

2020 - 2021



# secondary CPD training programme

[hackneyservicesforschools.co.uk](http://hackneyservicesforschools.co.uk)



hackney  
learning trust

Hackney Learning Trust's Continuing Professional Development programme for 2020–2021 takes place at The Tomlinson Centre and various centres.

Opened in April 2009, this £4.5m purpose-built centre has eleven rooms over two floors and a cutting edge IT Centre.



the  
tomlinson  
centre

Dear Colleagues,

We are again delighted to present our professional development programme for colleagues in schools and settings across Hackney, London and beyond.

The past academic year's training was cut short due to COVID-19 and we acknowledge that the months ahead will involve some adjustment. However, our appetite for CPD has not waned and we are pleased to present another high quality set of courses. We have prepared our teams for a blended approach using a mix of online meetings, webinars and face to face training. We very much look forward to welcoming you either in person or virtually.

We want every member of staff and all governors in any educational setting to have in place a comprehensive professional development pathway, which school, in borough and extra borough activities support. Accordingly, we have ensured that our offer is as broad and inclusive of all roles as possible.

We will continue to innovate to meet increasing demands on the school work-force and present solutions and ideas that ultimately aim to improve the quality of education for all. Alongside our valued Teaching Schools Alliance, we are confident that every training need that could arise is met - thereby ensuring the continued professional development of individuals and educational teams alike.

Our CPD guides cover Early Years, Primary and Secondary phases. You will find training that is pertinent to respective year groups and subjects, and relevant across various roles, such as SEND, Safeguarding, Leadership and Governance, and Ofsted framework planning.

I hope you find this booklet invaluable in your professional development planning. I wish you well in your work during the year ahead and during your career in the invaluable field of education.

Best wishes

Annie Gammon  
Director of Education



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Please note, some of our courses may be moved and presented online. Kindly check BookingLive <https://hackneylearningtrust.bookinglive.com> a few days before your scheduled event to see if it will be presented online. Alternatively you can contact the CPD admin team on 020 3076 1516 or email [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk).

**To go directly to a course in the brochure, please hover over a course title and click.** Course titles with an **asterik** are included as part of the Secondary CPD Package.

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## Buying a CPD Package

Our Secondary CPD Package offers great value for money and gives you access to many of the Hackney Learning Trust courses (some exclusions may apply). Buying a package allows staff from your school to attend as many eligible courses as they like throughout the academic year.

To purchase our Secondary CPD Package, please visit our booking portal: <https://hackneylearningtrust.bookinglive.com>. If you are new to Hackney Learning Trust, please see the new customer section on page 10.

### Outline of Secondary CPD Package

Order code	Sessions and courses that are included	Price** (excl. VAT)
24/CPD/009	<ul style="list-style-type: none"> <li>• Cultural Competence</li> <li>• Deputy and Assistant Headteachers' Conference</li> <li>• Two places on leadership courses (Growing Great Leaders: Pathway 1 - Starting Out and Growing Great Leaders: Pathway 2 - Stepping Up)</li> <li>• Leadership Forum - School Leaders Breakfast Briefing Updates</li> <li>• Ofsted Preparation</li> <li>• SEF in a Day</li> <li>• Subject Leader Network Meetings (3 twilight sessions x 12 subjects)</li> <li>• Joint MFL Spanish Conference</li> <li>• Safeguarding and Child Protection</li> <li>• Special Educational Needs and Disabilities (SEND) and Inclusion (excluding Makaton and SENCO Conference)</li> </ul>	<b>£3,950</b>



Cost for individual sessions/courses*	Price** (excl. VAT)
Breakfast briefings (per briefing)	£80
Twilight session – up to 2 hours (per twilight)	£90
Half day course – up to 3 hours (per 1/2 day)	£148
One day course (per day)	£230

*\*The above costs apply where a CPD package has **not** been purchased or where a specific course is **not** included in the Secondary CPD package.*

*Individual prices are listed against the courses.*

*\*\*Please note, prices on the booking site will appear including VAT. If you are a Hackney LA maintained school, once logged in, the VAT will be removed as you proceed through the checkout process.*

# Booking a CPD Course

All bookings for our CPD courses must be made online via our booking portal: <https://hackneylearningtrust.bookinglive.com>



Please always log in by clicking the “My Account” link on the top right hand side of the page. This will ensure you see the correct prices (depending on the package you have purchased).

Once logged in, click on “Book a Secondary course”. A list of categories areas will appear, click on the relevant area you wish to browse. Select the course you wish to book and proceed to checkout (this will include entering the name of the person attending, their email address and selecting payment type, either card or invoice).

## Other information

### New customers

Hackney Learning Trust welcomes orders and bookings from all schools and settings within the London Borough of Hackney and beyond. If you are based outside Hackney and wish to book onto our courses, contact the Services for Schools team to arrange for an account to be set up on 020 8820 7566, or email [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk).

### Forgotten your password?

You can request your password by clicking on the “I’ve lost my password” or alternatively contact CPD team to request it to be reset.

### Cancellation policy and terms and conditions

For course cancellations, no less than 5 working days (7 calendar days) is required in writing to cancel a course booking. If notice of cancelling a course has not been received, you will be charged for non-attendance. Full [terms and conditions](#) can be found on our booking portal.

**Note**

All prices are correct at the time of publishing. However, Hackney Learning Trust reserves the right to amend prices from time to time. Up to date prices will be published on the CPD booking portal or available on application.

**Course and booking queries**

Please contact the CPD team on 020 3076 1516 or email [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk).

For technical support, please call 020 8820 7566 or email [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk).

# Leadership

## School Effectiveness/School Improvement

### Annual Headteachers' Conference

*National Contributors*

#### One day conference

Friday, 29 January 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

#### Who should attend?

Headteachers, Principals and Heads of School: nursery, primary, special and secondary schools.

This annual conference gives Headteachers the opportunity to hear from national speakers on themes related to leadership and learning. It will offer the space to learn from, be inspired by, challenge and discuss current approaches with other education professionals.

#### Course objectives

- To provide a forum for exploring expert thinking and challenging assumptions.
- To facilitate dialogue with other professionals and leaders of learning.
- To gain a broader perspective and a national update.
- To exchange insight and to network with other leaders and thinkers.

**Cost:** £230 per delegate, not included as part of the Secondary CPD Package.

## **Cultural Competence – Tackling Disproportionality in Attainment and Exclusion of Young Black Men**

*Secondary Leadership and Management Team*

### **Half day course**

Friday, 20 November 2020, 9am – 12.30pm

Friday, 12 February 2021, 9am – 12.30pm

Friday, 21 May 2021, 9am – 12.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

Leaders and influencers.

This session aims to ensure leaders are informed about research and current practice in the area of cultural competence. It will look at:

- The key factors in persistent underachievement.
- Leadership on equality issues.
- Unconscious bias: How background, personal experiences, stereotypes and cultural context impact on decisions and actions without you realising.
- Introduction to Racial Identity Theory.

### **Course objectives**

- Gain an understanding of issues affecting BAME students, in particular, the factors that lead to underachievement and the causes of disproportionality.
- Enable participants to put equity at the front and centre of their work.
- Know how leaders can develop better ways to improve outcomes and life experiences of black young men and women – curriculum, inclusion and belonging.
- Learn about the racial identity models to address unconscious bias, and ensure that staff are well-equipped to include theories.

**Cost:** £148 per delegate, or free as part of the Secondary CPD Package.

## Deputy Headteachers' Conference

*National Contributors*

### One day conference

Friday, 19 March 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

Deputy Headteachers, Acting Deputy Headteachers and Assistant Headteachers, key leaders with responsibility for curriculum development, teaching and learning.

This annual conference provides an opportunity for leaders to be informed about national policy developments and research findings that affect education. It will be based on the most current issues related to teaching and learning and offer discussion, challenge and the space to debate with experts. Our conferences in the past have included speakers and experts with a national profile such as Christine Counsell.

### Course objectives

- To gain a broader perspective and a national update.
- To develop a knowledge that enables you to evaluate your own thinking.
- To provide opportunities to exchange insight and to network with other leaders and thinkers.

**Cost:** £230 per delegate, or 2 free places as part of the Secondary CPD Package.



## Growing Great Leaders: Pathway 1 - Starting Out

*HLT Leadership and Management Team*

### 6 session programme

Thursday, 15 October 2020, 1.30pm – 5pm

Wednesday, 9 December 2020, 1.30pm – 5pm

Tuesday, 19 January 2021, 1.30pm – 5pm

Tuesday, 23 March 2021, 1.30pm – 5pm

Wednesday, 19 May 2021, 1.30pm – 5pm

Tuesday, 6 July 2021, 9.30am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

This programme is aimed at aspiring or new middle leaders. It will be suitable for staff recently appointed or those starting out as curriculum, subject or pastoral managers.

Sessions will focus on specific aspects such as style, building winning teams, vision and accountability. They will include core duties such as planning, making sense of data and monitoring information, how to approach self-evaluation and accountability. The programme also looks at the wider responsibilities of middle leadership. Serving practitioners from local schools will share their perspectives and experiences on the demands and challenges facing curriculum and pastoral managers. This will support the development of practice and build confidence and presence in this important role.

### Course objectives

- To develop a shared appraisal and common language about what it takes to lead subject, phase, key stage or team well.
- To be informed about current developments and international research in leading educational improvement.
- To understand different leadership styles.
- To develop people and secure improvement with confidence.

**Cost:** £900 per delegate, or 2 places free as part of the Secondary CPD Package.

## Growing Great Leaders: Pathway 2 - Stepping Up

*HLT Leadership and Management Team*

### 6 session programme

Friday, 6 November 2020, 9am - 12.30pm  
Wednesday, 13 January 2021, 1pm – 5pm  
Tuesday, 23 March 2021, 1.30pm – 5pm  
Tuesday, 18 May 2021, 1pm – 5pm  
Thursday, 10 June 2021, 9am – 12.30pm  
Wednesday, 7 July 2021, 1pm – 5pm

**Venue:** The Tomlinson Centre

### Who should attend?

This programme is aimed at experienced senior managers in strategic posts, who have measurable impact on school improvement in their current roles. It is geared to growing future exceptional leaders.

This programme is suitable for experienced managers looking to extend their role and current skills. Sessions will consider the challenges and dilemmas of modern leadership. They will draw on international research about organisational effectiveness and culture. High performing serving leaders from local schools will share their perspectives and experiences in some of the sessions. This will support the development of skills, qualities and mind-set that are essential to advance educational outcomes and build sustainable improvement in challenging contexts, within a rapidly changing system.

### Course objectives

- To develop a shared appraisal and common language about organisational and systems leadership
- To understand what is meant by situational leadership, style, vision, strategy.
- Crucial conversations.
- Leading change and managing complexity.
- Develop a range of strategies to deploy when managing staff individually and as a group.

**Cost:** £900 per delegate, or 2 places free as part of the Secondary CPD Package.

## School Leaders Breakfast Briefing Updates

*HLT Leadership and Management Team*

### Breakfast forum

Wednesday, 21 October 2020, 8am – 9am

Tuesday, 9 February 2021, 8am – 9am

Tuesday, 18 May 2021, 8am – 9am

**Venue:** The Tomlinson Centre

### Who should attend?

Headteachers, Head of School, Deputy Headteacher or Assistant Headteacher from a primary or secondary school.

This is a well-researched, information rich one-hour forum. It provides busy managers with a 'grab and go' update on a range of educational matters. Presentations have a swift and digestible style. Content is drawn from the national agenda and any developing news with regard to educational and social inclusion, incorporating well-being, school effectiveness and school improvement. This includes Government policy, statutory assessment outcomes, the latest guidance from Ofsted, the Department for Education and relevant published think pieces or research findings. Slides and notes, with hyperlinks, will be sent to participants.

### Course objectives

- To inform leaders of current developments and research from the national agenda for education
- To be forewarned about emerging policy and legislation, and implications for schools
- To provide strategic leaders with quick, digestible information that can be disseminated to subject and pastoral managers, and quickly translated to action

**Cost:** £80 per delegate, or free as part of the Secondary CPD Package.

## Ofsted Preparation for schools due to be Inspected in 2020-21

*HLT Leadership and Management Team*

### Half day course

Thursday, 1 October 2020, 1.30pm – 4pm

Thursday, 4 February 2021, 1.30pm – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

Headteachers, senior and subjects leaders in schools who are within four terms from an inspection.

Staying inspection ready is incredibly important for schools. The key aim of this workshop is to help leaders prepare for external evaluation under the current Ofsted framework. The level of detail you work to depends on your existing quality assurance systems and understanding of how school inspections are organised.

Self-evaluation and corresponding analyses are just the starting points. The workshop will support leaders in collating clear, robust evidence to share with inspectors. It offers rigour, debate and reflection. The session will look at the link with school improvement.

### Course objectives

- To provide up-to-date information on the most recent guidance from Ofsted.
- To enable clear and structured whole-school self-evaluation, cross-referencing this with the current education inspection framework.
- To provide practical information about the inspection process including handling the 90 minute telephone call and managing subject deep dives.
- To support leaders to decide how they can best prepare in the short, medium and long-term for an Ofsted inspection.

**Cost:** £148 per delegate, or 2 free places as part of the Secondary CPD Package.

## SEF in a Day

*HLT Leadership and Management Team*

### One day course

Tuesday, 1 December 2020, 9.30am – 4.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

Headteachers, senior and subjects leaders in schools.

This workshop gives leaders the opportunity to check on the accuracy of their self-evaluation against the 2019 Education Inspection Framework. The session will support leaders in articulating their school's current position. It is designed to help schools review their self-evaluation summaries. The workshop will identify the evidence base which can be drawn on to make judgements; look at the language used when writing an effective self-evaluation summary and provide examples.

### Course objectives

- To present a convincing, accurate evaluation of the school's achievements against the current Ofsted grade descriptors.
- To construct a concise self-evaluation report with a clear evidence trail.
- To identify whether there are gaps in the evidence or where some further evidence gathering and evaluation is needed.

**Cost:** £230 per delegate, or 2 free places as part of the Secondary CPD Package.

## Post-16

To purchase our Post-16 services, visit our services for schools website <https://www.hackneyservicesforschools.co.uk/categories/post-16> or email [school.improvement@learningtrust.co.uk](mailto:school.improvement@learningtrust.co.uk)

*These post 16 packages are commended by schools and colleges across Hackney, Islington and Tower Hamlets.*

### Core Post-16 Network Meetings Package

These meetings allow teachers to share ideas, teaching techniques and resources. They take place either online or in a local school and foster informal networking and collaboration, with resources shared electronically. They are led by experts in their field.

This package includes up to three network meetings per year across 20 vocational and A-level subject areas including STEM, Humanities, Languages and BTECs.

#### Sixth Form Leaders' Meetings

KS5 Lead Teachers, Pastoral Heads and the Post-16 Network, Data Managers.

#### Subject Network Meetings

A-level subjects - Art, Biology, Chemistry, Computer Science, Design and Technology, Drama, Economics, English Literature, Geography, Government and Politics, History, Mathematics, Media, PE, Physics, Psychology, Religious Studies and Sociology.

BTEC subjects - Business, Health and Social Care, and Sport.

#### Post-16 Networks

EPQ Network, GCSE Resit Mathematics and Resit English Networks.

Included in the above are two places at the Post-16 Conference.

**Cost:** £3,150 per year, or £90 per delegate per network meeting.

**Product Code:** 24/CPD/018



## Comprehensive Post-16 CPD Package

The Comprehensive Post-16 Support Package offers a range of services which are bespoke to your setting.

This package includes the Core Meetings Package and, in addition, an agreed number of leadership and management and teaching and learning support days in specific areas according to the school or college requirements.

In addition to the above, this package includes a range of services and can be negotiated on the schools or colleges needs:

- Ofsted support
- Learning Walks
- Subject Review
- Subject Moderation Reports
- Internal Standardised Exams
- AS/A Level Revision Classes
- Good Practice Symposium

**Cost:** £9,300 per year.

**Product Code:** 24/CPD/015

## Additional Post-16 Services

### Teaching and Learning Specialist Subject Support

**Cost:** £540 per day.

**Product Code:** 11/TAL/060

### Leadership and Management Support

**Cost:** £680 per day.

**Product Code:** 10/LAM/019

### AS/A Level Revision Classes

Led by experts in their field, our bespoke revision classes are an effective way to enhance students' knowledge in subject areas that may be needing extra support in certain topics. These classes support preparation for the final exams and improvement of final outcomes for students.

**Cost:** £15 per student. Sessions are 2 ½ hours.

**Product Code:** 24/CPD/019

### Post-16 Moderation Reports

Our experienced moderators will mark a sample of mock A-Level exam papers and write an examiners report. This is an excellent way of broadening a department's understanding of the current attainment level of their students. Scripts are moderated for being at the right level and accuracy.

Further follow up support is available on a charged for basis, if required.

**Cost:** POA.

**Product Code:** 24/CPD/020

### Internal Standardised Exams

**Cost:** POA.

**Product Code:** 24/CPD/021

### Symposium

**Cost:** £100 for 2 places.

**Product Code:** 24/CPD/021

## **Post-16 Conference**

*Local and National Contributors*

### **One day conference**

TBC

**Venue:** The Tomlinson Centre

The conference will provide an opportunity for leaders and practitioners to be informed about and consider national developments and research findings, with regard to Post-16 education. Specific themes and content will be determined in consultation with schools

### **Who should attend?**

Heads and Directors of Sixth Form, senior leaders and practitioners who work in Post-16.

### **Conference objectives**

- Offer a national update
- Share innovative ideas, thinking, knowledge and learning
- Disseminate best practice
- Provide opportunities to exchange insight

**Cost:** £100 per delegate, or 2 places free as part of the Core Post-16 Network Meetings and Comprehensive Post-16 CPD Package.

## School Governance

### Buying a Governance CPD Package

Our Governance Training Package offers great value for money and gives Governors access to attend as many eligible courses as they like throughout the academic year.

To purchase our training package below, please visit our Services for Schools website:

<https://hackneyservicesforschools.co.uk/categories/governance-services>. Alternatively you can buy individual training sessions to cover the specific courses Governors wish to attend.

Order Code	Governance Training Services	Price (excl. VAT)*
04/GOV/011	Governance Training Package	£500
04/GOV/017	Individual Governance Training Sessions	£95
04/GOV/013	Bespoke Governance Training	POA (Approx £350 per 2 hour session)

*\* All prices are correct at the time of publishing. However Hackney Learning Trust reserves the right to amend prices from time to time. Up to date prices will be published on the CPD booking portal, Services for Schools website or available on application.*

### Booking a Governance Training Course

All bookings for our CPD courses must be made online via our booking portal: <https://hackneylearningtrust.bookinglive.com>.

If you are an existing user of our booking portal, please log in by clicking the “My Account” link on the top right hand side of the page. Once logged in click on “Governance Training”, a list of categories will appear. Click on the relevant area you wish to browse and select the course you wish to book and proceed to checkout (this will include entering the name of the person attending, their email address and school you are from).

**IMPORTANT NOTE: *If your school has purchased the Governance Training Package please enter the promotional code: "GOVTRAINING" at the checkout in the promotional code box. This will ensure all costs associated with the course are removed.***

If you are a governor and using the booking site for the first time, once you have placed your first booking, an account will be created for you.

## **Other information**

### **Forgotten your password?**

Please see page 10

### **Cancellation policy and terms and conditions**

Please see page 10

### **Course and booking queries**

Please contact Governance Services on 020 8820 7639 or email [Governorservices@learningtrust.co.uk](mailto:Governorservices@learningtrust.co.uk)

For technical support, please call 020 8820 7566 or email [s4s@learningtrust.co.uk](mailto:s4s@learningtrust.co.uk)

**The Governance CPD Training Programme is not included as part of the Secondary or Post-16 CPD Packages.**

## The Foundations of Strong Governance: 5 Steps

### Step 1. Introduction – How do Governors Fulfil their Professional and Ethical Responsibility?

*Hackney Governance Services*

#### Short course

Tuesday 6 October 2020, 6pm – 8pm

Tuesday, 2 February 2021, 9am – 11am

Tuesday, 18 May 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

#### Who should attend?

This training is suitable for all school phases, as an induction for new governors, as well as a refresher for more experienced governors. It is also useful training for clerks.

#### Course overview

This session will give you an insight into the crucial role of governance in supporting and challenging school leaders to develop and sustain excellent educational/wellbeing outcomes for all pupils. It will also illustrate how governance is becoming more complex, requiring greater accountability of educational standards and management of key risks.

This course will focus on how governing boards ensure they:

- Create the vision, ethos and strategic direction that leads to exceptional outcomes for all pupils.
- Develop a culture of high expectations, aspirations and excellent all round achievement.
- Take account of how national and local developments could impact on the future of schooling.
- Effectively discharge their core statutory functions, harnessing and further developing the knowledge, skills and behaviours needed for effective governance.

**Cost:** Free to all Hackney schools. For non-Hackney schools - £95 per delegate or free as part of the Governance Training Package.



## Step 2. How do you Strengthen Governance through Effective Board Administration and Accountability?

*Hackney Governance Services*

### Short course

Wednesday, 21 October 2020, 6pm – 8pm

Tuesday, 2 March 2021, 9am – 11am

Tuesday, 8 June 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors, Business Managers and Clerks across all school phases.

### Course overview

This session will reflect on ways to enhance governance effectiveness and impact through stronger board structural arrangements, clear terms of reference and delegation of responsibilities. The session will consider how governance annual work plans, aligned to the school development, monitoring and risk management can provide a mechanism to ensure statutory compliance and robustness in holding schools leaders to account for the educational and financial performance of their school(s).

It will also illustrate how governing boards can play a crucial role in supporting and challenging the school improvement journey which reaches far beyond assurance of compliance with regulations. The session will furthermore provide insight into how governors might amplify board accountability in ensuring challenge and support of policies, rituals and routines focused on improving outcomes for all children.

This session will focus on:

- Considering the structural design of governance and committee arrangements to make them fit for purpose and appropriate to the scale and complexity of the organisation.
- Understanding how governance functions are organised through terms of reference, delegation of responsibilities to enable strong lines of management, of challenge and of

accountability for the educational and financial performance of their school(s).

- Establishing the use of tools and reporting dashboards to ensure compliance of all statutory requirements, monitoring progress of school developments and the management of key risks.
- Highlighting key themes across the educational landscape for which schools are responsible and accountable and exploring how boards might amplify the accountability across all school leaders.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Step 3. How do Governing Boards Make the Right Strategic Financial Choices for their School?

*Hackney Governance Services*

### Short course

Wednesday, 4 November 2020, 6pm – 8pm

Thursday, 11 March 2021, 9am – 11am

Tuesday, 4 May 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors, Business Managers and Clerks at all school phases.

### Course overview

This session will give you an insight into how effective governing boards fulfil the core function to oversee the financial performance of the organisation and make sure its money is well spent. It will address the practice of strategic development planning, financial planning, and how they work together. The session applies equally across our richly mixed economy of schools – maintained, voluntary aided, academy and independent registered status, some of which stand alone and others in varying forms of partnership and federation.

This session will focus on:

- What governing boards do to ensure that they make the right strategic financial choices?
- How do effective governing boards link their strategic development plans to a 3 year financial plan and prioritise money to invest into improvements.
- How do governors ensure robust monitoring of the annual budget, undertaking of financial health checks and manage budget reductions.
- What guidance and support is available to help governing boards and school leaders make sure money is well spent to maximise the value for improving life chances of all children.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Step 4. How do Governing Boards Strategically Assess and Manage Risks in their Schools?

*Hackney Governance Services*

### Short course

Tuesday, 17 November 2020, 6pm – 8pm

Tuesday, 23 February 2021, 9am – 11am

Tuesday, 6 July 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors, Business Managers and Clerks at all school phases.

### Course overview

The ability to purposefully identify, evaluate and prioritise organisational risks, and ensure appropriate action is taken to mitigate against them is a key competency for governors and trustees. As such, this session will explore how school leaders and governors manage risks associated with all aspects of the schools core operations e.g. progress and achievement, quality of teaching, behaviour of pupils, safeguarding to protect all students and to protect staff, safety and security generally throughout school premises. It will further look at how schools establish adequate systems to ensure sustained service quality and development and how they might mitigate any disruption if and when significant risks occur.

This course will focus on:

- Understanding how schools / governors might identify risks, evaluate to quantify the severity and assess the level of priority of each risk.
- How to identify effective reduction, avoidance or mitigation of key risks by addressing the underlying causes of common and significant risks.
- Considering effective risk management controls that help prevent problems, detect them when they occur and ensure they are dealt with correctly.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Step 5. How the Chair of Governors Shape Strong Governance and what does is Distinct about their Role?

*Hackney Governance Services*

### Short course

Thursday, 3 December 2020, 6pm – 8pm

Tuesday, 15 June 2021, 9am – 11am

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Chairs of Governors, Chair of Committees and those interested in taking on the role of chair.

### Course overview

The chair of governors is the leader of governors who along with other governors, is a volunteer, fulfilling a public duty. The chair is elected by the group, assumes the same power and authority as all board members, yet they carry distinctive responsibilities in leading others. This session will provide an insight into why strong governance is curial for inclusive education of all young people, highlight the distinctive responsibilities of the chair of governors and illustrate through best practice how to put these duties into practice to secure effective, ethical and accountable governance of the school.

This session will particularly focus on:

- Why we govern schools, the public office duty of governors and why this social responsibility is curial for inclusive education of young people.
- Considering best practice in establishing and maintaining strong governance.
- Defining the distinctive responsibilities of the chair of governors.
- Highlighting the key challenges and risks associated with leading a governing boards and considering ways to avoid and/or deal with complex issues.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Governance of Key Themes

### Annual Governors Conference

*Hackney Governance Services*

#### One day conference

The conference will take place on a Saturday in the Autumn Term, during 2020 (Date to be confirmed).

**Venue:** The Tomlinson Centre

#### Who should attend?

This training is suitable for Chairs of Governors, Chair of Committees and those interested in taking on the role of chair.

#### Conference overview

The theme of this conference will continue the focus on Tackling Inequalities, particularly in light of the impact of Covid19. Further details will be shared in coming months.

Invitations to attend the conference will be open to all schools. The allocation per school will be limited due to restricted space and attendees from organisations that do not subscribe to the training package will be charged.

**Cost:** £95 per delegate or 1 free place as part of the Governance Training Package



## Director's Termly Briefing with Governors and School Leaders

*Hackney Governance Services*

### Evening course

Tuesday, 24 November 2020, 6pm – 7.30pm

Wednesday, 24 March 2021, 6pm – 7.30pm

Thursday, 24 June 2021, 6pm – 7.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

Invitation to attend these briefings will be open to all (and only) Hackney schools. However, places are open to all Governors and school leaders (Headteachers, Executive Headteachers, and CEOs).

### Course Overview

The directors briefing aims to address:

1. **IN A NUTSHELL: What governors need to know**  
This will provide headline messages about Hackney and National matters. We will prepare a one page take away and select one of these items to present in brief detail.
2. **IN FOCUS: How governing boards ensure they are most effective**  
This will provide an in-depth focus on a matter of national significance and will include small group activity/ debates to enables governors to learn and take away new thinking.

**Cost:** Free and only available to Hackney schools.

## Ofsted: What do Governors Need to Know about the Ofsted Inspection Process?

*Hackney Governance Services*

### Short course

Monday, 5 October 2020, 9am – 11am

Thursday, 18 March 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors and Clerks at all school phases.

### Course overview

Governors play a significant role in the Ofsted Inspection process. As such, this session address the changes to the Ofsted's new education inspection framework for 2019 and implications for schools. It will particularly highlight how the inspection process will explores how governors/trustees carry out their responsibilities and the contribution that they make to the oversight and strategic direction of your school(s) This session applies equally across our richly mixed economy of schools – maintained, voluntary aided, and academy and independent registered status, some of which stand alone and others in varying forms of partnership and federation.

This session will focus on:

- The key changes in the new Ofsted inspection and reporting process, which was introduced in September 2019.
- How the four key judgements are used by Ofsted when evaluating the overall effectiveness of your school and how might schools need to refine their practices to address changes.
- How Ofsted evaluates the quality of leadership and management, which focuses on how leaders, managers and those responsible for governance ensure that the education that the school provides has a positive impact on all its pupils.
- What more can governors do to be 'inspection-ready'?

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## **Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children?**

*Hackney Governance Services*

### **Short course**

Wednesday, 14 October 2020, 9am – 11am

Tuesday, 1 December 2020, 6pm – 8pm

Wednesday, 3 February 2021, 9am – 11am

Thursday, 1 April 2021, 6pm – 8pm

Thursday, 6 May 2021, 9am – 11am

Wednesday, 16 June 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

Safeguarding is a matter that all governors need to be aware of - we would encourage the whole governing body to attend. This session is suitable for all school phases, and is recommended for Clerks as well as Governors.

### **Course overview**

This session will enable Safeguarding Governors to explore how they can best support their school's SLT and the Designated Safe Guarding lead role in discharging the statutory responsibility to safeguard children. In doing so, the session will explore legislative and statutory guidance drivers and the support mechanisms provided by HLT's Safeguarding in Education Team in improving practice and preparing for a safeguarding inspection.

This course will focus on how governing boards can ensure their schools:

- An awareness of national statutory guidance and local procedures to be followed in safeguarding children, enabling governing boards to review if the arrangements for safeguarding are effective in their schools.
- An understanding of how governing boards can ensure their school is a safe place for children, what measures could be taken to raise awareness and keep pupils safe from abuse and neglect. Including sexual exploitation and radicalisation and extremism.

- An awareness about the duty staff and Designated Safeguarding Leads in schools' have when they suspect that pupils are vulnerable or at risk of significant harm.
- Awareness of guidelines for good and safe practice (including safer recruitment), keeping professional boundaries, dealing with allegations against staff and whistle blowing.
- Information on best practice and preparation for Ofsted.

**Cost:** Free to all Hackney schools. For non-Hackney schools - £95 per delegate or free as part of the Governance Training Package.

## **Staff Welfare, Morale and Workload: How do Governing Boards Create Excellent Workplaces that Support Staff Welfare, Manage Performance and Oversees Organisational Changes?**

*Hackney Governance Services*

### **Short course**

Wednesday, 21 October 2020, 9am – 11am

Thursday, 11 February 2021, 6pm – 8pm

Tuesday, 11 May 2021, 9am – 11am

**Venue:** The Tomlinson Centre

### **Who should attend?**

This session is suitable for all school phases and is recommended for Business Managers and Clerks, as well as Governors.

### **Course overview**

This session will broaden your understanding of human resources and performance management of staff. It will cover the principles behind effective performance management and the relevance of certain policies and procedures within the school context. The course will also identify the role and influence governors may have when dealing with staffing matters such as capability and employee engagement.

This course will focus on how governing boards can ensure:

- Strong leadership at all levels of the organisation, including the use of performance management to promote effective practise across the school.
- High quality continuing professional development at the start, middle and later years of staff' career, to develop leadership and sustain best school practises.
- That recruitment retention and CPD addresses succession plans.
- Robust processes to manage staff wellbeing, absence, capability and discipline matters.
- Implementation of equalities policy with equality objectives.
- Robust performance management of Headteacher/Principal.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Stakeholder Engagement and Complaints: How do Governing Boards Ensure Effective Engagement with Stakeholders and Effectively Manage Complaints?

*Hackney Governance Services*

### Short course

Thursday, 19 November 2020, 6pm – 8pm

Wednesday, 26 May 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors and Clerks at all school phases.

### Course overview

This session aims to provide some good practice tips to develop and implement a robust complaints policy – including legal requirement and the principles for managing complaints and ensuring that your policy is clear and transparent. The session will also focus on the good practice methods for resolving complaints informally and formally, and the role of governors within this process. Furthermore, we will address what schools can do to manage serial and persistent complaints.

This session applies equally across our richly mixed economy of schools – maintained, voluntary aided, and academy and independent registered status, some of which stand alone and others in varying forms of partnership and federation.

This course will focus on:

- How effective governing boards gather and use the voices of stakeholders (parents and others) as an important function for making key decisions and understanding the impact.
- Gathering stakeholder views, acting on them appropriately and reporting results.
- Governance of the complaints process, and ensuring robust complaints handling mechanisms.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## **Tackling Inequalities: Hackney Young Black Men Initiative – Understanding Cultural Competency, Racial Identity and Unconscious Bias**

*Hackney Governance Services*

### **Short course**

Tuesday, 20 October 2020, 6pm – 8pm

Tuesday, 27 April 2021, 9am – 11am

Tuesday, 22 June 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

Governors, School Leaders and influencers.

### **Course overview**

This session will give you and insight into tackling disproportionality in attainment and exclusions of Black Caribbean heritage pupils, particularly boys. The session supports Hackney's Young Black Men initiative with the aim to ensure governors and leaders are informed from research findings and current practice, particularly in the area of cultural competence.

This course will focus on the following probing questions:

- How are governors and leaders developing better ways to improve outcomes and life experiences of black young men and women?
- How can we use the racial identity models to address unconscious bias, and ensure that governors, leaders and staff are well-equipped to include all?
- How can the curriculum be developed to promote a strong sense of belonging and inclusivity?
- What are the tools and key questions we could use to assess how well your school is addressing racial identity and promoting better outcomes for Black Caribbean heritage pupils?

**Cost:** £95 per delegate or free as part of the Governance Training Package

## Tackling Inequalities: How do Governors Ensure an Inclusive Approach for Children with Special Educational Needs and Disabilities?

*Hackney Governance Services*

### Short course

Tuesday, 17 November 2020, 9am – 11am

Wednesday, 28 April 2021, 6pm – 8pm

Thursday, 10 June 2021, 9am – 11am

**Venue:** The Tomlinson Centre

### Who should attend?

This training is suitable for Governors, SENCOs and Clerks at all school phases.

### Course overview

As the government plans to strengthen system-wide education takes shape alongside the implications of fairer funding, never has there been a greater need for strong, autonomous and effective governance across our richly mixed economy of schools – maintained, voluntary aided, and academy and independent registered status, some of which stand alone and others in varying forms of partnership and federation.

This interactive session introduces governors to the legislation and guidance around SEND. Governors will have an opportunity to reflect on and discuss the complex issues surrounding effective inclusion, and to explore their role in supporting schools to ensure the best possible outcomes for their pupils with SEND.

This course will focus on:

- Promote all forms of equality and foster greater understanding of and respect for people, with a particular focus on SEND.
- Provide high quality education and successful outcomes for pupils with SEND.
- Effectively engage with parents, carers, other stakeholders and agencies to support all SEND pupils.

**Cost:** £95 per delegate or free as part of the Governance Training Package



## **Tackling Inequalities: How can Governors Improve Outcomes for those at Risk of Exclusion and What Should they know before Considering an Exclusion?**

*Hackney Governance Services*

### **Short course**

Thursday, 12 November 2020, 6pm – 8pm

Thursday, 25 March 2021, 9am – 11am

Thursday, 17 June 2021, 6pm – 8pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

This training is suitable for Governors and Clerks at all school phases.

This session is suitable for all school phases and also recommended for all those involved in the formal preparing for, conducting and making decisions at a Pupil Disciplinary Committee (PDC), including clerks.

We strongly advise that governors who play a role PDCs have participated in exclusion training within the last 2 years. New headteachers/principals and other school leaders involved in the exclusions processes of the school should also be encouraged to attend this exclusions training.

### **Course overview**

This session will address why governors should have a clear oversight of behaviour management strategies in school, including the impact of specific strategies and interventions provided by the school and external partners. It will help governing boards to understand issues related to the use of exclusions as well as the longer term impact of on children who are excluded from school.

The session will help all those involved in the formal process of pupil exclusions to understand and apply the statutory guidance [Exclusion from maintained schools, academies and pupil referral units in England September 2017](#), to ensure that all fixed term and permanent exclusions comply with ethical and legal requirements.

This session will focus on how governing boards can ensure:

- Contextualise the issues for those young people most at risk of exclusions from across the educational landscape and within Hackney schools.
- Consider actions that will support the improvement to outcomes for all children, particularly those most at risk of exclusions.
- Reflect on the ethical and legal aspects when evaluating why your school has recommended an exclusion and ensure this is lawful, considered and unbiased.
- Understand what happens at an Independent Review Panel (IRP) when parent appeal the governors' decision to permanently exclude their child.

**Cost:** Free to all Hackney schools. For non-Hackney schools - £95 per delegate or free as part of the Governance Training Package.

## Wellbeing: How do Governors Ensure the Development of Emotional, Mental Health and Wellbeing of Children?

*Hackney Governance Services*

### Short course

Tuesday, 13 October 2020, 9am – 11am

Thursday, 6 May 2021, 9am – 11am

**Venue:** The Tomlinson Centre

### Who should attend?

This session is suitable for all school phases, and is recommended for Clerks as well as Governors.

### Course overview

This session will give you an insight into the ways in which schools can ensure they are places where young people's wellbeing is paramount and where they can be taught to develop mentally healthy approaches to their future lives. You will be given the opportunity to understand your role in monitoring this work and asking the right questions to help your school develop this area.

This course will focus on how governing boards can ensure:

- To explore the legislation and guidance on young people's wellbeing.
- To explore the ethos and features of schools that provide for young people's wellbeing.
- To identify the actions required and challenges faced, by governors to support this work.

**Cost:** £95 per delegate or free as part of the Governance Training Package.

## Bespoke Governance Training

All Bespoke Governor Training is offered to the full governing board, and is tailored to your school. Each session is £350 per 2 hour session; approximately.

### **Connecting Leadership and Governance: Ensuring Clarity of Vision, Ethos and Strategic Direction**

This session will bring together the chair and the headteacher to enable an effective collaboration between leadership and governance of the school. Understanding the immediate and future strategic challenges for your school(s) and having clarity about the next step of this journey, prompts a fresh look at the governance and leadership arrangements.

This session will focus on optimizing the way that governors/ trustees interact with senior leaders to ensure clarity of vision, ethos and strategic direction of your school.

This training is included in the Governance Clerking Service Package.

### **Understanding School Data**

Targeted according to EYFS, primary or secondary, this session will focus on the use of evidence based information and comparative data to strengthen the governance of your school. The session will cover data analysis in the following areas:

- Curriculum - Legal requirements.
- Teaching and Learning.
- Behaviour, attendance and wellbeing.
- Pupil outcomes.
- Impact of strategies.

This training can be included in the cost of the Leadership and Management Support Package.

### **Supporting the Governance of Finance Matters**

This session will focus on helping governors to oversee the financial performance of the organisation, make sure its money is well spent, ensure compliance and robust systems, and minimize risk.

This training can be included in the cost of the School Finance and Bursarial Support Package.

## **Supporting the Governance of Human Resources Matters**

This session will focus on helping governors to develop better HR procedures and ensure the school is complaint in all its practices.

This training can be included in the cost of the Human Resources Package.

## **Preparing for Ofsted**

This session will focus on tailored training to ensure governors be better prepared to respond to Ofsted's key lines of enquiry during an inspection of your school.

## **Headteacher Performance Management**

This session will provide tailored training on the process of conducting the appraisal of Executive/ Headteachers/ Principals. The session will include training on:

- The regulations, and why it is crucial for governors to get performance management right.
- Ways to ensure the appraisal process drives school/ system improvement by comparing practises across our schools.
- Ways to recognise and reward success.

## **Reviewing the Effectiveness and Impact of Governance in your School**

Provides an objective view of the effectiveness and impact of governance in your school.

Identifies strengthens and potential weaknesses and recommend actions that will further strengthen the capacity of the governing board

## **Facilitating your Governing Board Strategic Planning Day**

Strategic support in planning and facilitating a session to enable fresh thinking about the role of governance that ensures development of vision, accountability of performance and management of key risks of the school's strategic developments.

# Teaching and Learning

## Newly Qualified Teachers

### Appropriate Body

High quality on and offline guidance, resources and training for you, induction tutors and mentors to ensure you meet all of your statutory requirements. A paperless online assessment management system, available to schools in Hackney and elsewhere. This service is available to all primary, secondary and academy settings.

### The service includes:

- statutory functions.
- online support, resources and assessment.
- induction tutor training and networks.
- quality assurance of schools induction processes.
- face to face support – this can incur an additional charge for teachers who require additional support during induction.

For more information and pricing, please call 020 3076 1516 or email [cpdadmin@learningtrust.co.uk](mailto:cpdadmin@learningtrust.co.uk).

To purchase the Appropriate Body service, please visit <https://www.hackneyservicesforschools.co.uk/extranet/nqt-secondary>.

**Cost:** £295 per NQT. This is not included as part of the Secondary CPD Package.

**Product code:** 23/NQT/001

## Subject Leader Network Meetings

*Secondary Teaching and Learning Consultants*

**Venue:** The Tomlinson Centre

### Who should attend?

Secondary school subject leaders and co-ordinators.

These termly meetings provide an invaluable opportunity for subject leaders to meet together. They are led by recent or current practitioners with highly successful track records. They provide an opportunity to give subject leads access to national developments and guidance. They provide an important chance to network and share good practice.

### Course objectives

- The network meetings give middle leaders access to current thinking, research and guidance on developing and managing their subject within national and local context.
- Subject leaders will be given an opportunity to network and share best practice.

The programme will be designed by HLT's facilitators and subject leaders at the first meeting of the year.

### Dates and times by subject - Twilight sessions

#### Art and Design

Wednesday, 21 October 2020, 4pm - 6pm

Tuesday, 2 February 2021, 4pm - 6pm

Wednesday, 7 July 2021, time TBC

#### Design and Technology

Wednesday, 11 November 2020, 4pm - 6pm

Wednesday, 3 March 2021, 4pm - 6pm

Wednesday, 23 June 2021, time TBC

#### Drama

Wednesday, 4 November 2020, 4pm - 6pm

Wednesday, 23 June 2021, 4pm - 6pm

Wednesday, 24 February 2021, time TBC

## **English**

Thursday, 22 October 2020, 4pm - 6pm

Wednesday, 3 March 2021, 4pm - 6pm

Wednesday, 23 June 2021, time TBC

## **Geography**

Tuesday, 3 November 2020, 4pm - 6pm

Thursday, 25 February 2021, 4pm - 6pm

Wednesday, 23 June 2021, time TBC

## **History**

Tuesday, 6 October 2020, 4pm - 6pm

Thursday, 11 February 2021, 4pm - 6pm

Thursday, 10 June 2021, time TBC

## **Mathematics**

Thursday, 5 November 2020, 4pm - 6pm

Wednesday, 10 March 2021, 4pm - 6pm

Thursday, 24 June 2021, time TBC

## **MFL**

Wednesday, 14 October 2020, 4pm – 6pm, cross phase

Thursday, 5 November 2020, 4pm – 6pm, secondary only

Thursday, 21 January 2021, 4pm – 6pm, cross phase

Thursday, 11 March 2021, 4pm – 6pm, cross phase

## **Music**

Wednesday, 16 September 2020, 4pm - 6pm

Thursday, 14 January 2021, 4pm - 6pm

Monday, 24 May 2021, 4pm - 6pm, cross phase

Music forums are free to all Hackney secondary schools – funded by the Music Hub Grant.

## **PSHCE**

Wednesday, 2 December 2020, 4pm - 6pm

Wednesday, 17 March 2021, 4pm - 6pm

Thursday, 17 June 2021, time TBC

## **Religious Education**

Tuesday, 17 November 2020, 4pm - 6pm

Tuesday, 23 March 2021, 4pm - 6pm

Tuesday, 6 July 2021, time TBC



## **Science**

Thursday, 12 November 2020, 4pm - 6pm

Thursday, 18 March 2021, 4pm - 6pm

Thursday, 1 July 2021, time TBC

**Cost:** £230 (full day) or £90 (twilight) per delegate per session or free as part of the Secondary CPD Package.

## Joint MFL (Spanish) Conference

*Primary and Secondary Teaching and Learning Consultants*

### One day conference

Friday, 25 June 2021, 9am –4pm

**Venue:** The Tomlinson Centre

### Who should attend?

Primary and secondary language teachers.

This conference will be planned over the academic year with an agenda circulated in due course.

### Course objectives

- To share the learning and the outcomes of the content and language integrated learning work (CLIL).
- To explore classroom strategies that can be used to promote listening skills in language lessons.

**Cost:** £230 per delegate per session, or free as part of the Secondary CPD Package.

## **MFL (Spanish) Forums**

*Primary and Secondary Teaching and Learning Consultants*

### **Twilight forum**

Wednesday, 14 October 2020, 4pm – 6pm, cross phase  
Thursday, 5 November 2020, 4pm – 6pm, secondary only  
Thursday, 21 January 2021, 4pm – 6pm, cross phase  
Thursday, 11 March 2021, 4pm – 6pm, cross phase

**Venue:** The Tomlinson Centre

### **Who should attend?**

Primary subject leaders and teachers of Spanish and secondary heads of MFL.

October 2020 will focus on using an escape room to promote speaking and problem solving. The session will be run by Jesus Hernandez Gonzalez in Spanish.

November 2020 will focus on Key Stage 4.

January 2021 will be a Teachmeet where teachers from both primary and secondary share examples of good classroom practice and international projects.

March 2021 will focus on moderation of work from year 6 and year 7 to agree standards.

### **Course objectives**

- To increase the teaching of Spanish through other curriculum areas (CLIL).
- To develop the role of Spanish subject leaders in every school.
- To set up a network of expertise across primary and secondary schools.

**Cost:** £90 per delegate, or free as part of the Secondary CPD Package.

## Annual Music Conference

Hackney Music Service

### Half day virtual event

Friday, 11 September 2020, 10am – 12.30pm

**Venue:** Online

### Who should attend?

The conference is targeted at headteachers, subject leaders of music and the arts in both primary and secondary settings, all general class teachers involved in delivering the music curriculum, teachers from SEND settings, school governors, instrumental tutors and network partners. Essentially, anyone who has an interest in music education and education in Hackney. Please note priority places will be given to Hackney delegates.

The music education sector has always been resilient in times of great change and challenge. In the wake of Coronavirus Pandemic, we ask the question **‘How can we keep music education alive in our schools and community at a time of social distancing?’** *Challenges and chances; reset, remodel, rejuvenate.* This virtual session will include guest speakers and a panel discussion representative of those involved in the delivery of music education from schools and music providers as well as young people.

**Cost:** Free to all Hackney schools.

# Health and Safety

## Emergency First Aid at Work

*External Provider*

### One day course

Tuesday, 1 December 2020, 9am – 4pm

Wednesday, 9 June 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

Staff who are responsible for Emergency First Aid.

This course covers a full first aid syllabus adapted to the particular needs presented by the childcare environment. It conforms to the standards required by law and includes both theory and practical sessions.

### Course objectives

To manage First Aid priorities such as; incidents, asthma, basic life support, casualty examination, anaphylaxis, unconsciousness, control of bleeding, burns and scalds, regulations, First Aid kits and recording and reporting.

### Qualification gained

Certification is dependent on successful continuous assessment of the participant. Those participants who successfully complete the course and are deemed to have reached the required standard are issued with a certificate valid for three years.

**Cost:** £61 per delegate, not included as part of the Secondary CPD Package.

## **Fire Safety Awareness**

*External Provider*

### **Half day course**

Wednesday, 18 November 2020, 9am – 12.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

All school staff. Especially relevant to those with specified responsibilities regarding fire, including fire marshals / wardens.

This course helps an organisation to meet its duties under current fire safety legislation by providing employees with essential knowledge about fire safety. It helps them to understand how to prevent a fire from starting as well as what actions to take if a fire does break out.

### **Course objectives**

To provide participants with sufficient knowledge to prevent fires starting and to assist in fire emergency situations.

### **Qualification gained**

Chartered Institute of Environmental Health Level 1 Award in Fire Safety Awareness.

**Cost:** £61 per delegate, not included as part of the Secondary CPD Package.

## Food Hygiene

*External Provider*

### One day course

Tuesday, 3 November 2020, 9am – 4pm  
Wednesday, 13 January 2021, 9am – 4pm  
Wednesday, 21 April 2021, 9am – 4pm  
Thursday, 1 July 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

Anyone who prepares, handles or cooks food.

This course addresses the food safety and hygiene needs within Early Years settings. It focuses on identifying the 'critical points' in a process where food safety problems (or 'hazards') could arise and putting steps in place to prevent things going wrong.

### Course objectives

- To underline employee's responsibility for safeguarding the health of consumers.
- To ensure that the food served or sold is perfectly safe to eat.
- To enable participants to handle food safely.

### Qualification gained

Chartered Institute of Environmental Health Level 2 Award in Food Safety in Catering Welfare.

**Cost:** £86 per delegate, not included as part of the Secondary CPD Package.

## Health and Safety in the Workplace

*External Provider*

### One day course

Thursday, 25 February 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

All school staff.

This course is tailored to settings and individual needs to make the working and learning experience relevant and fit for purpose. It ensures that Early Years managers, practitioners and employees are aware of their own safety and the safety of customers, contractors and the general public.

### Course objectives

- To provide participants with an understanding of their health and safety responsibilities and how to manage and work in a safe manner.

### Qualification gained

Chartered Institute of Environmental Health Level 2 Award.

**Cost:** £86 per delegate, not included as part of the Secondary CPD Package.



## Manual Handling

*External Provider*

### Half day course

Thursday, 11 February 2021, 9am – 12.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

All school staff who carry out manual handling, or who provide essential information about manual handling hazards and their control.

This course teaches learners techniques to lift, carry, push and pull objects safely within their individual capabilities. Under the Manual Handling Operations Regulations 1992, employers are required to take appropriate steps to reduce the risk of injury to employees.

### Course objectives

- To enable participants to undertake manual tasks safely.
- To enable participants to assist in manual handling risk assessments.

### Qualification gained

Chartered Institute of Environmental Health Level 2 Certificate in Principles of Manual Handling.

**Cost:** £61 per delegate, not included as part of the Secondary CPD Package.

# Safeguarding and Child Protection

## A Refresher in Safeguarding and Child Protection

*Safeguarding in Education Team*

### Half day course

Thursday, 8 October 2020, 1.30pm – 4.30pm

Wednesday, 10 March 2021, 9.30am – 12.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

All school staff working with children and young people.

This course provides a refresher for safeguarding and child protection, including the categories of abuse and how to recognise the signs and indicators of abuse. It will cover the relevant legislation and guidance and the role of Hackney Children's Social Care.

### Course objectives

- To refresh awareness of and an ability to act on concerns about the safety and welfare of children and young people in line with current legislation.
- To refresh awareness of national and local procedures to be followed in safeguarding children, including the ways in which information is shared across professional boundaries and recorded appropriately.
- To revisit guidelines for good and safe practice, keeping professional boundaries, dealing with allegations against staff and whistle blowing.

**Cost:** £148 per delegate, or free as part of the Secondary CPD Package.

## **An Introduction to Safeguarding and Child Protection**

*Safeguarding in Education Team*

### **Half day course**

Wednesday, 14 October 2020, 1.30pm – 4.30pm

Thursday, 4 March 2021, 9.30am – 12.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

All school staff working with children and young people.

This course provides participants with an overview of safeguarding and child protection, including the categories of abuse and how to recognise the signs and indicators of abuse. It will cover the relevant legislation and guidance and the role of Hackney Children's Social Care.

### **Course objectives**

- To develop an awareness of and an ability to act on concerns about the safety and welfare of children and young people in line with current legislation.
- To develop awareness of national and local procedures to be followed in safeguarding children, including the ways in which information is shared across professional boundaries and recorded appropriately.
- To be aware of guidelines for good and safe practice, keeping professional boundaries, dealing with allegations against staff and whistle blowing.

**Cost:** £148 per delegate, or free as part of the Secondary CPD Package.

## Designated Safeguarding Leads (DSLs) Training

*Safeguarding in Education Team*

### One day course

Wednesday, 30 September 2020, 9.30am – 4.30pm

Thursday, 28 January 2021, 9.30am – 4.30pm

Wednesday, 28 April 2021, 9.30am – 4.30pm

Thursday, 24 June 2021, 9.30am – 4.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

Newly appointed designated safeguarding leads (DSL) or DSL deputies in schools.

This course looks at the role and responsibilities of the designated safeguarding lead and provides in depth knowledge of safeguarding and child protection. It will cover the relevant legislation and guidance and the role of hackney children social care. Participants will be aware of how to handle a disclosure, making a referral, how to prepare for Ofsted and procedures for dealing with allegations against staff.

### Course objectives

- To develop an understanding of the roles and responsibilities of a DSL.
- To develop an awareness of and an ability to act on concerns about the safety and welfare of children and young people in line with current legislation.
- To develop awareness of national and local procedures to be followed in safeguarding children, including the ways in which information is shared across professional boundaries and recorded appropriately.
- To be aware of the importance of ensuring that the school's policies are known by all staff and used appropriately, and to identify concerns early and provide help for children to prevent concerns from escalating.

- To be aware of guidelines for good and safe practice, keeping professional boundaries, dealing with allegations against staff and whistle blowing.

### **Course pre-requisites**

Participants should be the in the role, or intending to undertake the role, of the designated safeguarding lead for the school or their deputy. Participants should have previously attended the introduction to safeguarding training or equivalent.

**Cost:** Free to all Hackney schools.

## Designated Safeguarding Leads (DSLs) Training - Refresher

*Safeguarding in Education Team*

### Half day course

Wednesday, 23 September 2020, 9.30am – 12.30pm

Thursday, 21 January 2021, 1.30pm – 4.30pm

Wednesday, 21 April 2021, 9.30am – 12.30pm

Thursday, 17 June 2021, 1.30pm – 4.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

Designated safeguarding leads (DSL) or DSL deputies in schools who have attended previous DSL training. This refresher training should be undertaken every two years.

This course provides a refresher in terms of safeguarding and child protection and the role of the DSL. Participants will revisit safe working practice and the importance of record keeping, how to prepare for Ofsted and a reminder of the procedures for dealing with allegations against staff.

### Course objectives

- To refresh awareness of the roles and responsibilities of a DSL.
- To refresh awareness of and an ability to act on concerns about the safety and welfare of children and young people in line with current legislation.
- To refresh awareness of the importance of ensuring that the school's policies are known by all staff and used appropriately, and to identify concerns early and provide help for children to prevent concerns from escalating.
- To refresh awareness of national and local procedures to be followed in safeguarding children, including the ways in which information is shared across professional boundaries and recorded appropriately.

- To revisit guidelines for good and safe practice, keeping professional boundaries, dealing with allegations against staff and whistle blowing.

### **Course pre-requisites**

Participants should have previously attended the designated safeguarding lead training or equivalent.

**Cost:** Free to all Hackney schools.

# Special Educational Needs and Disabilities (SEND) and Inclusion

## Advanced Skills for Delivering SLCN Interventions: Teaching Assistant Network

*Speech and Language Therapy Team*

### Six half day course

Monday, 12 October 2020, 1pm – 3.15pm  
Monday, 9 November 2020, 1pm – 3.15pm  
Monday, 7 December 2020, 1pm – 3.15pm  
Monday, 11 January 2021, 1pm – 3.15pm  
Monday, 8 February 2021, 1pm – 3.15pm  
Monday, 8 March 2021, 1pm – 3.15pm

**Venue:** The Tomlinson Centre

### Who should attend?

Designed for teaching assistants, learning support assistants and staff who regularly run speech and language interventions in school (experience at having run interventions previously is necessary).

This course is for teaching assistants in school who have experience of delivering speech and language interventions and are looking for an opportunity to develop their knowledge and skills in depth. Topics covered include: how speech, language and communication skills develop; techniques and strategies for high quality interventions; outcome measures; self-reflection and observation skills.

### Course objectives

- Develop advanced skills to support the delivery of speech and language interventions.
- Learn how to understand, set and measure outcomes.
- Participants join a network of staff who run interventions and can share good practice, resources and learn from each other.



**Qualification gained**

Certification from the children's integrated speech and language therapy service.

**Cost:** £540 per delegate, or free as part of the Secondary CPD Package.

## Effective Strategies for Engaging Children with Autism

Speech and Language Therapy Team with Inclusion and Specialist Support Team

### Two day course

Wednesday, 18 November 2020, 9am – 4pm

Wednesday, 20 January 2021, 9am – 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

SENCOs, teachers, teaching assistants in primary and secondary mainstream and special schools.

This course will introduce participants to a range of evidence based approaches which have been demonstrated to be successful in supporting children with ASD and can be used within the SCERTS framework. There will be a focus on strategies for learning language and social communication as well as on managing anxiety. The evidence demonstrates that when these areas are addressed, access to the curriculum and progress is enhanced.

### Course objectives

- To look at the environment:
  - using visuals effectively to support understanding and provide predictability.
  - when and how to use a workstation.
- To learn how to introduce and set up a picture communication system.
- To learn about strategies which support social communication and learning, such as Intensive Interaction, and Attention Autism.
- To look at understanding my diagnosis - autism awareness for children.
- To look at independence and autonomy.

**Cost:** £460 per delegate, or free as part of the Secondary CPD Package.

## Induction for New SENCOs

*Inclusion and Specialist Support Team and Educational Psychology Service*

### Half day course

Wednesday, 7 October 2020, 9am - 12.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

SENCOs new to Hackney schools and settings.

This course welcomes new SENCOs to Hackney. You will gain insight into the range of services and support available in the borough, as well as an understanding of Hackney's approach to SEND and the processes we follow.

### Course objectives

- To meet service leaders, hear about a wide range of services in Hackney, and understand how to access them for the pupils in your school.
- To meet other SENCOs new to Hackney.

**Cost:** Free to all Hackney schools.

## **Makaton Level 1**

*Speech and Language Therapy Team*

### **One day course**

Wednesday, 13 January 2021, 9.30am – 4.30pm

Thursday, 29 April 2021, 9.30am – 4.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

Teachers, SENCOs, learning support and teaching assistants and all professionals responsible for using and teaching Makaton, who have previously completed level 1 course.

Makaton signing and symbols can be used to support a range of learners to develop their expression and understanding. This nationally accredited one-day level 1 course (replacing the first part of Makaton foundation workshop) provides a detailed introduction to Makaton's place in supporting communication as well as practical sign vocabulary and an introduction to using symbols. Videos show how Makaton can be introduced at home or in an education setting.

### **Course objectives**

- To learn signs and symbols of the Makaton language programme (stages 1-2).
- To understand how Makaton can be used to help pupils with communication difficulties to access learning and social interaction at school.

### **Qualification gained**

Certified attendance of level 1 Makaton course from Makaton charity.

**Cost:** £75 per delegate, not included as part of the Secondary CPD Package.

## **Makaton Level 2**

*Speech and Language Therapy Team*

### **One day course**

Wednesday, 26 May 2021, 9.30am – 4.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

Teachers, SENCOs, learning support and teaching assistants and all professionals responsible for using and teaching Makaton, who have previously completed the level 1 course.

This nationally accredited level 2 Makaton course builds on the previous workshop to develop knowledge and understanding of both signs and symbols up to core vocabulary stage 4, and explores how to use them to support communication every day. The course will increase participants' knowledge of AAC and multi-modal communication and there are opportunities to revise and practise signing in a fun and active way. Levels 1 and 2 together are equivalent to the two-day Makaton foundation workshop previously offered.

### **Course objectives**

- To learn signs and symbols of the Makaton language programme (stages 3–4).
- To enable staff to facilitate pupils with communication difficulties to access learning and social interaction at school using Makaton.

### **Qualification gained**

Certified attendance of level 2 Makaton course from Makaton charity.

**Cost:** £75 per delegate, not included as part of the Secondary CPD Package.

## **Makaton Level 3**

*Speech and Language Therapy Team*

### **Two day course**

Wednesday, 9 June 2021, 9.30am - 4.30pm

Wednesday, 16 June 2021, 9.30am - 4.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

School staff and other professionals who are confident regular users of Makaton and have already attended both levels 1 and 2, or Makaton foundation workshop.

This two-day course, accredited by the Makaton charity, combines a practical approach with theory and technical information to improve participants' communication and translation skills using signs and symbols. By the end of the course, participants will have covered the entire Makaton core vocabulary (stages 1-8 with additional vocabulary). Practical sessions look in-depth at users' needs, how to adapt communication and teaching methods to suit them, and how to create opportunities for developing communication and participating in the community, using Makaton.

### **Course objectives**

- To learn signs and symbols of the Makaton language programme (stages 5–8).
- To develop an advanced understanding of ways to use Makaton to support children with communication difficulties.

### **Qualification gained**

On completion of both days, participants will receive national Makaton level 3 certification. This course replaces the previous 3-day enhancement workshop.

**Cost:** £123 per delegate, not included as part of the Secondary CPD Package.

## Maximising Progress for Pupils with SEND

*Inclusion and Specialist Support Team*

### One day course

Wednesday, 10 February 2021, 9am - 4pm

**Venue:** The Tomlinson Centre

### Who should attend?

SENCOs, teachers, teaching assistants in primary and secondary mainstream and special schools.

This course will look at effective inclusive provision and curriculum access for children with a range of learning needs. It will look at how to identify pupils with needs and work out what their starting points are. Participants will learn about how to promote autonomy and independent learning for children with a range of different special educational needs, to maximise attainment and progress.

### Course objectives

- To reflect on the roles of teachers and support staff and look at how teams work together for greatest impact.
- To develop a range of approaches and tools to use to identify need and plan for the progress of children and young people with send.
- To explore a number of practical strategies that can be used to ensure that work across the curriculum is differentiated in such a way as to address children and young people's individual needs.

**Cost:** £230 per delegate, or free as part of the Secondary CPD Package.

## See Behaviour, Think Communication

*Speech and Language Therapy Team with Inclusion and Specialist Support Team*

### Half day course

Thursday, 28 January 2021, 9am - 12.30pm

**Venue:** The Tomlinson Centre

### Who should attend?

Teachers, SENCOs, teaching assistants and learning mentors in primary and secondary schools, special schools and alternative provision.

This course will explore how children and young people who have difficulties regulating their behaviour very frequently have underlying and often undiagnosed difficulties with language and communication. Participants will look at how identifying and addressing children and young people's underlying needs can have a highly positive impact on emotional regulation, reducing behavioural difficulties.

### Course objectives

- To learn about ways to identify language and communication difficulties, including where children and young people have developed strategies to “mask” these difficulties.
- To understand the link between language and behaviour difficulties and how young people may mask their language difficulties.
- To look at other factors that impact on both language and behaviour, such as attachment and trauma.
- To develop a range of practical strategies to support children and young people with language difficulties, and in turn have a positive impact on emotional regulation and behaviour.

**Cost:** £148 per delegate, or free as part of the Secondary CPD Package.



## **SENCO Conference**

*Inclusion and Specialist Support Team and Educational Psychology Service*

### **One day conference**

TBC, 8.30am – 4.30pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

SENCOs, inclusion managers and senior leaders in primary, secondary and special schools and in early year's settings.

This annual conference will give information to support the inclusion of children and young people with SEN and disabilities.

**Cost:** TBC per delegate, not included as part of the Secondary CPD Package.

## **SENCO Forum**

*Inclusion and Specialist Support Team and Educational Psychology Service*

### **Half day forum**

Wednesday, 16 September 2020, 2pm – 4.15pm

Wednesday, 9 December 2020, 2pm – 4.15pm

Wednesday, 27 January 2021, 2pm – 4.15pm

Wednesday, 17 March 2021, 2pm – 4.15pm

Wednesday, 9 June 2021, 2pm – 4.15pm

**Venue:** The Tomlinson Centre

### **Who should attend?**

SENCOs in Hackney schools.

The forum provides an opportunity to exchange information with other SENCOs in the borough and discuss national and Hackney Learning Trust policies and initiatives.

### **Forum objectives**

- To set up a network of expertise.
- To develop the role of SENCOs in Hackney.

**Cost:** Free to all Hackney schools.

# Bespoke CPD Services

Some schools may wish to combine some central courses with in-school training or to have a purpose built set of courses delivered in-school or centrally. We are able to tailor our training to your individual school's requirements.

## Ofsted Readiness Check/One Day Review

**Price:** £680 per day per advisor

**Product code:** 10/LAM/012

### Introduction

We can deliver a condensed, bespoke one-day review of school leadership, management and teaching. A written report, highlighting both effective practice and next steps will be produced that can be shared with governors and other stakeholders. The review can focus on an issue raised in an Ofsted inspection or on aspects identified through your own self-evaluation. Verbal feedback is given at the end of the day, and a written report linked to the grade descriptors of the Ofsted framework will follow.

### Product details

We provide two or three leadership and management advisers, depending on the size of your school who will:

- Observe teaching, evaluate data and scrutinise planning and books.
- Match judgements for the key elements of the teaching profile.
- Provide guidance on how to improve teaching and learning and share other strategies for improvement.

For more information, visit our website:

[www.hackneyservicesforschools.co.uk/product/ofsted-readiness-checkone-day-review](http://www.hackneyservicesforschools.co.uk/product/ofsted-readiness-checkone-day-review) or call 020 8820 7499.

## Bespoke Cultural Competency CPD Training

**Product code:** 10/LAM/016

### **Challenging disproportionality - promoting cultural competency**

One-day in situ training, bespoke to context of serving leaders, whole or part of a staff team such as SLT, GB, MLT or TAs to support the delivery of an explicit approach to Cultural Competency and associated key equality concepts.

The programme will focus on:

- Unconscious bias and cultural bias.
- Racial identity development theory.
- Post traumatic slave syndrome.
- Cultural competency and inclusive leadership.

**Cost:** £890 plus VAT

### **Additional options:**

*(half-day/full day, one year later, to impact evaluate progress, co-designing the process with school leaders)*

- Initial one-day training as above plus half-day follow-up session to support with planning - applying the main learning points from the training.

**Cost:** £1,200 plus VAT

- All of the above plus a day, one year later, to impact evaluate progress.

**Cost:** £1,800 plus VAT

- All of the above plus a written report produced in a format co-designed with the school.

**Cost:** £1,890 plus VAT

For more information, visit our website:

<https://www.hackneyservicesforschools.co.uk/product/cultural-competence-training> or call 020 8820 7499.

## Inclusion Bespoke Services and Training

Our specialist teachers will work with you to support the specific needs of your school, from supporting the writing of policy and understanding new legislation to providing differentiated classroom strategies to support inclusion. We also offer support and advice on:

- Observation, assessment, consultation and modelled curriculum approaches.
- Specific areas of need such as ASD, Down syndrome and medical needs.
- Mobility for visually impaired pupils (provided for free to Hackney schools).
- ASD family intervention: school based support.
- Assistive technology assessments and advice (pupils not meeting the criteria for free intervention).

### **Inset days, half days and twilight sessions**

Training is designed around the individual school or setting's needs. Package delivered have included ASD awareness, inclusion and equality, differentiation, literacy and maths for children with SEND and specific learning difficulties and dyslexia.

For more information, visit our website:

[www.hackneyservicesforschools.co.uk/categories/inclusion](http://www.hackneyservicesforschools.co.uk/categories/inclusion) or call 020 8820 7326

## Teaching Schools Information



The Hackney Teaching Schools' Alliance is a well-established, supportive partnership of primary, secondary and specialist schools, each with a proven track record of success.

Steered by two national teaching schools; Clapton Girls' Academy, Kingsmead primary school along with Stormont House (outstanding specialist provision, national support school) and Millfields Community School, we work to improve the quality of teaching and leadership through effective collaboration and personalised support.

### **The HTSA prioritises:**

**Learning** - providing high-quality, school-led professional learning via a comprehensive professional pathway from initial teacher training to senior leadership

**Collaboration** - creating a supportive network of schools that come together regularly to explore excellent practice at all stages of teaching

**Support** - providing high-quality formal school-to-school support via a network of experienced professionals

**Development** - providing evidence-based professional and leadership development for teachers and leaders

The HTSA provides a range of high quality professional learning which includes:

- Post graduate teacher apprenticeship with PGCE in partnership with London Metropolitan University

- A successful newly qualified teachers programme for primary and secondary phase
- A tailored middle leader training programme delivered by expert professionals
- A successful classroom practice course, aimed at teachers in their second or third year of teaching.
- Numbers count training for teachers and TAS quality assured by Edge Hill University.
- Bespoke school improvement work delivered by experienced and specialist leaders in education.
- Pupil premium review.
- Direct coaching and support opportunities from a network of national leaders of education, local leaders of education and specialist leaders of education.
- Opportunities to engage in research and development.

### Where?

We are based at Clapton Girls' Academy.

### How to book

To book or for information contact the HTSA on 020 8985 6641 ext 265, visit [www.hackneytsa.org.uk](http://www.hackneytsa.org.uk) or email [htsa@clapton.hackney.sch.uk](mailto:htsa@clapton.hackney.sch.uk).



The New Wave Teaching School alliance is an innovative and collaborative group of 17 schools working together to improve educational outcomes for children across London and the south east.

New Wave Teaching School is a lead school for initial teacher training, working in collaboration with the Institute of Education and London Metropolitan University, offering school based routes in to teaching. The Teaching School is also a recognised NQT Appropriate Body and delivers a successful and established NQT training programme.

We have an extensive CPD and leadership development offer and are highly experienced in delivering bespoke school to school support through the deployment of our specialist leaders in education.

Our unique alliance hosts a range of specialisms and we are very proud to be able to draw upon the expertise of:

- A DfE English hub for phonics and early reading
- A DfE EdTech Demonstrator School
- 2 RWInc model schools
- A Maths Mastery lead school
- The North London Apple regional training centre
- 3 Apple distinguished schools

**Further details and enquiries:**

To find out more about working with us or for any enquiries please e-mail [teachingschool@newwavefederation.co.uk](mailto:teachingschool@newwavefederation.co.uk)

For further details about the alliance and the services we can offer please visit our website [www.newwaveteachingschoolalliance.co.uk](http://www.newwaveteachingschoolalliance.co.uk)



## Notes

## Notes

# the tomlinson centre

A modern, flexible  
and affordable  
conference venue  
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of vibrant  
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Part of Hackney Learning Trust  
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[learningtrust.co.uk](http://learningtrust.co.uk)  
[hackneyservicesforschools.co.uk](http://hackneyservicesforschools.co.uk)



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