

Slough and Eton Church of England
Business and Enterprise College



INSET Programme for Staff
2011-2012

The planned INSET for 2011-2012 is outlined in this booklet. This will be the intended programme but the need to adapt training plans in response to wider and emerging school priorities will always take precedence.

INSET Days

5 th September	Setup Day
25 th November	School closed in lieu of Twilight INSET (2 x 3 hour sessions)
3 rd January	Teaching and Learning INSET Day (details to be published in December)
9 th March	School closed in lieu of Twilight INSET (2 x 3 hour sessions)
23 rd July	School closed in lieu of Twilight INSET (2 x 3 hour sessions)

Twilight INSETs

These sessions will usually run with the first half being a whole staff session followed by departmental development workshops in the second half.

15 th September	<p>‘Developing Teaching and Learning’</p> <p>This session will set the scene for the development of teaching and learning within the school, looking at the strategies, training and desired outcomes from developing classroom practice. There will be an examination of the reading age data available to staff and how we can make best use of this in the classroom. Key areas will include EAL, AfL and differentiation aspects.</p> <p>There will also be a brief outline of the Performance Management system for relevant staff.</p>
20 th October	<p>‘Words for Work Development’</p> <p>The development of literacy is fundamental to the long term success of the school. This session will explore the development of literacy work across the curriculum. This will take a practical approach to exploring the common vocabulary, developing talk in the classroom, differentiation, building language understanding that links to the working world and how collaborative learning is engaging all learners.</p>
17 th November	<p>‘Developing Pupils as Lesson Observers’</p> <p>This will be a whole staff workshop focussing on developing a framework for involving pupils in lesson observations and feedback. We’ll explore what pupils will examine when they visit a classroom, identify where this sits within a self-evaluation context and how pupils can be a key driver in promoting language and the development of talk.</p>

19th January

‘Reviewing Pupil Progress’

This session will have three aspects. Firstly we will explore what the autumn term assessment data tells us about progress trends so far. This will particularly focus on Key Stage 3. Attention will then turn to current performance in Key Stage 4, specifically Year 11. Who do we need to focus on, what is being done and where does your subject fit in? Finally, the progress of pupils at all levels of post-16 study will be outlined.

Following the whole staff session colleagues will work in teams to explore how they need to respond to the key messages delivered and use the assessment information to inform future teaching.

23rd February

‘AfL, EAL and Differentiation Health Check’

This session will develop AfL, EAL and differentiation aspects that have emerged during the year so far. How has our practice been developing and what are the new priorities? There will be a balance between theory and pedagogy followed by departmental workshops on developing ideas within current schemes of work.

26th April

This session is currently unplanned to allow for changes to all earlier sessions as the school responds to other pressures throughout the year.

Leadership Training Programme

The Leadership Training Programme is open to all staff members who are interested in widening their professional knowledge. It is linked to developing skills within the leadership and professional standards. Sessions will take place in the Pathways Centre and run from 3.15pm to 4.15pm.

13th October 'Understanding Bilingual Learners' (PBR)

In this session the theory behind some of the studies and practices used to effectively meet the needs of EAL learners will be explored. What do the EAL levels actually mean? How can we support pupils who have the potential to develop CALPs (Cognitive Academic Language Proficiencies)? How do we ensure that EAL issues do not get merged with SEN concerns and how do we respond if we think a bilingual learner is gifted or talented.

1st December 'Building Community Collaboration' (OBO)

In this session the work of the Community Liaison Workers (CLWs) will be explored in more detail as well as the issues around reaching our to hard to reach communities. What has been explored already? How do we engage with parents when language is the main barrier? The CLWs will be involved in the session and share details about how their roles are developing, the challenges they face and the successes they have had so far.

2nd February 'RaiseONLINE' (JSM)

What is the Raiseonline report? How can it be used? This will be an interactive session looking at the place, purpose and value of the Raiseonline report. The session will take an interactive look at the online tools available and how they can be used to contribute towards raising standards initiatives.

22nd March 'Monitoring Teaching and Learning' (PCO)

In this session school systems for monitoring the quality of teaching and learning will be explored. How do you conduct a department review? How do you monitor a body of staff and what do you do when someone is underperforming? Observing lessons, giving feedback and developing the departmental team as the HOD will also be explored.

31st May 'Working with Governors' (PMC)

What is the point of having a governing body, how is it structured and what do governors actually do? Governors are a key group involved in holding the school to account and ensuring leadership is focussed on the right things at the right times. How do they actually do this and what is its impact? If you don't know what the governors do this session is for you.

12th July 'Preparing for a new role' (PCO and JSM)

How do you prepare for a change of school or responsibility as the year ends? What do you need to make sure you know from your new school and handover to the one you're leaving? Crucially, how will you get through the first day and week and how do you want other people to see you? This session will look at your personal leadership style/approach alongside the practicalities of changing role.

Leadership Pathways

In addition to this internal programme the school is seeking to engage with the Leadership Pathways Programme and welcomes applications from colleagues who are interested in developing their involvement in this. Details of the programme can be found on the National College website: www.nationalcollege.org.uk. Please see PCO for further discussion.

Leadership Lectures

In collaboration with colleagues in other schools we will be offering a conference on leadership from a respected leader who is currently held in high regard educationally. There are currently two lectures being explored by Slough and Eton to offer to the collaboration:

Stephen Covey Leadership Lecture - a world authority on school leadership who is influencing key aspects of school improvement

NET Lecture: Schools for the 21st Century – Roy Blachford of the National Education Trust will share ideas on the future of school development and how there is so much we can learn from our international partners.

Dates and further details are still to be clarified.

Teacher Development Programme (TDP)

TDP sessions are compulsory for NQTs and co-ordinated by Sue Lane. Sessions start at 3.15pm and take place in L1 unless publicised otherwise. The programme for this academic year is:

7 th September	NQT year introduction (SLA)
19 th September	Start of term review (SLA)
10 th October	Supporting low ability learners (FBR)
14 th November	Engaging with parents using Community Liaison Workers (OBO)
23 rd January	Preparing for parents' evenings (MCU)
7 th March	Meeting the needs of gifted, talented and able learners (LKI/JKA)
30 th April	Organising a whole school event/Trips and Visits (JSM)
25 th June	Pupil Voice (MWO)

NQT Induction

Slough and Eton is part of a collaborative NQT programme with Slough Grammar, Langley Grammar and Herschel Grammar. There is one session per half term for NQTs as follows:

21 st September	Use of voice (at Slough Grammar School)
10 th November	Effective use of the interactive whiteboard (at Langley Grammar School)
18 th January	Assessment for Learning (at Slough and Eton)
29 th February	Strategies for Behaviour Management (at St Bernard's Grammar School)
25 th April	Use of data for tracking students' attainment (Herschel Grammar School)
11 th July	End of induction celebration (venue TBC)

These sessions are compulsory for NQTs and Sue Lane has further details.

New Staff 'need to know' sessions

There are 4 sessions at the start of term for staff new to the school. These are intended to ensure colleagues are quickly up to speed with essential matters. The sessions take place in the Pathways centre, are 30 minutes long starting at 3pm, and are as follows:

6 th September	SIMs in 30 minutes (bring your school laptop) What is SIMs and how do you use it? (PCO)
7 th September	CP Training This is compulsory for all new staff. (AHO)
8th September	Behaviour and rewards systems (MCU)
13 th September	Finding your way around Fronter. An introductory session to Fronter, how to use it and what the expectation is with it. (JSM)

Period 7 CPD

The programme for period 7 CPD activities will be published separately to this document. All staff members will be involved in CPD for half of every term.

Process for staff requests to attend a course/offsite training

The following must be followed in all cases where a member of staff wishes to attend an offsite training event:

- Member of staff completes 'Planned Absence' sheet, attaches course details to it and passes to PCO (see example on next page)
- PCO decides if request is to be agreed. Discussion with member of staff will take place if not, otherwise process continues
- PCO passes form to Kathy who will:
 - Book place on course and raise an official order with a cost centre with Finance
 - Return reply slip to member of staff along with an evaluation sheet
 - Pass rest of 'Planned Absence' sheet to MCU for cover purposes
- Member of staff receives above and all subsequent course documentation, attends course then passes evaluation and expenses form to PCO afterwards for processing (within 1 week).
- Once course has taken place course attendance is logged in SIMs by Rakhshindah

If the course is cancelled or the member of staff is unable to attend for any reason the member of staff must see PCO.

Attendance on any school funded training activity is taken on the understanding that dissemination or cascading of the content may be required to colleagues in the future.

Staff are not required to book their own places on courses and will not need to complete any other forms or paperwork except the planned absence form.