

CPD & Workforce Update

Week Ending 9 July 2010

**CPD Programme 2010/2011
Now available online at**

[https://schools.educationbradford.com/Schools/
CMSPage.aspx?mid=1593](https://schools.educationbradford.com/Schools/CMSPage.aspx?mid=1593)

**See inside for more details on how to apply
for the Online Booking System.**

To view this and previous updates online go to:
<https://schools.educationbradford.com>
and click on CPD Update in the Courses content box

Please email amanda.wright@educationbradford.com
if you have any suggestions for improvement or other feedback.

CPD Brochure 2010/2011

To: All School Staff
From: Amanda Wright, Transforming Learning Service

Please note the new CPD Brochure for 2010/2011 is now available on Bradford Schools Online. It has been updated this week.

The format of this brochure has changed in that all courses are now listed alphabetically rather than divided into sections. There is a clear index at the front of the brochure which we hope you will find easier to locate your course.

If you have any suggestions to simplify the brochure, please contact amanda.wright@educationbradford.com

Online Booking for Courses

To: Headteachers and CPD Leaders
From: CPD/Workforce Team

The CPD/Workforce team is now running an online booking system for courses. We would like as many schools as possible to use the system. The benefits for you are that it will save you time because you won't have to manually complete the course application form and fax it through to the courses desk. You will also be able to check online all the Education Bradford courses that your staff have attended.

Feedback we have received from those already using the system indicates that it is straightforward and easy to use. However, for the foreseeable future you will still be able to use the manual system if that is your preference.

Please see the Authorisation Form over the page. Please will schools nominate who will have responsibility for inputting the data and who will approve each application (the latter is the equivalent of the headteacher's signature on the current paper-based application form). You can nominate more than one person to approve course applications but each person has to be first approved by the headteacher and you will need to put the names on the Authorisation form to be returned to us. Schools will not be able to use online booking unless they complete this Authorisation form which must be authorised by the headteacher.

Schools that are not subscribed to the HR Advisory service are currently unable to book online. However we strongly suggest that you apply as processes are in place to add these schools that are unsubscribed and they will be able to use this system in the near future.

If you require any further information, please contact the Courses desk on 01274 385822 / 385821 / 385618.

Online Booking for Education Bradford Courses

Authorisation Form for Creating an Approver

School:.....

Please provide the following information: Full Names (including middle name where applicable) of staff, emails, NI Number and Date of Birth which are required to be set up as Approvers for the Online Booking System

PLEASE NOTE:

This information is required in order to match your details already held in our database and therefore enable us to issue you with login details to access Training Manager online. Once your details are matched this form will be destroyed and only authorised personnel can view this information in our database. All personnel information is treated in the strictest of confidence

1) Full Name
Email
D.O.B NI No.

2) Full Name
Email
D.O.B NI No.

3) Full Name
Email
D.O.B NI No.

Headteacher's Name:

.....

Headteacher's Signature:

.....

Please return this form to Najima Ahmed:

By Fax: 01274 385671

By Post: Education Bradford, Future House, Bolling Road, Bradford, BD4 7EB

If you have any queries regarding this form, please contact Najima on 01274 385618.

Higher Level Teaching Assistants - Six Day Programme

To: Aspiring HLTA's
From: Russell Brewood, Administrator T 01274 385549
Evelyn Haigh, Workforce Development Coordinator T 01274 385936

What is HLTA status?

HLTA status has been introduced for support staff working at a high level to support teaching and learning. The status provides formal recognition for the skills, knowledge and experience you have gained. These courses are free to schools.

Network meetings

These meetings provide an opportunity to share good practice, discuss training needs and opportunities and listen to speakers on a range of topics which will help HLTAs and aspiring HLTAs to improve their practice.

The next network meeting TBA.

HLTA Taster Sessions

It is highly recommended that you attend a taster session before applying for the HLTA status course.

The next HLTA Taster session TBA.

Applications

Dates and venues have now been arranged for the HLTA programmes all year. Start dates for the upcoming year where places are available for the next academic year will be provided shortly.

If you are interested in applying for the HLTA programme, please apply using the HLTA application form which can be found at

<https://schools.educationbradford.com/Schools/CMSPage.aspx?mid=438>

HLTA: Contacts

Russell Brewood: Workforce Development (HLTA) Administrator
Tel: 01274 385549 Email: russell.brewood@educationbradford.com

Evelyn Haigh: Workforce Development Coordinator
Tel: 01274 385936 Email: evelyn.haigh@educationbradford.com

2010/2011 Courses

New Courses

HR010P/01	22/09/2010	Introduction and HR Strategy
HR010P/02	05/10/2010	Performance Management for Teaching and Non Teaching Staff
HR010P/03	20/10/2010	Managing Change Restructuring and Redundancy
HR010P/04	22/10/2010	Safer Recruitment
HR010P/05	04/11/2010	Coaching for Results: Helping others Develop Themselves
HR010P/06	10/11/2010	Flexible Employment Practice
HR010P/07	11/11/2010	Safer Recruitment
HR010P/08	24/11/2010	Recruitment & Selection
HR010P/09	03/12/2010	Child Protection - Allegations Management
HR010P/10	08/12/2010	Attendance Management
HR010P/11	06/01/2011	Employment Law Update
HR010P/12	11/01/2011	Powerful Language: Influencing with Integrity
HR010P/13	12/01/2011	Safer Recruitment
HR010P/14	19/01/2011	Dealing with Staff Grievances (Complaints)
HR010P/15	26/01/2011	Safer Recruitment
HR010P/16	02/02/2011	Staff Wellbeing and Stress Prevention
HR010P/17	16/02/2011	Safer Recruitment
HR010P/18	16/02/2011	Handling Disciplinary Issues
HR010P/19	02/03/2011	Attendance Management
HR010P/20	11/03/2011	Safer Recruitment
HR010P/21	16/03/2011	Child Protection - Allegations Management
HR010P/22	30/03/2011	Managing Staff Capability
HR010P/23	07/04/2011	HR for Business Administration
HR010P/24	19/05/2011	Building High Performance Teams: Achieving More Together

Places Remaining

LIT10F/32	11/10/2010	Support for Spelling in Y4-Y6
NUM10F/06	11/10/2010	Mathematics Subject Leader Network Meeting
SEC10F/04	11/10/2010	English SLDM – One
SEC10P/17	11/10/2010	Secondary EMA Strand Meeting
LIT10P/10	12/10/2010	Launch of APP Materials for Science and Speaking and Listening
MUSOMP/01	12/10/2010	Delivering Visual Arts in the Primary School (3D)
NUM10F/07	12/10/2010	Mathematics Subject Leader Network Meeting
TLS10F/14	13/10/2010	Glitter, Glue and Garlands - A Christmas Course for Support Staff in Primary Schools
EA010P/01	13/10/2010	Gifted and Talented Network Meeting - Bradford South
LIT10P/11	13/10/2010	Launch of APP Materials for Science and Speaking and Listening
NUM10F/08	13/10/2010	Mathematics Subject Leader Network Meeting
BRP10P/01	14/10/2010	Better Reading Partnership Two Day training
EA010P/02	14/10/2010	Gifted and Talented Network Meeting - Bradford East
NUM10F/09	14/10/2010	Mathematics Subject Leader Network Meeting
LIT0F/41	14/10/2010	Support for Spelling in Y2 and Y3
NUM10F/10	15/10/2010	Mathematics Subject leader Network meeting
LIT10F/33	19/10/2010	Looking at Progression in Y2 and Y3
EA010P/03	20/10/2010	Gifted and Talented Network Meeting – Shipley and Keighley
LIT10F/34	20/10/2010	Looking at Progression in Y2 and Y3
SEC10P/26	20/10/2010	Y7 and Y8 Gifted and Talented Workshop
TLS10/11	21/10/2010	Stepping up into Senior Leadership
PRI10P/07	21/10/2010	Let's Focus on French
PRI10P/08	21/10/2010	Let's Focus on French

CPD Programme for Academic Years 2010/2011

Due to the high volume of applications currently being received, the Courses Desk is undertaking all processing in date order. We will endeavour to process all outstanding course applications as soon as possible. Applications received by 2 July 2010 for courses starting up to 1 September 2010 have been processed and a response has been sent.

Everyone wishing to attend a course must fill in an application form (Version 8). A copy can be found at the end of this section.

All application forms received by the Workforce Reform and Development Team, Courses Desk will get a response; either an acceptance letter or a decline letter. You are advised to make sure you are booked on to a course before attending to avoid disappointment. If you have not received a response after sending the Courses Desk an application form please contact the team on one of the following numbers 01274 385822, 01274 385821, 01274 385618.

Please ensure that you submit your application to us using the Version 8 application form and that all these forms are sent with an authorised signature

You can view all our courses online at
<http://schools.educationbradford.com/Schools/Home.aspx>

New Courses

Title Introduction and HR Strategy				Course number HR010P/01			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others. <u>Content of the course:</u> Everything you wanted to know about HR but were reluctant to ask! Delegates will gain: <ul style="list-style-type: none"> • An overview of the HR planning process • An understanding of developing an HR strategy for their school • Knowledge of developing strategies for successful people management • An understanding of the link between organisational objectives and policies and procedures <p><i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i></p>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	22.09.10	Times	09.00-13.00	Venue	Thornbury Centre, Bradford	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources - Education Bradford		



Title Performance Management for Teaching and Non-Teaching Staff				Course number HR010P/02			
Description of Course							
<u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> How do I get the best out of my team members? Delegates will gain:							
<ul style="list-style-type: none"> • A greater understanding of the principles of Performance Management • An awareness of the benefits and potential constraints of performance reviews • The knowledge to enable them to develop strategies for maximising staff performance • A more in-depth understanding of the benefits of being able to give, and receive, constructive feedback 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	05.10.10	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Workforce Development - Education Bradford Human Resources - Education Bradford		

Title Managing Change Restructuring and Redundancy Planning				Course number HR010P/03			
Description of Course							
<u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Practical human resources solutions for managing change in the workplace. Delegates will learn:							
<ul style="list-style-type: none"> • How to safely make changes to your staffing structure, employee working hours and align your budget to your staffing needs • To effectively implement a change of culture whilst enabling colleagues to cope with the rapidly changing environment • How to lay the foundations for change and implement strategic change 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	20.10.10	Times	09.00-13.00	Venue	BTAL , Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources - Education Bradford		

Title Safer Recruitment				Course number HR010P/04			
Description of Course							
<u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to:							
<ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	22.10.10	Times	09.00-17.00	Venue	Future House	No of sessions 1	
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Coaching for Results: Helping Others Develop Themselves				Course number HR010P/05			
Description of Course							
<u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Get the skills and tools you need to bring out the best in others, enabling them to achieve more of the results they desire: • Develop your confidence and competence in coaching others • Help individuals improve, develop and learn new skills • Use an effective coaching style to bring out the best in others • Enable individuals to set achievable goals to accelerate their personal and professional success 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	04.11.10	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions 1	
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	First Position - External Tutor Human Resources - Education Bradford		

Title Flexible Employment Practice				Course number HR010P/06			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Gain more flexibility from your workforce. Delegates will gain a greater understanding of: <ul style="list-style-type: none"> • Carrying out staffing reviews prior to recruitment planning • Developing robust workforce planning systems • Flexible working and the Law 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	10.11.10	Times	09.00-13.00	Venue	Hirst Wood Bakery, Shipley	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources - Education Bradford		

Title Safer Recruitment				Course number HR010P/07			
Description of Course <u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to: <ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	11.11.10	Times	09.00-17.00	Venue	Future House	No of sessions	1
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Recruitment and Selection				Course number HR010P/08			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Delegates will gain a greater understanding of: <ul style="list-style-type: none"> • Development of recruitment and selection processes that best meet the needs of the school • Identifying roles that will offer the school a more flexible workforce • The effective use of fixed term / temporary contracts within the constraints of current Employment Legislation 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	24.11.10	Times	09.00-13.00	Venue	Hirst Wood Bakery, Shipley	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources - Education Bradford		

Title Child Protection – Allegations Management				Course number HR010P/09			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Dealing with an investigation into allegations of a child protection nature. Delegates will learn about: <ul style="list-style-type: none"> • The Local Authority Designated Officer procedures • The do's and don'ts when allegations of a child protection nature are made • Current and planned statutory guidance on matters relating to child protection • Which other parties are to be consulted on allegations of this nature • How to take a case of a child protection nature forward to conclusion 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	03.12.10	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Child Protection - Education Bradford Human Resources - Education Bradford		

Title Attendance Management				Course number HR010P/10			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Dealing with your absent employee. Effective, pro-active attendance management is key to maximising staff attendance at work. Delegates will gain:							
<ul style="list-style-type: none"> • A more comprehensive understanding of the principles of pro-active attendance management • The ability to identify patterns of absence developing, differentiating between short-term persistent absence and long term absence and the most appropriate methods of dealing with each of these • The ability to develop strategies for pro-active attendance management in the workplace 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	08.12.10	Times	09.00-13.00	Venue	Hirst Wood Bakery, Shipley	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Susan Gee (EH&WB) - External Tutor Human Resources - Education Bradford		

Title Employment Law Update				Course number HR010P/11			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Are we legal? An update on recent Employment Legislation changes and any coming up in the near future. Delegates will gain an understanding of:							
<ul style="list-style-type: none"> • The most recent changes in Employment Legislation and any planned for the future • How to "future proof" their own policies and procedures in line with planned changes to Employment Legislation • How changes in Employment Legislation will impact on their working practices • Why it is important to follow the relevant procedure when dealing with staffing issues 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	06.01.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Paul Menham (DWF Legal Adviser) – External Tutor Human Resources - Education Bradford		

Title Powerful Language: Influencing with Integrity				Course number HR010P/12			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Develop your understanding and skills in using language as a powerful tool to engage and influence others • Understand how language limits and expands people's perception of what is possible • Tailor your language to appeal to different thinking styles • Have conversations that deliver messages with real impact • Influence with integrity and ease 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	11.01.11	Times	09.00-13.00	Venue	Future House	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	First Position – External Tutor Human Resources – Education Bradford		

Title Safer Recruitment				Course number HR010P/13			
Description of Course <u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to:							
<ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	12.01.11	Times	09.00-17.00	Venue	Future House	No of sessions	1
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Dealing with Staff Grievances (Complaints)				Course number HR010P/14			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> A broken employee relationship? What is a grievance and how do I deal with one. Delegates will learn to:							
<ul style="list-style-type: none"> • Understand the nature of the employee relations and how grievances occur • Carry out formal investigations into complaints, making recommendations that focus on resolution • How to recognise a grievance in a letter of resignation 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	19.01.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources - Education Bradford		

Title Safer Recruitment				Course number HR010P/15			
Description of Course <u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to:							
<ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	26.01.11	Times	09.00-17.00	Venue	Future House	No of sessions	1
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Staff Wellbeing and Stress Prevention				Course number HR010P/16			
Description of Course							
<u>Intended outcomes for learners: (where relevant)</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Help your staff reduce the symptoms of stress. Delegates attending this module will learn about:							
<ul style="list-style-type: none"> • Recognising and understanding the reactions people exhibit when they feel stressed and how to handle and reduce the symptoms, which support specific ways to handle staffing issues • Identifying interruptions that people experience and developing a solution-focused approach to taking control • Identifying and changing their own thinking patterns in order to identify similar patterns in others 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	02.02.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Alison Wilson (Stress Management Coach) – External Tutor Human Resources – Education Bradford		

Title Safer Recruitment				Course number HR010P/17			
Description of Course							
<u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to:							
<ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	16.02.11	Times	09.00-17.00	Venue	Future House	No of sessions	1
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Handling Disciplinary Issues				Course number HR010P/18			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> How do I deal with staff conduct issues? Dealing effectively with issues of a disciplinary nature. Delegates will learn: <ul style="list-style-type: none"> • How to proceed when allegations are made against an employee, including child protection allegations • How to conduct an investigation into allegations, and make appropriate recommendations for level of sanction • How to prepare for and present a case at a disciplinary hearing • An understanding of the levels of warning and when suspension may be appropriate 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	16.02.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources – Education Bradford Paul Menham (DWF Legal Adviser) – External Tutor		

Title Attendance Management				Course number HR010P/19			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Dealing with your absent employee. Effective, pro-active attendance management is key to maximising staff attendance at work. Delegates will gain: <ul style="list-style-type: none"> • A more comprehensive understanding of the principles of pro-active attendance management • The ability to identify patterns of absence developing, differentiating between short-term persistent absence and long term absence and the most appropriate methods of dealing with each of these • The ability to develop strategies for pro-active attendance management in the workplace 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	02.03.11	Times	09.00-13.00	Venue	Hirst Wood Bakery, Shipley	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Susan Gee (EH&WB) - External Tutor Human Resources - Education Bradford		

Title Safer Recruitment				Course number HR010P/20			
Description of Course							
<u>Intended outcomes for learners:</u> DfE commissioned the training, via CWDC (previously via NCSL), to support the understanding and implementation of DfE's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). It incorporates a written assessment, which must be completed at the end of the workshop.							
<u>Intended outcomes for participants:</u> This full-day workshop is aimed at staff who actively recruit within schools and will help you to:							
<ul style="list-style-type: none"> • Identify the key features of recruitment that help deter or prevent the appointment of unsuitable people • Consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting • Review the recruitment and induction policies and practices of your service with a view to making them safer • It is a statutory requirement in Education from 1 January 2010 to have a minimum of one person trained on Safer Recruitment per selection panel 							
<u>Content of the course:</u> The workshop is a participative alternative to CWDC's online Safer Recruitment Training. We encourage schools to forecast how many places you will need throughout the rest of the academic year.							
Intended Participants		All/Any Adults					
Phase of education:		All					
Date/s	11.03.11	Times	09.00-17.00	Venue	Future House	No of sessions	1
Cost	£50 to Bradford Schools			Tutor	Human Resources - Education Bradford Child Protection - Education Bradford		

Title Child Protection – Allegations Management				Course number HR010P/21			
Description of Course							
<u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Dealing with an investigation into allegations of a child protection nature. Delegates will learn about:							
<ul style="list-style-type: none"> • The Local Authority Designated Officer procedures • The do's and don'ts when allegations of a child protection nature are made • Current and planned statutory guidance on matters relating to child protection • Which other parties are to be consulted on allegations of this nature • How to take a case of a child protection nature forward to conclusion 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	16.03.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Child Protection - Education Bradford Human Resources - Education Bradford		

Title Managing Staff Capability				Course number HR010P/22			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Managing to improve the importance of early recognition of inadequate / sub-standard performance. Gain: • A greater understanding of how to identify, monitor, record and manage areas of employee under-performance • A better understanding of the legal context surrounding dismissal due to poor performance • Knowledge of how to prepare for, and conduct, a capability hearing/appeal 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	30.03.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources – Education Bradford		

Title HR for Business Administration				Course number HR010P/23			
Description of Course <u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u>							
A helping hand for business administration staff in supporting the management of personnel matters. Learn:							
<ul style="list-style-type: none"> • The key points to succeed in supporting investigation meetings that achieve better decisions and support outcomes • How improved analysis of absence management reporting processes and data can lead to improved management information • Development and maintenance of the staff structure to improve financial reporting and personnel changes 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	07.04.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	Human Resources – Education Bradford		

Title Building High Performing Teams: Achieving More Together				Course number HR010P/24			
Description of Course							
<u>Intended outcomes for learners:</u> The key benefit of the management development programme (MDP) is to enable schools to build capacity in the field of HR and people management by training Headteachers, other members of schools' leadership, business managers and senior staff who have a responsibility for managing or supervising others.							
<u>Content of the course:</u> Learn the steps to establishing and maintaining the high performing team you want and need:							
<ul style="list-style-type: none"> • Tap into the full potential of your team to ensure optimum performance • Ensure your team is congruently aligned behind your purpose, values and goals • Accelerate the rate at which individuals form, bond and develop into a committed and fully functioning team • Transform your team into a high performing, results oriented unit in a series of simple steps 							
<i>THERE IS A 10% DISCOUNT ON ALL HR COURSES BOOKED BEFORE 31 JULY 2010</i>							
Intended Participants		Leadership Team Member					
Phase of education:		All					
Date/s	19.05.11	Times	09.00-13.00	Venue	BTAL, Laisterdyke	No of sessions	1
Cost	£140 to subscribers of HRA SLA £190 to non-subscribers			Tutor	First Position – External Tutor Human Resources – Education Bradford		

Places Remaining

Title Support for Spelling in Y4-Y6				Course number LIT10F/32			
Description of Course							
<u>Intended outcomes for learners:</u> Improved ability to develop effective independent phonics and spelling strategies to impact on the quality of writing.							
<u>Intended outcomes for participants:</u> Teachers will:							
<ul style="list-style-type: none"> • Become familiar with the new Support for Spelling materials • Know how to use and adapt the teaching sequence for spelling • Understand how to plan for phonics and spelling to meet the needs of all pupils • Develop their own subject knowledge about spelling rules and patterns and how to teach spelling in an interactive and engaging way 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Whole group information sharing • Paired and groups tasks • Practical activities • Discussion 							
Intended Participants		Y4, Y5 and Y6 Teachers					
Phase of education:		Primary					
Date/s	11.10.10	Times	09.00-15.30	Venue	Future House	No of sessions	1
Teacher professional standards:		Teaching and learning C10; P2; E3					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Literacy Consultants - Education Bradford		

Title				Course number			
Mathematics Subject Leader Network Meeting				NUM10F/06			
Description of Course							
<u>Intended outcomes for learners:</u> Quality first teaching and assessment facilitated and monitored by the subject manager.							
<u>Intended outcomes for participants:</u> You will be:							
<ul style="list-style-type: none"> • Supported to manage change • Updated with the latest mathematical developments from National Strategies • Shown a demonstration on the use of the Bradford Learning Network to support Mathematic resources and communication 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Will provide an opportunity to network and obtain feedback on the implementation of the National Strategies within schools • Use of the Bradford Learning Network as the the main form of communication from the Maths team and a demonstration on the use of maths and other resources on this learning portal 							
Intended Participants		Numeracy Co-ordinators					
Phase of education:		Primary					
Date/s	11.10.10	Times	09.00-12.00	Venue	Challenge CLC	No of sessions	1
Teacher professional standards:		Literacy, numeracy and ICT C17					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Primary Maths Team - Education Bradford		

Title				Course number			
English SLDM - One				SEC10F/04			
Description of Course							
<u>Intended outcomes for participants:</u> An opportunity for subject leaders to strengthen subject leadership by identifying and exploring issues related to improving teaching and learning in English.							
<u>Content of the course:</u> The agenda will be have an input from National Strategies with a focus on good practice in Bradford.							
Intended Participants		Middle Management					
Phase of education:		Secondary					
Date/s	11.10.10	Times	09.00-16.00	Venue	Future House	No of sessions	1
Teacher professional standards:		Teaching and learning C10; P2; E3					
Support Staff Occupational Standards:		Supporting Teaching and Learning					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Anita Dudgeon and Deborah Allen - Education Bradford		

Title Secondary EMA Strand Meeting				Course number SEC10P/17			
Description of Course <u>Intended outcomes for learners:</u> All newly arrived learners will have access to a school curriculum and environment which meets their diverse needs. <u>Intended outcomes for participants:</u> Participants will: <ul style="list-style-type: none"> • Develop strategies for whole school approach to newly arrived learners • Be aware of latest developments, resources and strategies for EAL learners • Exchange ideas and develop networks for support <u>Content of the course:</u> New Arrivals Excellence Programme explored and adapted for local need. (This will include developing a strategic overview, developing an EMA team, admission, induction, assessment, teaching and learning strategies, data and tracking, and parental and community links.) <u>Any course follow up:</u> Participants will be part of a distributed email list where they will receive updates on EAL issues.							
Intended Participants		Teachers					
Phase of education:		EMA Team Leaders					
Date/s	11.10.10	Times	13.00-16.00	Venue	Future House	No of sessions	1
Teacher professional standards:		Achievement and diversity Q18-20; C18-21; E6					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	Ruth Walker-Mahmood - Education Bradford		

Title Launch of APP Materials for Science and Speaking and Listening				Course number LIT10P/10			
Description of Course <u>Intended outcomes for learners:</u> Accelerated progress for all learners. <u>Intended outcomes for participants:</u> Senior management will become familiar with and be able to use the APP materials for Science and speaking and listening, and be able to disseminate the information to teachers in order to accelerate progress of all children. Participants will be able to use all the APP materials to make connections across the curriculum.							
Intended Participants		Science Co-ordinators and Assessment Co-ordinators					
Phase of education:		Primary					
Date/s	12.10.10	Times	09.00-15.30	Venue	Ramada Jarvis, Bingley (Bankfield Hotel)	No of sessions	1
Teacher professional standards:		Assessment, monitoring, feedback C31-34; E10-11					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	Consultants - Education Bradford		

Title Delivering Visual Arts in the Primary School (3D)				Course number MUS0MP/01			
Description of Course							
<u>Intended outcomes for learners:</u> Suitable for teaching assistants and HLTAs in schools who follow QCA and those who adopt or are moving towards a creative curriculum. Aimed at staff who are interested in setting up art clubs and those who will be supporting or teaching arts as part of the curriculum.							
<u>Intended outcomes for participants:</u>							
<ul style="list-style-type: none"> • To increase confidence in teaching and supporting 3D work with pupils across the key stages. • To increase staff skills in 3D art and enhance resources and ideas in 3D art. 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Staff will have new and refreshed skills in delivering 3D art. • A number of practical 3D projects that can be replicated with learners in schools. 							
<u>Any course follow up:</u> Apron or painting clothes are appropriate. Participants may wish to come with information on topics they will be covering in schools.							
This course is free to support staff but teachers can attend at a minimum charge of £45.							
Intended Participants		Support Staff					
Phase of education:		Primary					
Date/s	12.10.10	Times	09.30-15.30	Venue	Future House	No of sessions	1
Teacher professional standards:		Teaching and learning C10; P2; E3					
Support Staff Occupational Standards:		Supporting Teaching and Learning					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Tony Bullock - Education Bradford		

Title Mathematics Subject Leader Network Meeting				Course number NUM10F/07			
Description of Course <u>Intended outcomes for learners:</u> Quality first teaching and assessment facilitated and monitored by the subject manager.							
<u>Intended outcomes for participants:</u> You will be:							
<ul style="list-style-type: none"> • Supported to manage change • Updated with the latest mathematical developments from National Strategies • Shown a demonstration on the use of the Bradford Learning Network to support Mathematic resources and communication 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Will provide an opportunity to network and obtain feedback on the implementation of the National Strategies within schools • Use of the Bradford Learning Network as the the main form of communication from the Maths team and a demonstration on the use of maths and other resources on this learning portal 							
Intended Participants		Numeracy Co-ordinators					
Phase of education:		Primary					
Date/s	12.10.10	Times	09.00-12.00	Venue	Challenge CLC	No of sessions	1
Teacher professional standards:		Literacy, numeracy and ICT C17					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Primary Maths Team - Education Bradford		

Title Glitter, Glue and Garlands - A Christmas Course for Support Staff in Primary Schools				Course number TLS10F/14			
Description of Course <u>Intended outcomes for learners:</u> Skills based learning activities in Art and Design providing ideas for cards, packaging and decorations all linked to a Christmas theme. The ideas shown will be transferable to other festivals which occur throughout the school year, eg Eid, Divali, Easter, New Year etc.							
<u>Intended outcomes for participants:</u>							
<ul style="list-style-type: none"> • To increase support staff knowledge and skills in the area of Art and Design • To improve the quality and of teaching and learning in Art and Design • To provide starting points and ideas for art and design activities which can be developed across the age range • To increase staff confidence in working with a range of media and techniques • To create support materials and teaching aids for use in schools 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Practical activities with a wide variety of materials including textiles, card and 3D materials • Teaching and practice of art and design skills and the designing process • Discussion on how links to other subjects can be made to develop a more creative curriculum 							
Intended Participants		Support Staff					
Phase of education:		Primary					
Date/s	13.10.10	Times	10.00-16.00	Venue	Future House	No of sessions	1
Support Staff Occupational Standards:			Supporting Teaching and Learning				
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Adrienne Dawes - External Tutor		

Title Gifted and Talented Network Meeting – Bradford South				Course number EA010P/01			
Description of Course <u>Intended outcomes for learners:</u> Improved, enhanced and expanded Gifted and Talented provision.							
<u>Intended outcomes for participants:</u>							
<ul style="list-style-type: none"> • Receive Gifted and Talented updates • Network with local schools • Create design and develop cross school and cross phase projects • CPD in Gifted and Talented 							
<u>Content of the course:</u> The Gifted and Talented Area Network meetings bring together Gifted and Talented Co-ordinators, Lead Teachers and Mentors to:							
<ul style="list-style-type: none"> • Get important updates from the government • Share good practice from your area, Bradford and District, the country and across the world • Work together on joint CPD, enrichment and departmental Gifted and Talented projects • Improve your practice for the benefit of your school and your Gifted and Talented learners 							
If you would like to share good practice, ask about how Education Bradford can support you, or to request something is put on the agenda, please email anne.lee@educationbradford.com or j.atkinson@educationbradford.com							
Intended Participants		Teachers					
Phase of education:		All					
Date/s	13.10.10	Times	12.30-15.30	Venue	National Media Museum Bradford	No of sessions	1
Teacher professional standards:		Personal professional development C7-9; E2					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	John Atkinson and Anne Lee - Education Bradford		

Title Launch of APP Materials for Science and Speaking and Listening				Course number LIT10P/11			
Description of Course <u>Intended outcomes for learners:</u> Accelerated progress for all learners.							
<u>Intended outcomes for participants:</u> Senior management will become familiar with and be able to use the APP materials for Science and speaking and listening, and be able to disseminate the information to teachers in order to accelerate progress of all children. Participants will be able to use all the APP materials to make connections across the curriculum.							
Intended Participants		Science Co-ordinators and Assessment Co-ordinators					
Phase of education:		Primary					
Date/s	13.10.10	Times	09.00-15.30	Venue	Ramada Jarvis, Bingley (Bankfield Hotel)	No of sessions	1
Teacher professional standards:		Assessment, monitoring, feedback C31-34; E10-11					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	Consultants - Education Bradford		

Title Mathematics Subject Leader Network Meeting				Course number NUM10F/08			
Description of Course <u>Intended outcomes for learners:</u> Quality first teaching and assessment facilitated and monitored by the subject manager. <u>Intended outcomes for participants:</u> You will be: <ul style="list-style-type: none"> Supported to manage change Updated with the latest mathematical developments from National Strategies Shown a demonstration on the use of the Bradford Learning Network to support Mathematic resources and communication <u>Content of the course:</u> <ul style="list-style-type: none"> Will provide an opportunity to network and obtain feedback on the implementation of the National Strategies within schools Use of the Bradford Learning Network as the the main form of communication from the Maths team and a demonstration on the use of maths and other resources on this learning portal 							
Intended Participants		Numeracy Co-ordinators					
Phase of education:		Primary					
Date/s	13.10.10	Times	09.00-12.00	Venue	Challenge CLC	No of sessions	1
Teacher professional standards:		Literacy, numeracy and ICT C17					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Primary Maths Team - Education Bradford		

Title Better Reading Partnership 2 Day training				Course number BRP10P/01			
Description of Course This targeted, time limited, one to one Wave 2 reading intervention enables trained Reading Partners to support and develop pupils' understanding of the reading process and enable pupils to become successful independent readers. The training is across the primary phase.							
<u>Outcomes for learners in schools</u> Increasing evidence shows that pupils who have received this reading intervention have made significant gains in their confidence and reading ability.							
<u>Intended outcomes for participants:</u> To equip participants to feel confident to deliver a Better Reading Partnership programme in school, using a range of methods and strategies covered on the training. Partners will be expected to work individually with at least two pupils for 15 minutes, three times a week for 10 weeks.							
<u>Content of the course:</u> This two day activity based course for school based staff includes:							
<ul style="list-style-type: none"> • Observation of two lessons • Information on the reading process • Developing questioning skills • Administering and analysing running records • Record keeping 							
<u>Any course follow up:</u>							
<ul style="list-style-type: none"> • There will be an expectation that SMT within each school will monitor and evaluate the programme to ensure effective practice and gather evidence of impact on children's learning. • There is also a free half day follow on training session, which includes another opportunity to observe and reflect on a session. • Participants will also have a chance to share and extend good practice. 							
Intended Participants		Teachers and Teaching Assistants					
Phase of education:		Primary					
Date/s	14.10.10 15.10.10	Times	09.00-15.30 09.00-15.30	Venue	Future House Future House	No of sessions 2	
Teacher professional standards:		Teaching and learning C10; P2; E3					
Support Staff Occupational Standards:		Supporting Teaching and Learning					
Cost	£350 to Non-Subscribers of TLS £310 to Subscribers of TLS		Tutor	Jan Hill - Education Bradford			

Title Gifted and Talented Network Meeting – Bradford East				Course number EA010P/02			
Description of Course <u>Intended outcomes for learners:</u> Improved, enhanced and expanded Gifted and Talented provision.							
<u>Intended outcomes for participants:</u>							
<ul style="list-style-type: none"> • Receive Gifted and Talented updates • Network with local schools • Create design and develop cross school and cross phase projects • CPD in Gifted and Talented 							
<u>Content of the course:</u>							
The Gifted and Talented Area Network meetings bring together Gifted and Talented Co-ordinators, Lead Teachers and Mentors to:							
<ul style="list-style-type: none"> • Get important updates from the government • Share good practice from your area, Bradford and District, the country and across the world • Work together on joint CPD, enrichment and departmental Gifted and Talented projects • Improve your practice for the benefit of your school and your Gifted and Talented learners 							
If you would like to share good practice, ask about how Education Bradford can support you, or to request something is put on the agenda, please email anne.lee@educationbradford.com or j.atkinson@educationbradford.com							
Intended Participants		Teachers					
Phase of education:		All					
Date/s	14.10.10	Times	12.30-15.30	Venue	National Media Museum Bradford	No of sessions	1
Teacher professional standards:		Personal professional development C7-9; E2					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	John Atkinson and Anne Lee - Education Bradford		

Title Mathematics Subject Leader Network Meeting				Course number NUM10F/09			
Description of Course <u>Intended outcomes for learners:</u> Quality first teaching and assessment facilitated and monitored by the subject manager.							
<u>Intended outcomes for participants:</u>							
You will be:							
<ul style="list-style-type: none"> • Supported to manage change • Updated with the latest mathematical developments from National Strategies • Shown a demonstration on the use of the Bradford Learning Network to support Mathematic resources and communication 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Will provide an opportunity to network and obtain feedback on the implementation of the National Strategies within schools • Use of the Bradford Learning Network as the the main form of communication from the Maths team and a demonstration on the use of maths and other resources on this learning portal 							
Intended Participants		Numeracy Co-ordinators					
Phase of education:		Primary					
Date/s	14.10.10	Times	09.00-12.00	Venue	Challenge CLC	No of sessions	1
Teacher professional standards:		Literacy, numeracy and ICT C17					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Primary Maths Team - Education Bradford		

Title Support for Spelling in Y2 and Y3				Course number LIT10F/41			
Description of Course							
<u>Intended outcomes for learners:</u> Improved ability to develop effective independent phonics and spelling strategies to impact on the quality of writing.							
<u>Intended outcomes for participants:</u> Teachers will:							
<ul style="list-style-type: none"> • Become familiar with the new Support for Spelling materials • Know how to use and adapt the teaching sequence for spelling • Understand how to plan for phonics and spelling to meet the needs of all pupils • Develop their own subject knowledge about spelling rules and patterns and how to teach spelling in an interactive and engaging way 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Whole group information sharing • Paired and groups tasks • Practical activities • Discussion 							
Intended Participants		Y2 and Y3 Teachers					
Phase of education:		Primary					
Date/s	14.10.10	Times	09.00-15.30	Venue	Future House	No of sessions	1
Teacher professional standards:		Teaching and learning C10; P2; E3					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Literacy Consultants - Education Bradford		

Title Mathematics Subject Leader Network Meeting				Course number NUM10F/10			
Description of Course							
<u>Intended outcomes for learners:</u> Quality first teaching and assessment facilitated and monitored by the subject manager.							
<u>Intended outcomes for participants:</u> You will be:							
<ul style="list-style-type: none"> • Supported to manage change • Updated with the latest mathematical developments from National Strategies • Shown a demonstration on the use of the Bradford Learning Network to support Mathematic resources and communication 							
<u>Content of the course:</u>							
<ul style="list-style-type: none"> • Will provide an opportunity to network and obtain feedback on the implementation of the National Strategies within schools • Use of the Bradford Learning Network as the the main form of communication from the Maths team and a demonstration on the use of maths and other resources on this learning portal 							
Intended Participants		Numeracy Co-ordinators					
Phase of education:		Primary					
Date/s	15.10.10	Times	09.00-12.00	Venue	Challenge CLC	No of sessions	1
Teacher professional standards:		Literacy, numeracy and ICT C17					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Primary Maths Team - Education Bradford		

Title Looking at Progression in Y2 and Y3				Course number LIT10F/33			
Description of Course <u>Intended outcomes for learners:</u> Accelerating progress in Y2 and Y3.							
<u>Intended outcomes for participants:</u> Participants will:							
<ul style="list-style-type: none"> • Develop subject knowledge and effective practices in assessment to impact on teaching and learning • Be able to plan effectively for guided work • Be able to use collaborative methods of CPD including lesson study to continue to develop their practice following the CPD • Be able to plan for using high quality texts and visual literacy to motivate and engage all pupils • Be updated with latest documentation • Be able to plan for effective transition from KS1 to KS2 							
Intended Participants		KS2 Teachers					
Phase of education:		Primary					
Date/s	19.10.10 10.01.11	Times	09.00-15.30 09.00-15.30	Venue	Future House Future House	No of sessions	2
Teacher professional standards:		Teaching and learning C10; P2; E3					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Literacy Consultants - Education Bradford		

Title Gifted and Talented Network Meeting – Shipley and Keighley				Course number EA010P/03			
Description of Course <u>Intended outcomes for learners:</u> Improved, enhanced and expanded Gifted and Talented provision.							
<u>Intended outcomes for participants:</u>							
<ul style="list-style-type: none"> • Receive Gifted and Talented updates • Network with local schools • Create design and develop cross school and cross phase projects • CPD in Gifted and Talented 							
<u>Content of the course:</u> The Gifted and Talented Area Network meetings bring together Gifted and Talented Co-ordinators, Lead Teachers and Mentors to:							
<ul style="list-style-type: none"> • Get important updates from the government • Share good practice from your area, Bradford and District, the country and across the world • Work together on joint CPD, enrichment and departmental Gifted and Talented projects • Improve your practice for the benefit of your school and your Gifted and Talented learners 							
If you would like to share good practice, ask about how Education Bradford can support you, or to request something is put on the agenda, please email anne.lee@educationbradford.com or j.atkinson@educationbradford.com							
Intended Participants		Teachers					
Phase of education:		All					
Date/s	20.10.10	Times	12.30-15.30	Venue	National Media Museum Bradford	No of sessions	1
Teacher professional standards:		Personal professional development C7-9; E2					
Cost	£45 to Non-Subscribers of TLS £45 to Subscribers of TLS			Tutor	John Atkinson and Anne Lee - Education Bradford		

Title Looking at Progression in Y2 and Y3				Course number LIT10F/34			
Description of Course <u>Intended outcomes for learners:</u> Accelerating progress in Y2 and Y3. <u>Intended outcomes for participants:</u> Participants will: <ul style="list-style-type: none"> • Develop subject knowledge and effective practices in assessment to impact on teaching and learning • Be able to plan effectively for guided work • Be able to use collaborative methods of CPD including lesson study to continue to develop their practice following the CPD • Be able to plan for using high quality texts and visual literacy to motivate and engage all pupils • Be updated with latest documentation • Be able to plan for effective transition from KS1 to KS2 							
Intended Participants		KS2 Teachers					
Phase of education:		Primary					
Date/s	20.10.10 12.01.11	Times	09.00-15.30 09.00-15.30	Venue	Future House Future House	No of sessions	2
Teacher professional standards:		Teaching and learning C10; P2; E3					
Cost	This is FREE to Non-Subscribers of TLS This is FREE to Subscribers of TLS			Tutor	Literacy Consultants - Education Bradford		

Title Y7 and Y8 Gifted and Talented Workshop				Course number SEC10P/26			
Description of Course <u>Intended outcomes for learners:</u> <ul style="list-style-type: none"> • Developing pupils' reasoning and communication skills • Develop confidence and work on tasks that involve using the same mathematics in increasingly difficult or unfamiliar contexts • Work collaboratively as well as independently <u>Intended outcomes for participants:</u> To disseminate the activities to their department so that Gifted and Talented pupils make the expected level of progress. <u>Content of the course:</u> Mathematics workshops and presentations by pupils.							
Intended Participants		KS3 Teachers					
Phase of education:		Secondary					
Date/s	20.10.10	Times	09.00-15.00	Venue	Future House	No of sessions	1
Teacher professional standards:		C26, C29, C30, C31-C36, P2-P10					
Cost	£190 to Non-Subscribers of TLS £170 to Subscribers of TLS			Tutor	Raj Kumar - Education Bradford		

Title Stepping up into Senior Leadership		Course number TLS10P/11	
Description of Course A two-day programme for recently appointed Assistant Headteachers and members of the Senior Leadership Team in schools.			
<u>Intended outcomes for learners:</u> The programme will focus on the current standards for senior leadership of schools, providing practical strategies and approaches to build the confidence and capacity of recently appointed leaders.			
Skill development focus will include:			
<ul style="list-style-type: none"> • Setting and communicating a vision • Leading and motivating a team • Strategic school improvement planning • Coaching and feedback • Leading and managing change 			
<u>Content of the course:</u>			
<ul style="list-style-type: none"> • To deepen knowledge and understanding about leadership and leadership behaviours. • To extend and widen perspectives on educational leadership. • To develop confidence and skills for leading and managing change and improvement in educational settings. 			
The sessions will be interactive and engaging, modelling tools and techniques for leaders to use in their new roles.			
<u>Partnership with Edge Hill University</u>			
All participants will be able to accredit their learning on the programme and from the practical application of approaches towards study at Masters Level.			
Intended Participants		Recently Appointed Assistant Headteachers and Senior Leaders	
Phase of education:		All	
Date/s	21.10.10 22.10.10	Times	09.15-15.15 09.15-15.15
Venue	Future House Future House		No of sessions
Teacher professional standards:		Personal professional development C7-9; E2	
Cost	£350 to Non-Subscribers of TLS £310 to Subscribers of TLS		Tutor Karen Ardley - External Tutor

Title Let's Focus on French		Course number PRI10P/07	
Description of Course			
<u>Intended outcomes for participants:</u> Participants will increase their confidence to deliver French, as well as improve their linguistic knowledge. Language specific to classroom life and daily routine will be developed. Participants will gain a greater insight into Primary MFL methodology and effective resources that can support teaching and learning.			
<u>Content of the course:</u> Is your French a little rusty? Are you teaching French but don't feel very confident with your knowledge of French and Primary MFL methodology? Would you like to build up your knowledge of French to support your teaching? Then this course could be for you. It is aimed at teachers wishing to increase their linguistic skills as well as developing effective strategies that can be used to support the teaching and learning of French. You will partake in practical, hands-on activities based around vocabulary and themes that is included in primary MFL schemes of work. Language specific to classroom life and daily routine will be developed. You will have the opportunity to discuss your needs and ask questions regarding MFL in a friendly, informal environment with others. The course will run over seven sessions. The first session is a full day course to be held at Future House. The following six sessions will be held on Thursdays (15.45-17.30) at Belle Vue Girls School. <u>Any course follow up:</u> Lesson observation to ensure that participants are using strategies demonstrated and practised on the course.			
Intended Participants		KS1 and KS2 Teachers	
Phase of education:		Primary	
Date/s	Times	Venue	No of sessions
21.10.10	09.15-15.45	Future House	7
04.11.10	15.45-17.30	Belle Vue Girls School	
11.11.10	15.45-17.30	Belle Vue Girls School	
18.11.10	15.45-17.30	Belle Vue Girls School	
25.11.10	15.45-17.30	Belle Vue Girls School	
02.12.10	15.45-17.30	Belle Vue Girls School	
09.12.10	15.45-17.30	Belle Vue Girls School	
Teacher professional standards:		Teaching and learning C10; P2; E3	
Cost	£190 to Non-Subscribers of TLS £170 to Subscribers of TLS	Tutor	Beverley Minor - Education Bradford

Title Let's Focus on French		Course number PRI10P/08	
Description of Course			
<u>Intended outcomes for participants:</u> Participants will increase their confidence to deliver French, as well as improve their linguistic knowledge. Language specific to classroom life and daily routine will be developed. Participants will gain a greater insight into Primary MFL methodology and effective resources that can support teaching and learning.			
<u>Content of the course:</u> Is your French a little rusty? Are you teaching French but don't feel very confident with your knowledge of French and Primary MFL methodology? Would you like to build up your knowledge of French to support your teaching? Then this course could be for you. It is aimed at teachers wishing to increase their linguistic skills as well as developing effective strategies that can be used to support the teaching and learning of French. You will partake in practical, hands-on activities based around vocabulary and themes that is included in primary MFL schemes of work. Language specific to classroom life and daily routine will be developed. You will have the opportunity to discuss your needs and ask questions regarding MFL in a friendly, informal environment with others. The course will run over seven sessions. The first session is a full day course to be held at Future House. The following six sessions will be held on Thursdays (15.45-17.30) at The Holy Family Catholic School, Keighley. <u>Any course follow up:</u> Lesson observation to ensure that participants are using strategies demonstrated and practised on the course.			
Intended Participants		KS1 and KS2 Teachers	
Phase of education:		Primary	
Date/s	Times	Venue	No of sessions
21.10.10	09.15-15.45	Future House	7
02.11.10	15.45-17.30	Holy Family Catholic School	
09.11.10	15.45-17.30	Holy Family Catholic School	
16.11.10	15.45-17.30	Holy Family Catholic School	
23.11.10	15.45-17.30	Holy Family Catholic School	
30.11.10	15.45-17.30	Holy Family Catholic School	
07.12.10	15.45 -17.30	Holy Family Catholic School	
Teacher professional standards:		Teaching and learning C10; P2; E3	
Cost	£190 to Non-Subscribers of TLS £170 to Subscribers of TLS	Tutor	Beverley Minor - Education Bradford

**COURSE/CONFERENCE APPLICATION FORM
HR Management Development Programme (2010 – 2011) ONLY**

Course Number

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Course start date

Last session date

Course Title

Please Circle

Ms /Mrs /Miss /Mr

Full Name (in block capitals)

Job Title

Name & Address of School

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Post Code

Tel:

Fax:

Authorised School/EB Signature – Sign here
NB by signing you are accepting the conditions overleaf

Refreshments: All food is buffet style, hot and cold drinks are provided.

Dietary Requirements:

I would like a Vegetarian/Halal option

I am a Diabetic

I have an Allergy/Intolerance to

(Preferences and dislikes cannot be catered for. However please state if generic to all foods eg no butter on sandwiches)

Special Requirements: Please tell us if you have any other special requirements other than dietary.

Serco Education Bradford Staff only: please provide the following so we can charge internally (this is still required for free courses)

WBS Element: E.519.

Please complete and return to:

The Courses Desk : Transforming Learning Service, Education Bradford, Future House, Bolling Road, Bradford BD4 7EB or fax to **01274 385671**

COURSE/CONFERENCE APPLICATION FORM cont.

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that the full fee will be charged unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Courses/conferences will be invoiced directly to your school/organisation.

Course Information

Date	Training Course	Course Ref	Venue	Cost
22-Sep-10	Introduction & HR Strategy	HR010P/01	Thornbury Centre	£140 / £190*
05-Oct-10	Performance Management	HR010P/02	BTAL (UK) Ltd	£140 / £190*
20-Oct-10	Managing Change	HR010P/03	BTAL (UK) Ltd	£140 / £190*
22-Oct-10	Safer Recruitment (1 Full Day)	HR010P/04	Future House	£50.00
04-Nov-10	Coaching for Results	HR010P/05	BTAL (UK) Ltd	£140 / £190*
10-Nov-10	Flexible Employment Practice	HR010P/06	Hughes Bakery	£140 / £190*
11-Nov-10	Safer Recruitment (1 Full Day)	HR010P/07	Future House	£50.00
24-Nov-10	Recruitment & Selection	HR010P/08	Hughes Bakery	£140 / £190*
03-Dec-10	Child Protection: Allegations Management	HR010P/09	BTAL (UK) Ltd	£140 / £190*
08-Dec-10	Attendance Management	HR010P/10	Hughes Bakery	£140 / £190*
06-Jan-11	Employment Law Update	HR010P/11	BTAL (UK) Ltd	£140 / £190*
11-Jan-11	Powerful Language	HR010P/12	Future House	£140 / £190*
12-Jan-11	Safer Recruitment (1 Full Day)	HR010P/13	Future House	£50.00
19-Jan-11	Dealing with Staff Grievances (Complaints)	HR010P/14	BTAL (UK) Ltd	£140 / £190*
26-Jan-11	Safer Recruitment (1 Full Day)	HR010P/15	Future House	£50.00
02-Feb-11	Staff Wellbeing & Stress Prevention	HR010P/16	BTAL (UK) Ltd	£140 / £190*
16-Feb-11	Safer Recruitment (1 Full Day)	HR010P/17	Future House	£50.00
16-Feb-11	Handling Disciplinary Issues	HR010P/18	BTAL (UK) Ltd	£140 / £190*
02-Mar-11	Attendance Management	HR010P/19	Hughes Bakery	£140 / £190*
11-Mar-11	Safer Recruitment (1 Full Day)	HR010P/20	Future House	£50.00
16-Mar-11	Child Protection: Allegations Management	HR010P/21	BTAL (UK) Ltd	£140 / £190*
30-Mar-11	Managing Staff Capability	HR010P/22	BTAL (UK) Ltd	£140 / £190*
07-Apr-11	HR for Business Administration	HR010P/23	BTAL (UK) Ltd	£140 / £190*
19-May-11	Building High Performing Teams	HR010P/24	BTAL (UK) Ltd	£140 / £190*

* £140 per delegate, per session for those schools who subscribe to the HR Advisory Service
 £190 per delegate, per session for those schools who do not subscribe to the HR Advisory Service

Venue Locations

BTAL (UK) Ltd, BTAL House, Laisterdyke, Bradford, BD4 8AT

Hughes Bakery (AKA Hirst Wood Bakery), Hirst Lane, Hirst Wood, Shipley, BD18 4NQ

Thornbury Centre, Leeds Old Road, Thornbury, Bradford, BD3 8JX

Future House (Education Bradford), Bolling Road, Bradford, BD4 7EB

Car Park 1 - Surrounds Future House and usually full from 08.30am

Car Park 2 - Mill Lane (opposite Future House – across from Mill Lane Public House) and usually full from 08.30am

Car Park 3 – Kashmir Bakery on Bolling Road (entrance is opposite to the entrance of car park 1)

COURSE/CONFERENCE APPLICATION FORM (Version 8)

Course Number

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Course start date

Last session date

Course Title

Please Circle

Ms /Mrs /Miss /Mr

Full Name (in block capitals)

Job Title

Name & Address of School

Post Code

Tel:

Fax:

Authorised School/EB Signature – Sign here
NB by signing you are accepting the conditions overleaf

Refreshments: All food is buffet style, hot and cold drinks are provided.

Dietary Requirements:

I would like a Vegetarian/Halal option

I am a Diabetic

I have an Allergy/Intolerance to

(Preferences and dislikes cannot be catered for. However please state if generic to all foods eg no butter on sandwiches)

Special Requirements: Please tell us if you have any other special requirement sother than dietary.

Serco Education Bradford Staff only: please provide the following so we can charge internally (this is still required for free courses)

WBS Element: E.519.

Please complete and return to:

The Courses Desk : Transforming Learning Service, Education Bradford, Future House, Bolling Road, Bradford BD4 7EB or fax to **01274 385671**

COURSE/CONFERENCE APPLICATION FORM cont.

Chargeable Courses/Conferences

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that the full fee will be charged unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Courses/conferences will be invoiced directly to your school/organisation.

Non Chargeable Courses

Acceptances:

Places will be allocated on a first come first served basis and your acceptance will be confirmed to you in writing.

Cancellations:

Please note that a fee of **£25** will be charged for courses that are "free" at the point of delivery unless cancellations are made in writing and received by us at least **7 working days** before the start of the course/conference.

Invoices:

Although these courses are not chargeable a **£25** cancellation charge will be invoiced directly to your school/organisation if at least **7 working days** notice is not given.

Car Parking information

Car Park 1 - Surrounds Future House and usually full from 08.30am

Car Park 2 - Mill Lane (opposite Future House – across from Mill Lane Public House) and usually full from 08.30am

Car Park 3 – Kashmir Bakery on Bolling Road (entrance is opposite to the entrance of car park 1)