

Cross-Phase  
Continual Professional  
and Leadership  
Development Courses  
2019 - 2020



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## **Welcome to the Nottinghamshire Torch Teaching School Alliance**

The Torch Teaching School Alliance are committed to ensuring that we provide outstanding services that make real, lasting differences. We believe that every school should have access to high quality training, support and resources they need to achieve their ambitions.

All of our programmes and support have been carefully evaluated and have been judged as very successful. They are making a good contribution to school improvement across our alliance.

We believe that through our partnership of schools, along with our common goal of continuous school improvement through collaboration and networking, which will raise standards and ensure all children and young people receive the best education possible.

This booklet intends to provide you with a wide range of CPLD support and development opportunities for all schools for 2019-2020. Many of these have been available over the past few years. As we continue to evolve and grow, building on our successes of previous years, further more diverse professional learning opportunities will be offered.

Our commitment is, through CPLD, to:

- Provide a cost effective way of sharing and developing best practice to support school improvement
- Support all schools in the continued drive to improve student outcomes
- Support all schools with their own personal and professional development priorities
- Promote collaborative working and to share best practice ideas
- Focus on high quality teaching and learning and approaches for continued and sustained improvement of teaching, learning and student achievement
- Support schools' self-evaluation processes and the application of the Ofsted framework

## Why choose our CPLD?

### School Led

Most of our CPLD programmes are designed and led by outstanding school leaders and teachers who are currently undertaking roles within our alliance schools. This is our strength. The insights they provide through their roles today enrich the training and development experience, making it relevant, meaningful and focused on making an impact on pupils.

### Evidence Informed

Our CPLD is evidence informed in a number of ways; firstly, the design of our courses and programmes is informed by what the evidence shows makes the best CPLD. Secondly, our CPLD is informed by latest research publications into what works best. Thirdly, our CPLD is informed by the practices and behaviours of schools that have sustained high performance over time. Often it is lessons from these schools that offer the greatest insights into how to improve our staff and our schools.

### Up to date

We refresh our CPLD each year in light of new evidence and insights from our schools. We respond quickly to changes in national policy so that our CPLD reflects the expectations of government and other national and local agencies.

### High Quality

We work with teachers, leaders and trainers that have a proven track record in their area of expertise. Many have been recognised through designation as SLEs, LLEs and NLEs. Evaluations of our programmes tells us that what we do is highly rated. We assure quality ourselves by attending events ourselves and supporting trainers to develop highly effective training materials.

### Great Value

Central to everything we do is a drive to keep costs down and provide schools with great value. We cost our programmes to break-even. Any surplus achieved is invested back into running other services. We keep our administration fees to a minimum. Our trainers offer rates that are well below national rates. This enables us to price what we do highly competitively.

**CONTINUAL PROFESSIONAL  
AND LEADERSHIP  
DEVELOPMENT COURSES  
2019 – 2020**

## Classroom Learning Assistants Development Programme

### Programme outline:

A good cover supervisor is not a replacement for a teacher – in some ways they need to be more than a Teacher!

Our excellent programme for classroom support staff will provide the opportunity to develop their potential to improve the quality of teaching and learning as confident practitioners.

Classroom support colleagues looking to improve their relationships, teaching skill-set, progress and attainment, especially within a range of challenging circumstances, will be taken through a meticulous and detailed programme that draws on outstanding knowledge. Subsequently, because the course positively enhances the role of the cover supervisor, it will also significantly enhance the learning of the students, which makes this opportunity so valuable.

The course will cover the following across four sessions:

- How to motivate learners
- Promoting a positive learning environment
- Communicating effectively with students and staff
- Establishing and developing strong relationships in and beyond the classroom
- Behaviour management skills
- Classroom management skills
- Behaviour support strategies
- Behaviour for success
- Cover faculty non-negotiables
- Teaching and learning pedagogy
- Challenge and differentiation
- Monitoring and reporting on student progress
- Career progression/ appraisal/ future steps

### Expected outcomes:

Through a wider understanding of the role of Classroom Learning Assistant, along with practical ideas, strategies and resources, you will have the confidence and skills to have a definite impact in school.

### Designed to support:

Cover Supervisors, HLTAs

### Commitment required by participant:

To attend four sessions for three hours plus time.

### Costs:

£50 per delegate

### What will the programme involve?

Session	Date	Time	Venue	Outline
Professional Expectations	Monday 25 <sup>th</sup> November 2019	4.00pm – 6.00pm	Toot Hill School (Suthers' Building)	Develop your knowledge of safeguarding, professional conduct and your practice based on the idea of 'the teacher as a role model'.
Delivering a high quality lesson	Monday 2 <sup>nd</sup> March 2020	4.00pm – 6.00pm	Toot Hill School (Suthers' Building)	Learn about the intrinsic and extrinsic motivation of learners and how best to manage behaviour and learner expectations.
Keeping the momentum	Monday 4 <sup>th</sup> May 2020	4.00pm – 6.00pm	Toot Hill School (Suthers' Building)	Create your own 'Teacher Toolkit' and develop Assessment for Learning techniques.
School systems	Monday 15 <sup>th</sup> June 2020	4.00pm – 6.00pm	Toot Hill School (Suthers' Building)	Further explore school systems and how to deal with a range of elements of school life.

## Developing Outstanding Newly Qualified Teachers

### Programme outline:

Effective CPD for teachers in the early stages of their career is crucial and never has there been a more important time to focus on providing quality training, support and development. It is essential that we provide our new teachers with the best support we can to retain them within our schools and the profession.

We have developed a fully rewritten and unique personalised teaching and learning programme that provides the opportunity to create a bespoke training plan by selecting the most appropriate elective sessions. This helps to ensure that all NQTs are provided with high quality support and CPD at the start of their career.

The core underpinning aim is to provide opportunities for participants to reflect upon and celebrate their successes, in a safe, confidential and innovative environment. Sharing experiences and practices is an invaluable aspect of developing and enhancing teaching and learning practice. All of the sessions are delivered by a range of experts from across the Nova Education Alliance.

### Every session will provide:

- A focus on teaching and learning
- The key to successful teaching
- Sharing of good practice – what is working well/ issues to solve
- Time for reflection

Participants will attend 4 elective sessions during the course of the year. Additional elective sessions can be purchased at the cost of £25 per session, per delegate.

Our programme of elective sessions will also be available to anyone who is looking to develop or refresh their own skill set or strengthen their team, NQT to SLT, our elective training sessions aim to develop opportunities for everyone to continually progress and develop as practitioners.

To provide as much flexibility as possible, £200, will provide you with the ability to book any 4 sessions, this can be for the same event, across a number of workshops, for the same person or a range of individuals.

### Expected outcomes:

NQT's and early career teachers will have an increased understanding of; the best available evidence of behaviour management; pedagogy; curriculum and assessment and have developed their own skills and professional behaviours.

### Designed to support:

Teachers in their NQT year or second year of teaching.

### Commitment required by participant:

Attendance at each of the four elected sessions, reading relevant materials.

### Possible next progression step:

RQT course or other academic study.

### Costs:

£200 per delegate, and £150 per delegate (previously, NTS SCITT Trainees)

### What will the programme involve?

Details of the elective sessions available to NQT's and anyone looking to develop their skills or to strengthen their team are detailed below.

<b>What will the elective sessions involve?</b>				
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Outline</b>
Knowledge Led Learning <b>Code: NL01</b>	Thursday 10 <sup>th</sup> October 2019	1.00pm – 4.00pm	Toot Hill School (Suthers' Building)	Building components of knowledge. How to build, revisit, revise and check recall of learners to enable children to develop knowledge at a greater depth
Assessment for Learning and Questioning <b>Code: NL02</b>	Wednesday 20 <sup>th</sup> November 2019	1.00pm – 4.00pm	tbc	Multiple strategies for self, peer and teacher assessment will be evaluated to address advantages and disadvantages of each. Using questioning to promote deeper thinking and stimulate learning. Effective use of questioning to encourage deeper thinking. Promoting higher order thinking.
Positive Behaviour Management <b>Code: NL03</b>	Thursday 5 <sup>th</sup> December 2019	1.00pm – 4.00pm	tbc	This session will look at strategies and techniques for developing positive behaviour in the classroom, including establishing yourself with challenging students and effective solutions for difficult scenarios. Let's look beneath the behaviour and learn 'quick wins' to build successful relationships with pupils. Develop and share new ideas and gain confidence.
Being an Effective Form Tutor <b>Code: NL04</b>	Wednesday 15 <sup>th</sup> January 2020	1.00pm – 4.00pm	tbc	Develop your understanding of the role and practice your skills in relating to parents and carers. Share good practice with other NQT's and more experienced colleagues.
Mindfulness for Children and Adults and work-life balance <b>Code: NL05</b>	Thursday 27 <sup>th</sup> February 2020	1.00pm – 4.00pm	tbc	Part of the session will look at practical ways to streamline your workload, as well as providing hints and tips about how to avoid burnout, and practical strategies on how to maintain a healthy work-life balance. How we develop children's confidence and interpersonal skills through mindfulness/ reflections and self-belief.
Managing adults: parents, TA's and colleagues! Talking to parents <b>Code: NL06</b>	Wednesday 1 <sup>st</sup> April 2020	1.00pm – 4.00pm	tbc	What makes an effective teaching assistant? Developing strategies to support best practice from additional adults. Shared experiences of oral and written feedback to parents. We will also explore strategies and techniques for working effectively with parents.
Inclusion <b>Code: NL07</b>	Thursday 14 <sup>th</sup> May 2020	1.00pm – 4.00pm	tbc	An inclusive classroom: Delivering effective learning for students with a range of learning needs. Challenge and meeting needs for all. This session will give an overview of SEND and will provide strategies and methods for best supporting children with emotional and learning difficulties. Enhancing progress for SEND students. Supporting children with speech, language and communication needs. Understanding the role of SENDco and SEND terminology. EAL assessment along with strategies for supporting EAL pupils.
Independent Learning and Differentiation <b>Code: NL08</b>	Wednesday 10 <sup>th</sup> June 2020	1.00pm – 4.00pm	tbc	Meeting students' needs. How do we personalise learning and ensure students can learn in-dependently. We will look at techniques to grab the attention of pupils and motivate children into being independent learners. This session will cover both scaffolding and stretch and challenge for high ability students.



## RQT Support and Development Programme

### **Programme outline:**

This successful programme is aimed at recently qualified teachers working in primary, secondary and special schools with 2-5 years of teaching experience and those returning to teaching after a gap.

The course provides high quality training, which is all based on the most up-to-date educational evidence and research, as well as providing individualised support, with the opportunity to tailor sessions to the needs of the group as well as networking and reflection time.

The programme aims to build on existing experience and develop the skills gained in the first years of teaching. Its purpose is to further develop effective teaching and learning strategies and to aid participants in becoming consistently outstanding classroom teachers as well as developing leadership skills to become a future team leader. It also aims to support development professionally beyond the classroom and to help in ensuring young people's well-being.

Across four sessions the course will:

- Focus on chosen action research projects linked to school development plans
- Support career progression, promotion and staff retention
- Promote inter-school and cross-phase collaboration
- Provide dedicated support
- Develops aspiring leaders; increases school capacity; raise standards, expertise and aspirations; builds future collaborative relationships; improves student outcomes

### **Expected outcomes:**

Participants will further develop, improve and advance their teaching and learning practice, through discussion and reflection in order to provide students with the best possible learning experience.

Opportunity to develop leadership skills and maximise their impact at each school through the invaluable opportunity to design and implement a development project, linked to a specific area of their School Development Plan.

### **Designed to support:**

Recently qualified teachers who are in the first 2-5 years of their teaching career and those returning to teaching after a gap.

### **Commitment required by participant:**

- Attendance to all four training sessions
- Complete your improvement plan development presentation at the end of course celebration event

### **Possible next progression step:**

Aspiring Middle Leadership Development Programme or other academic study.

### **Costs:**

£200 per delegate

<b>What will the programme involve?</b>				
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Outline</b>
Developing an Educational Vision & Career Pathways	Tuesday 3 <sup>rd</sup> December 2019	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	This session is about <b>you</b> . What type of teacher are you and what type of teacher would you like to be. Evaluate strengths and weaknesses. Career planning and skills development, as well as looking at what it means to remain a reflective practitioner.
Consistently Good Teaching & Planning for Change	Friday 7 <sup>th</sup> February 2020	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	This session is about <b>your impact</b> and planning for change. Good to outstanding teaching. Planning for progress and change within your own team. How to QA your action plans and measure success.
Planning and Implementing Change (1-2-1 review meeting)	February – April 2020		tbc	Delegates will work on their action plans and meet with an expert for additional support. We will communicate with you during this time and be available for support and advice.
Presentations and Course Celebration	Tuesday 9 <sup>th</sup> June 2020	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	This session is about sharing your journey and the impact you have had. You will present to a Senior Executive for the Trust about your progress this year and then listen to some advice on maintaining excellent practice throughout your career.

## Aspiring Middle Leadership Development Programme

### **Programme outline:**

Middle Leaders are essential to the success of any school. What they do varies across a broad range of responsibilities between school types, phases and contexts – pastoral and academic, departmental and whole-school. We embrace this diversity and complexity and we're committed to supporting all schools.

Supported by the latest research, our programme is designed to increase professional knowledge and understanding. That will ultimately improve Management and Leadership skills, in order to make a positive impact on leadership behaviour and on Learning and Teaching standards within their settings.

All sessions will be delivered through a blend of theory, practical workshops, implementation of knowledge, sharing experiences and best practice, time to reflect and coaching opportunities.

The programme will help you to:

- Explore the features of outstanding middle leadership
- Develop the mind-set of an outstanding middle leader
- Provide ideas on the use of self-evaluation to improve leadership skills
- Clarify how to identify improvement priorities
- Provide opportunities to discuss ways in which effective leaders can implement improvement strategies
- Apply principles of effective leadership through a leadership project
- Identify how an effective middle leader can optimise the performance of their team
- Increase confidence in leadership potential
- Explain how an effective middle leader can sustain departmental and personal improvement
- Acquire the skills to successfully secure a senior leadership position

### **Expected outcomes:**

The programme aims to develop the leadership skills and confidence of the aspiring or current middle leader to build sustained capacity within their teams. The programme also provides an opportunity for close working with other participating schools and their middle leaders.

### **Designed to support:**

Existing or Aspiring Middle Leaders (curriculum and pastoral focus), with at least 2 years' experience and who have demonstrated high levels of leadership potential. Also suitable for professional staff leading a team of support staff or administrators.

### **Commitment required by participant:**

- Attendance to all group workshop sessions and undertake inter-sessional tasks
- Complete a leadership challenge (action research project) which will be a development you would already have been undertaking but is researched, analysed and adapted through leadership theory and current research
- Present and discuss your action research project at the end of course celebration event

### **Possible next progression step:**

Aspiring Senior Leadership Development Programme or other academic study.

### **Costs:**

£200 per delegate

<b>What will the programme involve?</b>				
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Outline</b>
The Importance of Middle Leadership	Friday 15 <sup>th</sup> November 2019	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	Leadership v's management. Responsibilities and accountabilities of middle leadership. Key aspects of self-evaluation. Strategic planning.
Leading Teaching and Learning	Friday 10 <sup>th</sup> January 2020	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	Good to outstanding teaching. Different management styles. Developing a positive team ethos. Planning for progress and change within your own team.
Communication and well-being	Friday 20 <sup>th</sup> March 2020	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	Managing and developing personnel. Effective communication. Dealing with incidents and difficult situations effectively.
Presentations, Next Steps and Course Celebration	Friday 19 <sup>th</sup> June 2020	9.00am – 12.00pm	Toot Hill School (Suthers' Building)	Time management. Tools for determining priorities. Effective development planning for your ongoing leadership journey. Project presentations

## Aspiring Senior Leaders' Programme

*Course will start  
later in year -  
Register your  
interest now to  
reserve a place!*

### Programme outline:

Moving from middle leadership to senior leadership requires a mind-set shift to whole school thinking, developing the skills to manage complex teams and competing priorities whilst maintaining focus on ensuring that students are at the centre of all decision making. This highly successful programme supports future leaders to develop the knowledge, skills, mind-set and networks to develop as a senior leader. Whether a recent member of a senior leadership team, or an individual aspiring to do so soon, this programme will help to take, and be successful in, the next step in a teaching career.

This course is designed to develop the skills, knowledge and a mind-set to be a successful senior leader in schools. During the programme participants will hear from head teachers and senior leaders with track records of success, explore different types of senior leadership roles and build a network of peers to learn with.

The sessions will focus on leading change and managing complexity, getting a whole-school/ multi-school perspective, negotiating and influencing, change management, developing innovative practice, and understanding budget management and operating in financially constrained circumstances. In addition, we will explore personal and professional readiness, competencies for senior leadership, developing a vision for senior leadership and working across multiple schools.

All sessions will be delivered through a blend of theory, practical workshops, implementation of knowledge, sharing experiences and best practice, time to reflect and coaching opportunities.

The programme will help you to:

- Explore wider issues of leadership across the whole-school context
- Have an opportunity to develop the knowledge and skills required to lead and manage whole school initiatives/ projects
- Apply principles of effective senior leadership through a leadership project
- Provide a forum for discussion and debate, and to share outstanding practice
- Increase confidence in own senior leadership potential
- Maintain a focus on current educational theory and pedagogy
- Acquire the skills to successfully secure a senior leadership position

### Expected outcomes:

The course provides the skills and knowledge needed to be an effective leader. The programme provides the opportunity to put the theory into practice with a change project which must show 'impact' at whole school level.

### Designed to support:

The programme is aimed at existing and aspiring Senior Leaders in Primary, Secondary and Special School settings with at least 2 years' middle leadership experience and who have demonstrated high levels of senior leadership potential.

### Commitment required by participant:

- Attendance to all group workshop sessions and undertake inter-sessional tasks
- Complete a leadership change project which must show 'impact' at a whole school level.
- Share and reflect on project outcomes and the 'impact' of it, through a formal presentation at the end of course celebration event

### Costs:

£200 per delegate

<b>What will the programme involve?</b>				
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Outline</b>
Leadership styles and leading change	tbc	tbc	tbc	Recognise the intrinsic and extrinsic motivation for becoming a senior leader. Responsibilities and accountabilities of senior leadership. Strategic planning. Start to plan a school improvement project.
Leadership impact on school improvement	tbc	tbc	tbc	Development of leadership competencies. Impact of leadership on school improvement. Dealing with incidents and difficult situations effectively.
Developing wider understanding of Leadership strategies	tbc	tbc	tbc	Through wider school observations, case studies (and a school visit); identify and implement effective team leadership strategies. Effective delegation strategies. Tools for determining priorities. Effective monitoring and evaluation.
Presentations, Next Steps and Course Celebration	tbc	tbc	Tbc	Time management. Tools for determining priorities. Effective development planning for your ongoing leadership journey. Project presentations



## Embedding Excellence – Elective Learning Sessions

### **Programme outline:**

We aim to provide effective continuous development for all teachers, at every stage of their career to develop as practitioners.

To support this, we have developed a range of workshops that will equip delegates with a range of teaching and learning techniques which will develop and strengthen skills and provide support and guidance for continual development.

The core underpinning aim is to provide opportunities for participants to reflect upon and focus on 'sharing good practice' in 'Teach Meet' format framework sessions in order to continue to develop a global perspective of Education. Sharing experiences and practices is an invaluable aspect of developing and enhancing teaching and learning practice. All of the sessions will be delivered by a range of experts from across the Nova Education Alliance.

### **Every session will provide:**

- A focus on teaching and learning
- The key to successful teaching
- Sharing of good practice – what is working well/ issues to solve
- Time for reflection

In discussion with line leaders and CPD coordinators consider the menu of workshops and make choices that suit individual/ school needs.

To support schools and provide as much flexibility as possible we are launching a new 4 training session 'voucher' pack for £200.

These can be used in a variety of ways. For example, you could send multiple delegates on the same workshop, across a number of sessions, for the same person or a range of individuals.

### **Costs**

A pack of 4 vouchers will cost £200

**New 'flexible' Voucher Scheme**

### **What will the programme involve?**

Details of the elective sessions available to anyone looking to develop their skills or to strengthen their team are detailed below.

<b>What will the elective sessions involve?</b>				
<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Outline</b>
Knowledge Led Learning <b>Code: EE01</b>	Thursday 10 <sup>th</sup> October 2019	1.00pm – 4.00pm	Toot Hill School (Suthers' Building)	Building components of knowledge. How to build, revisit, revise and check recall of learners to enable children to develop knowledge at a greater depth
Assessment for Learning and Questioning <b>Code: EE02</b>	Wednesday 20 <sup>th</sup> November 2019	1.00pm – 4.00pm	tbc	Multiple strategies for self, peer and teacher assessment will be evaluated to address advantages and disadvantages of each. Using questioning to promote deeper thinking and stimulate learning. Effective use of questioning to encourage deeper thinking. Promoting higher order thinking.
Positive Behaviour Management <b>Code: EE03</b>	Thursday 5 <sup>th</sup> December 2019	1.00pm – 4.00pm	tbc	This session will look at strategies and techniques for developing positive behaviour in the classroom, including establishing yourself with challenging students and effective solutions for difficult scenarios. Let's look beneath the behaviour and learn 'quick wins' to build successful relationships with pupils. Develop and share new ideas and gain confidence.
Being an Effective Form Tutor <b>Code: EE04</b>	Wednesday 15 <sup>th</sup> January 2020	1.00pm – 4.00pm	tbc	Develop your understanding of the role and practice your skills in relating to parents and carers. Share good practice with other NQT's and more experienced colleagues.
Mindfulness for Children and Adults and work-life balance <b>Code: EE05</b>	Thursday 27 <sup>th</sup> February 2020	1.00pm – 4.00pm	tbc	Part of the session will look at practical ways to streamline your workload, as well as providing hints and tips about how to avoid burnout, and practical strategies on how to maintain a healthy work-life balance. How we develop children's confidence and interpersonal skills through mindfulness/ reflections and self-belief.
Managing adults: parents, TA's and colleagues! Talking to parents <b>Code: EE06</b>	Wednesday 1 <sup>st</sup> April 2020	1.00pm – 4.00pm	tbc	What makes an effective teaching assistant? Developing strategies to support best practice from additional adults. Shared experiences of oral and written feedback to parents. We will also explore strategies and techniques for working effectively with parents.
Inclusion <b>Code: EE07</b>	Thursday 14 <sup>th</sup> May 2020	1.00pm – 4.00pm	tbc	An inclusive classroom: Delivering effective learning for students with a range of learning needs. Challenge and meeting needs for all. This session will give an overview of SEND and will provide strategies and methods for best supporting children with emotional and learning difficulties. Enhancing progress for SEND students. Supporting children with speech, language and communication needs. Understanding the role of SENDco and SEND terminology. EAL assessment along with strategies for supporting EAL pupils.
Independent Learning and Differentiation <b>Code: EE08</b>	Wednesday 10 <sup>th</sup> June 2020	1.00pm – 4.00pm	tbc	Meeting students' needs. How do we personalise learning and ensure students can learn in-dependently. We will look at techniques to grab the attention of pupils and motivate children into being independent learners. This session will cover both scaffolding and stretch and challenge for high ability students.



## Training and Support

We are committed to the vision of a self-improving school-led system. The ‘big three’ functions of Teaching Schools – ITT, CPLD and School to School Support – all play a role in supporting improvement in our school system. We want our School Improvement Services to represent:

- Value – Our courses and School-to-School support rates are well below that of other school improvement providers
- Quality – Our Trainers and SLEs all have a track record of successfully leading improvement in their own and other schools’ settings.
- Flexible – Our services are flexible and can operate independently or as part of a wider service.

We offer training and support in a wide variety of areas, calling on the expertise of our central team or SLE staff.

Areas of training previously delivered:

- Managing difficult conversations
- Understanding data
- Leading and developing staff
- Ofsted grade descriptor training
- ‘Coaching, not managing’
- Raising attainment
- Mental Health Support
- KS2 computing
- First aid in the school workplace
- Forever Reading/ Literacy improvement
- Maths
- Facilitation guidance

If you can’t see CPD relevant to you or your school’s needs, please contact us. We are very flexible in our approach and are happy to discuss your requirements and can organise training and develop packages to meet your needs.

## School-to-School Support

### **Offering the expertise of a wide and varied group of Specialist Leaders of Education from across our trust**

Our SLEs are outstanding practitioners who have a record of school improvement behind them. They can support with training, consultancy, mentoring, or providing temporary additional skills through teacher or senior leader placement. Our approach is collaborative, our support is bespoke and targeted with experts in their respective fields eager to support others to improve teaching, learning and outcomes in our schools.

Our School to School Support draws upon the recognised expertise and outstanding practise of middle and senior leaders across the Alliance including Specialist, Local and National Leaders of Education.

We offer training and support through the deployment of SLEs in a wide range of specialist areas.

## Booking Information

### **Bookings for all Nottinghamshire Torch TSA CPLD courses and events can be made through our website:**

[www.torchtsa.co.uk](http://www.torchtsa.co.uk)

We hope that all schools recognise the importance of booking onto courses as being a commitment to engage fully and honour the payment and attendance schedule. Decisions as to whether programmes are viable are based on our bookings and we reserve the right to cancel or rearrange if numbers do not meet the minimum requirement.

All courses can also be booked via email at [sgibb@toothillschool.co.uk](mailto:sgibb@toothillschool.co.uk).

Before any withdrawal from a programme can be approved, a discussion must take place with the programme Leader to ascertain if there is any other method of resolving any issues and to look at finding a way forward. However, if withdrawal is agreed, you will be required to provide a reason for withdrawal in writing and signed off by your Head of School/ Department Head. You may be subject to cancellation fees/ exit fees. We reserve the right to charge an appropriate fee commensurate with length of time completed on the programme and to include an administration charge.

For all booking queries, please contact: Sarah Gibb, TSA Programme Coordinator on [sgibb@toothillschool.co.uk](mailto:sgibb@toothillschool.co.uk) or 01949 863 023.

## **Future Developments**

We are currently finalising training dates for a number of our Specialist Training Courses, such as; Safer Recruitment in Education and First Aid. Once we have confirmed dates, full course details will be sent out.

As part of our ongoing commitment to staff welfare and development we are actively engaged in a number of new and exciting professional development and training opportunities for all staff. As soon as these are finalised we will update you!

## CALENDAR OF NOTTINGHAMSHIRE TORCH TSA EVENTS 2019 – 2020

Course/ Event Name		Day	Date	Start Time	End Time	Venue
Developing Outstanding Newly Qualified Teachers	Knowledge Led Learning	Thursday	10 <sup>th</sup> October 2019	1.00pm	4.00pm	Toot Hill School (Suthers' Building)
Embedding Excellence						
Middle Leaders		Friday	15 <sup>th</sup> November 2019	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Assessment for Learning and Questioning	Wednesday	20 <sup>th</sup> November 2019	1.00pm	4.00pm	
Embedding Excellence						
Classroom Learning Assistants		Monday	25 <sup>th</sup> November 2019	4.00pm	6.00pm	Toot Hill School (Suthers' Building)
Recently Qualified Teachers		Tuesday	3 <sup>rd</sup> December	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Positive Behaviour Management	Thursday	5 <sup>th</sup> December 2019	1.00pm	4.00pm	
Embedding Excellence						
Middle Leaders		Friday	10 <sup>th</sup> January 2020	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Being an Effective Form Tutor	Wednesday	15 <sup>th</sup> January 2020	1.00pm	4.00pm	
Embedding Excellence						
Recently Qualified Teachers		Friday	7 <sup>th</sup> February 2020	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Mindfulness for Children and Adults and work-life balance	Thursday	27 <sup>th</sup> February 2020	1.00pm	4.00pm	
Embedding Excellence						

## CALENDAR OF NOTTINGHAMSHIRE TORCH TSA EVENTS 2019 – 2020

Course/ Event Name		Day	Date	Start Time	End Time	Venue
Classroom Learning Assistants		Monday	2 <sup>nd</sup> March 2020	4.00pm	6.00pm	Toot Hill School (Suthers' Building)
Middle Leaders		Friday	20 <sup>th</sup> March 2020	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Managing adults: parents, TA's and colleagues! Talking to parents	Wednesday	1 <sup>st</sup> April 2020	1.00pm	4.00pm	
Embedding Excellence						
Classroom Learning Assistants		Monday	4 <sup>th</sup> May 2020	4.00pm	6.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Inclusion	Thursday	14 <sup>th</sup> May 2020	1.00pm	4.00pm	
Embedding Excellence						
Recently Qualified Teachers		Tuesday	9 <sup>th</sup> June 2020	9.00am	12.00pm	Toot Hill School (Suthers' Building)
Developing Outstanding Newly Qualified Teachers	Independent Learning and Differentiation	Wednesday	10 <sup>th</sup> June 2020	1.00pm	4.00pm	
Embedding Excellence						
Classroom Learning Assistants		Monday	15 <sup>th</sup> June 2020	4.00pm	6.00pm	Toot Hill School (Suthers' Building)
Middle Leaders		Friday	19 <sup>th</sup> June 2020	9.00am	12.00pm	Toot Hill School (Suthers' Building)

## DEVELOPING OUTSTANDING NEWLY QUALIFIED TEACHERS / EMBEDDING EXCELLENCE ELECTIVE SESSIONS BOOKING FORM

NAME	EMAIL	SUBJECT/ YEAR GROUP	4 ELECTIVE SESSIONS							
			10.10.19	20.11.19	05.12.19	15.01.20	27.02.20	01.04.20	14.05.20	10.06.20
			1: Knowledge Led Learning	2: Assessment for Learning and Questioning	3: Positive Behaviour Management	4: Being an Effective Form Tutor	5: Mindfulness for Children and Adults and work-life balance	6: Managing adults: parents, TA's and colleagues! Talking to parents	7: Inclusion	8: Independent Learning and Differentiation

<b>School Name</b>	
<b>Contact Name and Email</b>	
<b>Purchase Order Number</b>	

## **CONTINUAL PROFESSIONAL AND LEADERSHIP DEVELOPMENT COURSES BOOKING FORM**

<b>COURSE NAME</b>	<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>SUBJECT/ YEAR GROUP</b>

<b>School Name</b>	
<b>Contact Name and Email</b>	
<b>Purchase Order Number</b>	