

**Reference Number:** 09/821a/SS

**Activity Title:** ICT Introductory Course for Teaching Assistants

**Purpose:** To give opportunities for TAs in ICT who have NOT previously attended ICT courses.

**Further Details:** The activity will

- look at the language of ICT and the skills required
- provide opportunity for hands-on experiences.

This activity will be tutored by Dave Jordan.

**Target Group:** Teaching assistants and classroom support staff

**Key Stages:** Foundation, 1, 2

**Dates, Times, Venue:** Thursday 4th June 2009 9:30am-12:30pm Croydon PDC  
Thursday 11th June 2009 9:30am-3:30pm

**Charges:** **Code B** £258.00  
Number of sessions 3.0

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/822a/SS

**Activity Title:** ICT Intermediate Course for Teaching Assistants

**Purpose:** To give opportunities to Teaching Assistants to develop their ICT skills.

**Further Details:** The activity will

- develop skills and understanding of TAs in a range of subjects
- extend the range of support strategies in curriculum subjects
- examine common programs for ICT.

Applicants should have attended a previous or introductory course, or have developed some initial ICT experience (Window Box/Office etc).

This activity will be tutored by Dave Jordan.

**Target Group:** Teaching assistants and classroom support staff

**Key Stages:** Foundation, 1, 2

**Dates, Times, Venue:** Tuesday 6th October 2009 9:30am-12:30pm Croydon PDC  
Tuesday 13th October 2009 9:30am-3:30pm

**Charges:** **Code B** £258.00  
Number of sessions 3.0

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/823a/SS

**Activity Title:** ICT Advanced Course for Teaching Assistants

**Purpose:** To build on skills already mastered to facilitate the development of support materials for pupils.

**Further Details:** The activity will

- develop levels of personal skill in word processing, desk top publishing and data work
- demonstrate how to create frameworks to support literacy and numeracy.

Important: Participants must have completed the intermediate course or be very familiar with the range of programmes on Window Box/Office.

This activity will be tutored by Dave Jordan.

**Target Group:** Teaching assistants and classroom support staff

**Key Stages:** 1, 2

**Dates, Times, Venue:** Wednesday 20th January 2010 9:30am-12:30pm Croydon PDC  
Wednesday 27th January 2010 9:30am-3:30pm

**Charges:** **Code B** £258.00  
Number of sessions 3.0

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/824a/SS

**Activity Title:** Storytelling to Extend Children's Language

**Purpose:** To provide teaching assistants and support staff with a range of storytelling activities to help children's confidence with language.

**Further Details:** The activity will

- explore how rhymes, action chants and oral stories can help develop children's memory and imagination
- provide a variety of simple, imaginative story-games as ways to support literacy activities
- use a range of visualisation, role-play and question-posing techniques to encourage children's confidence in participation
- investigate the use of props and instruments for increasing children's involvement in stories and stimulating their storymaking.

Mary Medicott will tutor the day. Mary is a professional storyteller with extensive experience of storytelling in education. She led projects for the National Writing Project and National Oracy Project in the 1980s and has conducted storytelling visits and residences in many Croydon schools and across the UK. She is well-known as a storytelling trainer with regular courses at the Institute of Education and other venues. She has been Chair of the Society for Storytelling and has published a number of books for children. She is also the author of "Cooking Up a Story" and "The Little Book of Storytelling" for adults working with children. Her days with Croydon QDI are regularly given top rated evaluations by participants.

**Target Group:** Teaching Assistants, Support Staff

**Key Stages:** 1, 2

**Dates, Times, Venue:** Wednesday 11th November 2009 9:30am-3:30pm Croydon PDC

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

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/825a/SS

**Activity Title:** Interactive Whiteboards - Build Your Confidence

**Purpose:** To gain knowledge, understanding and skills to use Interactive Whiteboards effectively in the classroom.

**Further Details:** The activity will

- develop skills in the practical use of an Interactive Whiteboard
- open up and provide links to a range of useful online resources
- increase confidence in the use of ICT.

These two sessions will be led by Louise Wade - Camden and Lambeth CLC.

**Target Group:** Support staff, especially teaching assistants, HLTAs and cover supervisors

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

**Dates, Times, Venue:** Wednesday 17th June 2009 9:30am-12:30pm Croydon PDC  
Wednesday 24th June 2009 9:30am-12:30pm

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

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/826a/SS

**Activity Title:** Training for TAs: Primary

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

**Purpose:** To enable Teaching Assistants to offer effective support in the classroom.

**Further Details:** The activity will

- provide induction training for newly recruited TAs and those with limited experience to enable them to assist teachers in raising standards of pupil performance (DCSF objective).

This activity is supported through The Standards Fund and there is no charge for participants.

For recently appointed Teaching Assistants only.

NOTE - additional training programmes will be scheduled if this first programme is over-subscribed.

The course is led by Advanced Skills Teachers and CYPL department staff.

**Target Group:** Teaching Assistants

**Key Stages:** 1, 2

**Dates, Times, Venue:** Friday 9th October 2009 9:30am-12:15pm Croydon PDC  
Friday 16th October 2009 9:30am-3:00pm  
Friday 23rd October 2009 9:30am-3:00pm  
Friday 6th November 2009 9:30am-3:00pm  
Friday 13th November 2009 9:30am-3:00pm  
Friday 20th November 2009 9:30am-3:00pm  
Friday 27th November 2009 9:30am-12:00pm

**Charges:** **Code C** No Charge  
Number of sessions 12.0

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/827a/SS

**Activity Title:** Training for TAs: Secondary

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

**Purpose:** To enable Teaching Assistants to offer effective support in the classroom.

**Further Details:** The activity will

- provide induction training for newly recruited Teaching Assistants to enable them to assist teachers in raising standards of pupil performance (DCSF objective).

This activity is supported through The Standards Fund and there is no charge for participants.

For newly appointed Teaching Assistants only.

The programme is reviewed annually by the DCSF and TDA with constant improvements being made. At this stage for 2009 we expect the modules to include:

- the role and context of TA work
- promoting positive behaviour
- inclusion
- literacy (including EAL)
- mathematics
- science.

We expect finalised information from DCSF and TDA later in the year. Any changes to the schedule or content will be shared with applicants at the first scheduled session.

NOTE - additional training programmes will be scheduled if this first programme is over-subscribed.

The course is led by Advanced Skills Teachers and CYPL department staff.

**Target Group:** Teaching Assistants

**Key Stages:** 3, 4

|                             |         |                    |               |             |
|-----------------------------|---------|--------------------|---------------|-------------|
| <b>Dates, Times, Venue:</b> | Tuesday | 3rd November 2009  | 9:30am-3:00pm | Croydon PDC |
|                             | Tuesday | 10th November 2009 | 9:30am-3:00pm |             |
|                             | Tuesday | 17th November 2009 | 9:30am-3:00pm |             |
|                             | Tuesday | 24th November 2009 | 9:30am-3:00pm |             |
|                             | Tuesday | 1st December 2009  | 9:30am-3:00pm |             |
|                             | Tuesday | 8th December 2009  | 9:30am-3:00pm |             |

**Charges:** **Code C** No Charge  
Number of sessions 12.0

**Activity Organiser:** Head of CPD

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**Reference Number:** 09/828a/SS

**Activity Title:** Induction Training: School Support Staff

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

**Purpose:** To equip newly appointed support staff with knowledge and understanding of the fundamental information relevant to support staff working in schools.

**Further Details:** The activity will

- contribute to raising educational standards
- uphold school policies
- provide appropriate support for teachers so that they can concentrate on teaching.

This activity is supported by the Standards Fund grant and there is no charge for participants.

The programme is reviewed annually by the DCSF and TDA with constant improvements being made. At this stage for 2009 we expect the modules to include:-

- the role and context of Support Staff work
- promoting positive behaviour
- inclusion
- ICT issues (safety and security, ICT as a tool; N.B. this is NOT a practical ICT session)

We expect finalised information from DCSF and TDA later in the year. Any changes to the schedule or content will be shared with applicants at the first scheduled session.

NOTE - this programme is NOT designed for teaching assistants, (see courses 09/826a/SS and 09/827a/SS on previous pages).

**Target Group:** Newly appointed support staff, e.g. admin, technical, lunch-time supervisors

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

|                             |        |                    |                |             |
|-----------------------------|--------|--------------------|----------------|-------------|
| <b>Dates, Times, Venue:</b> | Friday | 20th November 2009 | 9:30am-12:00pm | Croydon PDC |
|                             | Friday | 27th November 2009 | 9:30am-12:00pm |             |
|                             | Friday | 4th December 2009  | 9:30am-12:00pm |             |
|                             | Friday | 11th December 2009 | 9:30am-12:00pm |             |

**Charges:** **Code C** No Charge  
Number of sessions 4.0

**Activity Organiser:** Head of CPD

**Reference Number:** 09/274a/PS

**Activity Title:** Award in Healthier Foods and Special Diets

**Purpose:** To provide accredited learning for cooks.

**Further Details:** The activity will

- discuss relationships between nutrition, diet and health
- discuss nutrition requirements of different population groups
- discuss current policy, legislation and voluntary guidelines
- discuss the effects of food processing on nutrient content.

This course will be led by Mel Taylor, Good Food Training for London.

**Target Group:** School / Public sector cooks

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

**Dates, Times, Venue:** To be advised

**Charges:** **Code C** £172.00 (Except for Croydon LEA schools)

Number of sessions 2.0

**Activity Organiser:** Joe Adolphe

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**Reference Number:** 09/275a/PS

**Activity Title:** Essential Cooks' Training

**Purpose:** To provide basic training for cooks.

**Further Details:** The activity will

- provide customer care awareness and skills to provide an insight into how better 'customer care' can increase uptake of meals
- provide food preparation - appreciate the role of expectations in serving culturally or regionally specific dishes.

This course will be led by Mel Taylor from Good Food Training.

**Target Group:** School and public sector cooks

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

**Dates, Times, Venue:** To be advised

**Charges:** **Code C** £172.00 (Except for Croydon LEA schools)  
Number of sessions 2.0

**Activity Organiser:** Allyson Lloyd

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**Reference Number:** 09/276a/PS

**Activity Title:** Essential Cooks Training ~ Menu Planning and Design

**Purpose:** Essential training to achieve high quality meals.

**Further Details:** The activity will

- provide planning considerations like presentation and portion size
- learn where to spend and save money on ingredients to maintain quality
- appreciate the need for real choice on a menu
- awareness of culturally appropriate foods such as Halal or vegetarian.

This course will be led by Good Food Training for London.

**Target Group:** School and public sector cooks

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

**Dates, Times, Venue:** To be advised

**Charges:** **Code C** £172.00 (Except for Croydon LEA schools)  
Number of sessions 2.0

**Activity Organiser:** Allyson Lloyd

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**Reference Number:** 09/277a/PS

**Activity Title:** Lunchtime Supervisors' Training

**Further Details:** The activity will

- provide awareness of healthy eating for children and school food nutrition

- reinforce the importance of the lunchtime supervisors' role
- explore practical ideas for encouraging positive play
- improve the dining room experience.

**Target Group:** Lunchtime supervisors and lunchtime supervisor managers

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

**Dates, Times, Venue:** To be advised

**Charges:** **Code C** £172.00 (Except for Croydon LEA schools)  
Number of sessions 2.0

**Activity Organiser:** Allyson Lloyd

**Reference Number:** 09/304a/SN

**Activity Title:** Learning about Autistic Spectrum Disorder

**Purpose:** To raise awareness of children with an Autistic Spectrum Disorder and their needs within a school setting. Participants will also receive advice on management strategies and approaches.

**Further Details:** The activity will

- provide information about the identification, diagnosis and nature of autistic spectrum disorders including Asperger's and Pervasive Development Disorder (PDD-NOS)
- provide strategies for supporting effective classroom management for children with an ASD
- provide an overview of support services for children with an ASD within Croydon.

This course will be led by Dr Sue Goode, Consultant Clinical Psychologist.

**Target Group:** Teachers and support staff

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

**Dates, Times, Venue:** Thursday 11th June 2009 9:30am-3:30pm Croydon PDC

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

**Activity Organiser:** Head of CPD

**Reference Number:** 09/371a/EM

**Activity Title:** Primary EMA Inclusion Network Meeting

**Purpose:** To provide an opportunity to discuss issues relating to EAL and underachieving minority ethnic pupils, share strategies and good practice.

**Further Details:** The activity will

- develop confidence and further understanding of the strategies used to raise the achievement of black and minority ethnic pupils and pupils with English as a second language
- enable you to share resources, skills, expertise and gain support from colleagues
- provide an update on new resources and materials.

**Target Group:** Primary teachers, teaching assistants, nursery nurses with responsibility for supporting EAL and underachieving pupils

**Key Stages:** 1, 2

**Dates, Times, Venue:** Tuesday 19th May 2009 2:00pm-3:30pm Croydon PDC

**Repeat Activity** **09/371b/EM**  
Tuesday 10th November 2009 2:00pm-3:30pm Croydon PDC

**Repeat Activity** **09/371c/EM**  
Thursday 25th February 2010 2:00pm-3:30pm Croydon PDC

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

**Activity Organiser:** Nalini Wood

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**Reference Number:** 09/372a/EM

**Activity Title:** Enhancing Speaking and Listening for EAL Pupils

**Purpose:** To develop the role of teaching assistants and nursery nurses in enhancing speaking and listening across the curriculum for EAL pupils.

**Further Details:** The activity will

- identify speaking and listening opportunities in multilingual classrooms
- explore strategies that support the development of English fluency through speaking and listening
- explore the use of "guided talk" to support EAL pupils
- explore different types of talk.

**Target Group:** Teaching assistants, nursery nurses

**Key Stages:** Foundation, 1, 2

**Dates, Times, Venue:** Wednesday 20th May 2009 9:30am-12:00pm Croydon PDC

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

**Activity Organiser:** Carla Myrie

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**Reference Number:** 09/380a/EM

**Activity Title:** Supporting EAL Pupils

**Purpose:** To offer course participants a series of training sessions that will provide them with strategies and practical teaching techniques so that EAL pupils are enabled to achieve their full potential within the primary classroom.

**Further Details:** The activity will

- enable you to discuss the key areas involved in raising the achievement of EAL pupils in school
- enable you to gain an understanding of first language acquisition and second language learning
- explore and develop strategies for supporting EAL pupils
- explore resources available for pupils new to English

- introduce you to QCA Assessment model and Croydon's English language development progress record.

**Target Group:** Teaching assistants, nursery nurses

**Key Stages:** Foundation, 1, 2

**Dates, Times, Venue:**

|          |                     |                |             |
|----------|---------------------|----------------|-------------|
| Thursday | 24th September 2009 | 9:30am-12:00pm | Croydon PDC |
| Thursday | 1st October 2009    | 9:30am-12:00pm |             |
| Thursday | 8th October 2009    | 9:30am-12:00pm |             |
| Thursday | 15th October 2009   | 9:30am-12:00pm |             |
| Thursday | 22nd October 2009   | 9:30am-12:00pm |             |
| Thursday | 12th November 2009  | 9:30am-12:00pm |             |

**Charges:** **Code C** £516.00 (Except for Croydon LEA schools)  
Number of sessions 6.0

**Activity Organiser:** Nalini Wood

**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:** 09/726a/RE

**Activity Title:** Celebrating Festivals

**Purpose:** To support breadth and balance across the curriculum.

**Further Details:** The activity will

- explore the history, story and celebrations of Jewish Shabbat, Christian Advent, Buddhist Wesak, Hindu Raksha Bandhan and Sikh Diwali
- explore ideas for art and design activities related to these festivals and make an artefact for each festival
- enable teachers to explore suitable resources for the festivals
- look at cross-curricular links.

This course will be led by Penny Smith-Orr.

**Target Group:** Teachers and teaching assistants

**Key Stages:** Foundation, 1, 2

**Dates, Times, Venue:** Tuesday 23rd February 2010 9:30am-3:00pm CRERC

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

**Activity Organiser:** Head of CPD

**Reference Number:** 09/893a/HS

**Activity Title:** Emergency First Aid for Schools

**Purpose:** This course is suitable for those who wish to learn the essentials of First Aid. It should be noted that this course is not acceptable as a qualification for full-time first aiders in places of employment where first aiders are required under the Health and Safety (First Aid) Regulations 1981.

**Further Details:** The activity will

- include advice about resuscitation, unconsciousness, injuries such as wounds and bleeding, playground accidents for children
- provide information about common childhood ailments and infections.

The course will be delivered by a tutor from Mediaid Training Ltd, a company which specialises in training adults in various levels of First Aid. Individual health and fitness are important and participants must not be suffering from any medical condition that would restrict their undertaking of practical work. Participants are advised to wear trousers and will be required to work on the floor for the practical sessions. Participants should arrive 15 minutes before the course starts.

**Target Group:** Any teacher or non-teaching member of a school/college. This course is NOT sufficient to qualify anybody as a 'First Aider at Work' (see course 09/892a/HS).

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

**Dates, Times, Venue:** Monday 18th May 2009 9:00am-3:00pm Croydon PDC

**Repeat Activity** **09/893b/HS**  
Thursday 8th October 2009 9:00am-3:00pm Croydon PDC

**Repeat Activity** **09/893c/HS**  
Wednesday 3rd March 2010 9:00am-3:00pm Croydon PDC

**Charges:** **Code X** £65.00  
**NB: This activity is not included in the QDI service agreement**  
Number of sessions 2.0

**Activity Organiser:** Glynis Jones