Dixon, Senior Lecturer, Primary Humanities, University of Greenwich.

Target Group: New primary History subject leaders

Key Stages: 1, 2

Dates, Times, Venue: Friday 16th October 2009 9:30am-4:00pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/243a/HU

Activity Title: New to Leading ~ Primary Geography

Purpose: To increase the knowledge, skills and confidence of those teachers with responsibility for Geography and provide an opportunity to network and share ideas with colleagues.

Further Details: The activity will

- clarify what leadership expectations are for the Geography subject leader and give practical advice on carrying them out.
- include guidance on the whole-school evaluation of Geography by highlighting the Geographical Association's Primary Geography Quality Mark.
- give a clear idea of the standards of work expected in Years 2, 4 and 6.
- highlight good quality teaching and learning strategies in Geography and links with other subjects.

Reference will also be made to the place of Geography in the Rose primary review as relevant.

This activity will be tutored by Marcia Foley, geography consultant and Geographical Association Primary Quality Mark moderator.

Target Group: New Geography subject leaders

Key Stages: 1, 2

Dates, Times, Venue: Wednesday 4th November 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/374a/EM

Activity Title: New to Inclusion (EMA) Management

Purpose: To provide information to teachers new to the role of inclusion management that includes responsibility for raising the achievement of EAL pupils and underachieving Black and minority ethnic pupils.

Further Details: The activity will

- support participants in developing a strategic approach to the management of inclusion
- further enhance and broaden the skills of inclusion co-ordinators, EMA co-ordinators and SENCOs
- draw attention to the specific needs of EAL and BME learners

Target Group: Inclusion Managers

Key Stages: Foundation, 1, 2

Dates, Times, Venue: To be advised

Charges: **Code C** £86.00 (Except for Croydon LEA schools)
Number of sessions 1.0

Activity Organiser: Nalini Wood

Reference Number: 09/431a/IT

Activity Title: The New ICT Co-ordinator ~ Primary

Purpose: To develop knowledge, skills and expertise in order to manage and promote ICT in Primary schools.

Further Details: The activity will

- enable new co-ordinators to effectively manage, support and promote ICT in Primary schools
- consider how ICT can be used to raise attainment across the curriculum
- consider how to audit, support and monitor cross-curricular use
- promote e-safety
- use the learning platform to promote collaborative and out of school working.

Participants should bring their ICT development plan if possible.

The course stands alone or can be used to develop or complement other courses on ICT Development Planning, and approaches to ICT assessment.

Tutor: Dave Jordan

Target Group: New ICT co-ordinators, teachers seeking promotion to the post of ICT co-ordinator , shadow co-ordinator

Key Stages: 1, 2

Dates, Times, Venue: Tuesday 29th September 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/642a/MU

Activity Title: New to Leading Primary Music

Purpose: To consider the discrete roles and responsibilities of the Music Co-ordinator in a Primary School.

Further Details: The activity will

- identify the responsibilities linked to curriculum music and curriculum development
- identify the responsibilities linked to extra-curriculum music activities
- review and appraise music schemes of work
- consider effective ways in which the co-ordinator can support 'non-music specialist' colleagues.

Target Group: Newly appointed music co-ordinators in primary schools, eg in first or second year of post.

Key Stages: 1, 2

Dates, Times, Venue: Friday 2nd October 2009 9:30am-3:30pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Helen Bretherick

Reference Number: 09/678a/NQ

Activity Title: NQT Induction Tutor Training

Purpose: To clarify the role of NQT induction tutor and to develop the required skills to carry out the role successfully.

Further Details: The activity will

- enable participants to understand the roles and responsibilities of all those involved in NQT induction;
- enable participants to develop their skills, including observation and feedback.

Target Group: Anyone taking on the role of NQT Induction tutor.

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Monday 15th June 2009 9:30am-4:00pm Croydon PDC

Repeat Activity **09/678b/NQ**
Monday 23rd November 2009 9:30am-4:00pm Croydon PDC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/679a/NQ

Activity Title: NQT Induction Co-ordinator Briefing

Please Note: **This activity is open to LEA schools only**

Purpose: To ensure that school NQT induction coordinators are up to date with national regulations and requirements for the induction of NQT in their schools.

Target Group: School NQT induction coordinators

Key Stages: Foundation, 1, 2, 3, 4

Dates, Times, Venue: Tuesday 8th September 2009 2:00pm-3:00pm Croydon PDC

Repeat Activity **09/679b/NQ**
Tuesday 8th September 2009 4:00pm-5:00pm Croydon PDC

Repeat Activity **09/679c/NQ**
Thursday 10th September 2009 2:00pm-3:00pm Croydon PDC

Repeat Activity **09/679d/NQ**
Thursday 10th September 2009 4:00pm-5:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 0.5

Activity Organiser: Head of CPD

Reference Number: 09/725a/RE

Activity Title: New and inexperienced RE subject leaders

Purpose: To examine the role and responsibilities of teachers who are new to co-ordinating religious education.

Further Details: The activity will

- identify the responsibilities of the RE subject leader
- look at the legal requirements for teaching RE and the statutory obligations particular to Croydon
- look at how to conduct an RE audit in your school
- identify what to assess and how - ideas for monitoring RE
- explore suitable artefacts and resources.

This activity will be led by Penny Smith-Orr.

Target Group: Newly appointed Religious Education leaders

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Tuesday 29th September 2009 9:30am-3:00pm CRERC

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/741a/SC

Activity Title: New to Leading Primary Science

Please Note: **This activity is open to LEA schools only**

Purpose: To support aspiring and recently appointed science subject leaders in developing their subject in school.

Further Details: The activity will

- develop teachers' own knowledge and understanding of science
- consider issues of progression, assessment and record-keeping in science
- consider issues of subject leadership particular to science.

This course will be led by Rebecca Shaw, Advanced Skills Teacher, so it will be held at her current school, Ridgeway Primary.

Target Group: Aspiring and recently appointed science subject leaders and shadows

Key Stages: Foundation, 1, 2

Dates, Times, Venue: Wednesday 21st October 2009 9:30am-3:30pm Ridgeway Primary

Charges: **Code B** £172.00
Number of sessions 2.0

Activity Organiser: Head of CPD

Reference Number: 09/787a/SF

Activity Title: Finance for School Managers - an Introductory Tour

Purpose: To develop knowledge, skills and awareness around school finance. This will provide a good foundation for managing school finance both at a systems level and in terms of budget matters. It will enable participants to take a greater role in managing the school finances.

Further Details: The activity will

- introduce new developments in finance matters at local and national levels
- consider the roles of the Governing Body, headteachers, budget holders and

- finance administrative staff in relation to financial management
- explore key issues of budgeting and financial management in schools
- consider in what ways a school is financially independent and understand how the school's finances fit within the framework of the Council's accounts
- provide an opportunity to share expertise and good practice and promote self-evaluation.

The course leader will take you through a school year with presentations, group discussions and individual work on an internet connected PC.

Target Group: New and prospective headteachers, deputy and assistant headteachers

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 7th October 2009 9:30am-4:00pm Croydon PDC

Charges: **Code X** £165.00
NB: This activity is not included in the QDI service agreement
 Number of sessions 2.0

Activity Organiser: David Dilling

Reference Number: 09/788a/SF

Activity Title: The Role of the Schools Forum

Please Note: **This activity is open to LEA schools only**

Purpose: To enable those working in Croydon including schools to have a better understanding of the very important role of the Schools Forum.

Further Details: The activity will

- outline the DCSF rules governing the operation of a Schools Forum and the range of DCSF guidance available
- outline the current arrangements for the Croydon Schools Forum and its relationship with schools and the Local Authority
- consider the range of issues that need to be addressed by the Schools Forum, their decision making responsibilities including the implications.

This activity briefing will be led by officers currently supporting the Schools Forum.

Target Group: Governors, headteachers and others in management who would like to know more about the Schools Forum and its workings

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Wednesday 3rd June 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/788b/SF**
 Tuesday 22nd September 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
 Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/789a/SF

Activity Title: The Schools Forum and Education Funding

Please Note: This activity is open to LEA schools only

Purpose: This activity looks at the funding for Education in the context of the Role of the Schools Forum.

Further Details: The activity will

- outline the various funding streams available to the LA for the purposes of Education, concentrating on the Dedicated Schools Grant (DSG) and the DCSF guidance related to it
- consider the technical aspects of how the DSG is used to fund a range of activities including schools, special educational needs, pupil referral units, early years etc
- consider what decisions are available to the Schools Forum and the associated implications
- explain the meaning of terms such as Dedicated Schools Grant (DSG), Individual Schools Block (ISB) and the Central Expenditure Limit (CEL).

The activity will be conducted by officers who service the Croydon Schools Forum.

Target Group: Governors, headteachers, senior management and any others interested

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Tuesday 7th July 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/789b/SF**
Tuesday 20th October 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 1.0

Activity Organiser: David Dilling

Reference Number: 09/790a/SF

Activity Title: The Schools Forum and School Funding and Finance

Please Note: This activity is open to LEA schools only

Purpose: This activity will look at the role of the Schools Forum in the context of the funding of schools and the financial controls associated with schools.

Further Details: The activity will

- look at the Individual Schools Budget and how it is allocated to individual schools through the Schools Funding Formula
- consider the issues that schools have in setting a budget including Special Education Needs (SEN), Additional Education Needs (AEN) and 3 year budgets
- consider the various systems and information that are available at both local and national levels with regard to ensuring schools operate their finances effectively and efficiently
- consider the role of the Schools Forum as it relates to reviewing and changing the distribution of funding and the finance systems.

The activity will be conducted by officers who service the Croydon Schools Forum.

Target Group: Governors, headteachers, senior management and any others interested

Key Stages: Foundation, 1, 2, 3, 4, 5

Dates, Times, Venue: Tuesday 29th September 2009 2:00pm-4:00pm Croydon PDC

Repeat Activity **09/790b/SF**
Wednesday 18th November 2009 2:00pm-4:00pm Croydon PDC

Charges: **Code C** No Charge
Number of sessions 1.0

Activity Organiser: David Dilling
