



Continuing Professional Development and Training For school staff and governors

Interim programme 2011-12

- Early years foundation stage and Year 1
- Key stage 1 and 2

Places available on **May 2011 to March 2012** courses

Now also available on
Ealing CPD Online

www.ealingcpd.org.uk

Continuing professional development and training for school staff and governors

Interim Programme for May 2011 - March 2012

Events (includes all courses, meetings, workshops and conferences) listed in the booklet also appear on our Ealing CPD Online website which will provide access to Ealing's full directory of events and support for the Children's Services' workforce. All future training events will appear on this website and schools will be able to book places online.

- Colleagues are asked to book for events taking place during May 2011 using the paper application at the back of this booklet.
- For events from June 2011, please can colleagues log on to www.ealingcpd.org.uk and set themselves up as a user, or ask your CPD Leader to set you up. Once logged in you can search for the events using the following steps:
 1. Select your search criteria and click the **'SEARCH'** button to find events. Alternatively if you know the date of the event you are looking for, you can click on that date in the event calendar and you will be shown all the events on that day.
 2. When you have found an event you would like to request a place on select **'REQUEST A PLACE'**, found on the right hand side of the event information.
 3. You will be taken to the 'Request a Place' page where you can then book on to an event. If you are the CPD Leader and you wish to request a place on behalf of a colleague, select **'REQUEST A PLACE ON BEHALF OF A COLLEAGUE'** and follow the steps below:
 - Select a colleague from the 'Colleague's name' drop down list.
 - If your colleague does not already have an account on the site you can create one for them by selecting **'CLICK HERE TO ADD A COLLEAGUE'**. Fill in their details, including their preferred email address, and click **'Submit'**.
 - You will be taken back to the 'Request a Place' page where your colleague will now be shown in the drop down list.
 4. To submit your booking you will need to read the booking terms and conditions by clicking on **'TERMS AND CONDITIONS'**. A popup will appear. If you agree to these terms and conditions, close the popup and select **'I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS'**.
 5. Click **'Submit'** to request the place.
 6. A confirmation message will be displayed and if you are the CPD Leader you will be sent an email to authorise bookings made by colleagues.
 7. You can follow the progress of bookings in 'My CPD Online > CPD Leader Tools > Events I have booked for colleagues'.

If you would like any further help with using the website please do not hesitate to email eec@ealing.gov.uk or telephone 020 8578 6154.

EALING CPD ONLINE: CPD LEADER INFORMATION SESSIONS

Target audience: School administrators and CPD leaders
Key stage(s): All key stages

Ealing CPD Online www.ealingcpd.org.uk is a new website for promoting and managing training and CPD opportunities offered by Ealing for school staff and governors.

This session will offer an opportunity to:

- gain an overview of Ealing CPD Online
- search for and book training and development
- authorise training requests on line
- view and print reports about all courses colleagues attend
- build and access reports at any time

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JULIA SENIOR-SMITH

Date(s):	Time(s):	Ref no:
Tuesday 10 May 2011	10:00 -12:00	17502
Tuesday 10 May 2011	13:30 -15:30 (repeat)	17503
Tuesday 10 May 2011	16:00 -18:00 (repeat)	17504
Wednesday 11 May 2011	10:00 -12:00 (repeat)	17505
Wednesday 11 May 2011	13:30 -15:30 (repeat)	17506
Wednesday 11 May 2011	16:00 -18:00 (repeat)	17507
Tuesday 17 May 2011	13:30 -15:30 (repeat)	17508
Tuesday 17 May 2011	16:00 -18:00 (repeat)	17509

Cost: £0.00

CHILD PROTECTION/SAFEGUARDING INCLUDING E-SAFETY

NEW DESIGNATED TEACHERS FOR CHILD PROTECTION

Target audience: Teachers who are new to the role of designated teacher, who may be planning to take on the role in future or who are interested in learning more about the process of child protection within schools

Key stage(s): All key stages

This course provides the basic training required by new designated teachers to meet the DCSF and Ealing Safeguarding Board requirements on child protection work. It covers the context of child abuse work in Ealing; law; procedures; what is abuse; and practical issues. The objective is to equip designated teachers with the skills and knowledge to feel confident in carrying out their child protection duties.

Key intended learning outcomes:

- understanding of the role of the designated child protection teacher
- understanding how to identify possible child abuse, gather information at school and refer to social care and work with partner agencies

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): TOM GALVIN / BERNADETTE BOLAND

Date(s):	Time(s):	Ref no:
Thursday 16 June 2011	13:30 -16:00	17471
Wednesday 5 October 2011	13:30 -16:00	17472
Wednesday 1 February 2012	13:30 -16:00	17473

Cost: £0.00

REFRESHER CHILD PROTECTION TRAINING FOR EXPERIENCED DESIGNATED TEACHERS

Target audience: Designated child protection teachers

Key stage(s): All key stages

Designated teachers have to do a refresher training at least every two years. This course is aimed at meeting that requirement. The course for new designated teachers may not be appropriate for experienced staff.

This course is provided by social care and education and will cover:

- thresholds for different referral routes
- how to access various social care referral routes
- meeting social care managers and team members
- identifying what works and what needs further development in interagency working.
- recent developments in child protection guidance and practice

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): TOM GALVIN / BERNADETTE BOLAND

Date(s):	Time(s):	Ref no:
Tuesday 21 June 2011	13:30 -16:00	17474
Monday 10 October 2011	13:30 -16:00	17475
Wednesday 8 February 2012	13:30 -16:00	17476

Cost: £0.00

STATUTORY EYFSP PROFILE MODERATION MEETINGS

Target audience: FS1 (nursery), FS2 (reception) and year 1 practitioners, EYFS leaders, assessment leaders, newly qualified teachers, support staff and PVI managers

Key stage(s): Foundation stage

These sessions will provide FS1, FS2 and year 1 practitioners with an opportunity to:

- moderate their EYFS profile judgements using national exemplification (EYFSP Handbook, NAA, 2008) to gain consistency between practitioners of other settings
- discuss the exemplification within the EYFS Profile Handbook (NAA)
- seek clarification from EYFSP moderators

Spring and summer term moderation meetings are statutory for all FS2 practitioners responsible for finalising the EYFS profile judgements.

Please book all moderation meetings in advance to enable sufficient practitioner-moderator ratios to be maintained.

Colleagues are advised to make contact with their local feeder or receiver settings prior to the session, in order to arrange to co-attend and co-moderate.

Please contact the early years administrator (020 8825 7249/5693) should you wish to receive a list of settings in your local area.

Colleagues are required to bring:

- two sample EYFS profiles of children:
 - FS1: 1 x scale score i-v and 1 x scale score 1-3
 - FS2: 1 x scale score 1-3; 1 x scale score 4-8 and 1 x scale point 9
- copy of NAA EYFS Profile Handbook (copies can be downloaded from <http://testsandexams.qcda.gov.uk/17852.aspx>)
- copy of the Ealing EYFS Profile Moderation Booklet 2010
- copy of your setting's 'previous Record of Moderation Visit / Meeting' (including action points)
- highlighter pens

Key intended learning outcome:

- to gain consistency of EYFSP judgements in line with national exemplification

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): SAMIRA JOHN-BAILEY

Date(s):	Time(s):	Ref no:
Tuesday 3 May 2011	13:00 -15:30	17273
Wednesday 4 May 2011	09:30 -12:00 (repeat)	17274
Wednesday 11 May 2011	16:00 -18:00 (repeat)	17275
Thursday 12 May 2011	13:00 -15:30 (repeat)	17276
Monday 16 May 2011	16:00 -18:00 (repeat)	17277
Tuesday 17 May 2011	13:00 -15:30 (repeat)	17278
Wednesday 18 May 2011	16:00 -18:00 (repeat)	17279
Friday 20 May 2011	09:30 -12:00 (repeat)	17280

Cost: Free to NEG funded schools/settings

EARLY TALK TRAINING SUPPORTIVE LEVEL (2 PART COURSE)

Target audience: Practitioners and leaders in private, voluntary, independent and maintained settings; year 1 practitioners; EYFS leaders; PVI managers; EYFS teachers and year 1 teachers

Key stage(s): Foundation stage

This course aims to raise practitioners understanding of the stages children go through in developing language and communication.

Key intended learning outcomes to:

- support practitioners and leaders in creating rich communication environments for all young children in their daily settings
- raise practitioners' understanding of the stages children go through in developing language and communication and what they can do to help them progress from stage to stage
- provide participants with opportunities to develop practical strategies to support children's communication development within their setting

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): ANITA MCKIERNAN / ISABELLE TOLAN

Date(s):	Time(s):		Ref no:
Wednesday 4 May 2011	09:00 -12:30	Day 1	17489
Wednesday 25 May 2011	09:00 -12:30	Day 2	
Wednesday 2 November 2011	09:00 -12:30	Day 1	17491
Wednesday 23 November 2011	09:00 -12:30	Day 2	
Tuesday 17 January 2012	09:00 -12:30	Day 1	17493
Tuesday 7 February 2012	09:00 -12:30	Day 2	

Cost: Free to NEG funded schools/settings

LETTERS AND SOUNDS PHASE 1: ASPECTS 1 - 7

Target audience: Practitioners in private, voluntary, independent and maintained settings (for children aged 3+); EYFS teachers and year 1 teachers

Key stage(s): Foundation stage

Letters and Sounds Phase 1: Aspects 1 - 7

- overview of Phase 1
- planning and delivering Phase 1 activities
- effective Phase 1 practice

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): SUE BENSON / LIZZIE ROSS

Date(s):	Time(s):		Ref no:
Friday 20 May 2011	09:00 -15:30		17485
Friday 14 October 2011	09:00 -15:30	(repeat)	17486
Friday 10 February 2012	09:00 -15:30	(repeat)	17487

Cost: Free to NEG funded schools/settings

LEADERSHIP AND MANAGEMENT BRIEFING

Target audience: EYFS leaders, managers and practitioners in the maintained, private, voluntary and independent settings
Key stage(s): Foundation stage

- To support practitioners and leaders in creating rich communication environments for all young children in their daily settings.
- To raise practitioners' understanding of the stages children go through in developing language and communication and what they can do to help them progress from stage to stage.
- To provide participants with opportunities to develop practical strategies to support children's communication development within their setting.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): RACHELLE LESLIE

Date(s): Tuesday 7 June 2011
Time(s): 14:00 -16:00
Ref no: 17404

Cost: Free to NEG funded schools/settings

SUPPORTING CHILDREN'S COMMUNICATION AND LANGUAGE DEVELOPMENT THROUGH STORY TELLING, ROLE PLAY, MEANINGFUL MARK MAKING (2 PART COURSE)

Target audience: Practitioners in private, voluntary, independent and maintained settings; year 1 practitioners
Key stage(s): Foundation stage

This course aims to support children's communication and language development through storytelling, role play and meaningful mark making. It will also provide opportunities for practitioners to practice skills in telling stories and planning and implementing role-play.

Key intended learning outcomes:

- to raise practical understanding of the central role of storytelling and role play in developing children's language and literacy
- to enhance practitioners skills and knowledge in linking story telling, role play and meaningful mark - making to other areas of learning
- to raise children's learning outcomes by extending practitioners knowledge of narrative development, verbal reasoning and sustained shared thinking

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ANITA MCKIERNAN / ISABELLE TOLAN

Date(s): Friday 10 June 2011
Friday 24 June 2011
Time(s): 09:00 -12:30
09:00 -12:30
Ref no: 17495

Tuesday 4 October 2011
Tuesday 18 October 2011
09:00 -12:30
09:00 -12:30
Day 1
Day 2
17497

Tuesday 28 February 2012
Tuesday 13 March 2012
09:00 -12:30
09:00 -12:30
Day 1
Day 2
17499

Cost: Free to NEG funded schools/settings

FS2 PHONICS PLANNING WORKSHOP

Target audience: Teachers in FS2 who have already attended the basic phonics training (phonics part 1 and 2)
Key stage(s): Foundation stage

This is a repeat of previous phonics planning workshops. The aim of this course is to improve the quality of phonics planning (and subsequent teaching), particularly focusing on the use of AfL and pace of progression through the phonic phases. Practitioners will see a demonstration lesson at an appropriate phase. Groups will then plan for a week of phonics at this phase, with the support of the CLLD consultant. Practitioners may take away a completed weekly plan to adapt and use back in school.

Key intended learning outcome:

- to improve the quality of phonics planning (and subsequent teaching)

Please note: Unless there are 10 or more bookings on this courses before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 27 June 2011
Time(s): 13:00 - 15:00
Ref no: 17520

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

GOVERNOR TRAINING

SAFER RECRUITMENT TRAINING

Target audience: All school and staff and governors who sit on selection panels
Key stage(s): All key stages

All selection panels including the Chair have to have received safer recruitment training and to meet the relevant standards by testing. This course is designed for all school staff and governors who sit on selection panels.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): MARK NELSON / ANDY MERRYWEATHER / TOM GALVIN

Date(s): Tuesday 7 June 2011
Time(s): 09:00 -17:00
Ref no: 17382

Cost: £0.00

SAFEGUARDING CHILDREN, CHILD PROTECTION: THE ROLE OF GOVERNORS

Target audience: Nominated governors for child protection and any interested governors, clerks to governing bodies, LA or school staff

Key stage(s): All key stages

The DfE guidance on child protection sets out the responsibilities of school governors in child protection. Schools play an important role in keeping children safe. This is reflected in the school inspection process and the guidance, which expects governors to have training in child protection. This course will cover the new duties and how to discharge them.

Key intended learning outcomes:

- an understanding of the role of governing bodies in child protection
- an understanding of the role of the nominated governor

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): TOM GALVIN / GILL BORG

Date(s):	Time(s):	Ref no:
Wednesday 22 June 2011	18:30 -20:00	17477
Wednesday 5 October 2011	18:30 -20:00 (repeat)	17478
Wednesday 8 February 2012	18:30 -20:00 (repeat)	17479

Cost: £0.00

ICT

TRAINING AND UPDATE SESSION FOR PRIMARY ICT CO-ORDINATORS

Target audience: ICT co-ordinators from primary schools / primary school senior leaders

Key stage(s): Key stage 1 and 2

Training and update session for primary ICT co-ordinators – agendas are faxed and emailed to all schools and are in the MLE ICT room several weeks in advance.

Key intended learning outcomes, to raise awareness of:

- roles and responsibilities of ICT co-ordinator in school (monitoring / assessment / leading development / developing schemes of work / updating school ICT development plans)
- updates on latest ICT initiatives in education
- updates on latest technologies and software and its relevance to teaching and learning

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): MARK ROBINSON

Date(s):	Time(s):	Ref no:
Tuesday 7 June 2011	13:00-16:00	17541
Wednesday 8 June 2011	13:00-16:00	17542

Cost: £0.00

RECTIFYING POOR PERFORMANCE

Target audience: Headteachers and other members of the leadership group (middle/senior/advanced leaders)
Key stage(s): All key stages

The effective management of staff performance regardless of role depends on the effective use of induction, management of probation and continuing structured supervision. The course describes the informal and formal processes for managing poor performance cases.

There is no charge to those Schools which purchase the HR consultancy service and a fee of £150 is payable by those schools from the maintained and independent sectors who do not purchase the service.

Further information can be obtained from the following:
Neil Robson 020 8825 6533

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): MARK NELSON / TASHA OLIVER

Date(s): Thursday 28 April 2011
Time(s): 09:30 -16:30
Ref no: 17352

Cost: See above

ABSENCE MANAGEMENT

Target audience: Headteachers and other members of the leadership group (middle/senior/advanced leaders)
Key stage(s): All key stages

The consequences of staff absence both in terms of interruptions to service delivery and cost can be substantial especially at a time of shrinking budgets. The course demonstrates techniques and processes for managing staff absence with a view to reducing the impact on school operations.

There is no charge to those Schools which purchase the HR consultancy service and a fee of £150 is payable by those schools from the maintained and independent sectors who do not purchase the service.

Further information can be obtained from the following:
Neil Robson 020 8825 6533

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): CHRISTOPHER PROWSE

Date(s): Tuesday 3 May 2011
Time(s): 09:30 -16:30
Ref no: 17350

Cost: See above

MANAGING TEACHING ASSISTANTS IN THE CLASSROOM

Target audience: All teachers who work with and / or manage teaching assistants in the classroom
Key stage(s): Foundation stage, Key stage 1 and Key stage 2

Support staff bring a wider range of skills and experience to the classroom and are considered invaluable by colleagues, pupils and parents. However, recent research indicates that, in many cases, more attention needs to be paid to how they are deployed if their work is to have a positive impact on the progress made by children and young people. The recruitment and initial training of teaching assistants will only add value if assistants are deployed effectively, by teachers and managers inside schools, and if TAs have received induction, which ensure that they develop skills, which they can use to maximum effect. This course will explore how teachers can manager TAs more effectively and maximise the impact of their support on pupils' learning.

This course will provide guidelines for teachers on:

- the development of good TA practice
- how teachers can work most effectively with TAs
- what the role of the TA comprises, and
- how TAs' skills can be developed.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): SUE ROLPH

Date(s): Friday 20 May 2011
Time(s): 09:30 -12:00
Ref no: 17515

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

SAFER RECRUITMENT TRAINING

Target audience: All school and staff and governors who sit on selection panels
Key stage(s): All key stages

All selection panels including the Chair have to have received safer recruitment training and to meet the relevant standards by testing. This course is designed for all school staff and governors who sit on selection panels.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): MARK NELSON / ANDY MERRYWEATHER / TOM GALVIN

Date(s): Tuesday 7 June 2011
Time(s): 09:00 -17:00
Ref no: 17382

Cost: £0.00

INCLUSION DEVELOPMENT PROGRAMME: BEHAVIOURAL, EMOTIONAL AND SOCIAL DIFFICULTIES FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS

Target audience: Headteachers, inclusion managers and special educational needs co-ordinators
Key stage(s): All key stages

Inclusion Development Programme resources for supporting pupils with behavioural, emotional and social difficulties. This is the next module for the IDP following on from the Autism module.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ALISON OMAR-LINCOLN / MARGARET ALLAN

Date(s): Wednesday 15 June 2011
Wednesday 29 June 2011
Time(s): 09:00 -12:00
09:00 -12:00 (repeat)
Ref no: 17446
17447

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

LEADING YOUR TEAM EFFECTIVELY

Target audience: For practicing, aspiring or experienced team leaders (no formal training or prior experience necessary)
Key stage(s): All key stages

To give practicing or potential team leaders the foundation for their formal development in this role by developing a wide range of team leading skills and assisting participants in gaining the comprehensive knowledge required by a team leader.

Course participants will gain a greater understanding of:

- Developing yourself as a team leader
- Leading your work team
- Effective communication skills
- Managing team performance

At the end of the course participants will:

- have a comprehensive understanding of the team leader role
- know how to lead and motivate their teams
- possess the practical skills and knowledge required to effectively management the work team

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): NOELLA LYNCH-EDGHILL

Date(s): Tuesday 21 June 2011
Time(s): 09:30 -15:00
Ref no: 17519

Cost: £139.00 to all who do not subscribe to the school staff and governor CPD/training SLA

LITERACY

CATCH UP LITERACY FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS AND LITERACY LEADERS

Target audience: Special educational needs co-ordinators and literacy leaders
Key stage(s): Key stage 1 and 2

An introduction course for special educational needs co-ordinators and literacy leaders on the Catch Up Literacy Programme.

Key intended learning outcome:

- development of knowledge and skills to manage and co-ordinate delivery of the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ALISON OMAR-LINCOLN

Date(s): Thursday 19 May 2011
Time(s): 13:00 -16:00
Ref no: 17443

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

IS YOUR SCHOOL READY FOR THE PROPOSED YEAR 1 PHONICS SCREENING CHECK?

Target audience: Literacy subject leaders
Key stage(s): Key stage 1 and 2

The training will look at the proposed content of the Y1 phonics screening check. It will identify key areas for literacy subject leaders to focus on to ensure that the school and children are well prepared. These will include: the school's long term phonics plan/scheme of work; observation and feedback of quality first phonics planning and teaching; use of the phonics phase tracking sheet; wave 2 phonics interventions. In the event that the proposed screening check doesn't go ahead in the future, this course will still be invaluable in ensuring that effective phonics provision is in place.

The course will be particularly useful for KS2 based literacy subject leaders and literacy subject leaders who have not been actively involved in the CLLD programme. We hope to have one or two literacy subject leaders/CLLD leads to share their experiences of leading developments in this area of the curriculum.

To make best use of this course literacy subject leaders are asked to bring the following with them:

- the school's long term phonics plan (if there is one)
- a copy of a recent Y1 phonics plan
- phonics phase tracking sheets from Y1 (if they are used in school) and a list of Y1 children receiving specific phonics interventions

Key intended learning outcomes:

- Literacy subject leaders to feel more confident in monitoring this aspect of early literacy teaching
- Literacy subject leaders to identify the key areas to focus on back in their own school to best prepare practitioners and children for the proposed screening check

Please note: Unless there are 10 or more bookings on this course before 13/5/11 the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE / JAMES SNOWDEN

Date(s): Monday 23 May 2011
Time(s): 09:00 - 12:00
Ref No: 17531

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PHONICS PART 1 AND 2 (COVERED IN ONE SESSION)

Target audience: Teachers and teaching assistants in reception, year 1 and year 2
Key stage(s): Key stage 1 and 2

The training will be a repeat of the centrally based CLLD phonics training Lesley ran earlier this year and in previous years. It will be for teachers and TAs in FS2, Y1 and Y2 who haven't had the training yet or wish to repeat it. It is not uncommon for staff to wish to revisit the phonics training, as there is a lot to take on board the first time.

The training is in 2 parts, an outline of which is provided below:

The first part will focus on subject knowledge and will include synthetic phonics terminology, segmenting words into phonemes, sorting words and identifying patterns, learning some basic phonic/spelling rules. This will provide participants with the subject knowledge that is necessary for effective synthetic phonics teaching.

The second part will begin with a brief overview of the PNS synthetic phonics programme (Letters and Sounds). The session will then become very practical with various teaching activities being modelled and participants taking on the role of children in the classroom. Planning for the discrete teaching of phonics and features of effective phonics teaching will be discussed.

Key intended learning outcomes:

- practitioners to have improved phonics subject knowledge
- practitioners to have an understanding of the features of effective phonics teaching, with particular reference to the use of the letters and sounds programme

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 09:00 - 12:15
Ref no: 17524

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PHONICS FOR KEY STAGE 2: PART 1 AND 2 (COVERED IN ONE SESSION)

Target audience: Teachers and teaching assistants in key stage 2
Key stages: Key stage 2

The training will be a repeat of the KS2 phonics training run in the autumn and spring terms.

The training is in 2 parts, an outline of which is provided below:

The first part will focus on subject knowledge and will include synthetic phonics terminology, segmenting words into phonemes, sorting words and identifying patterns, learning some basic phonic/spelling rules. This will provide participants with the subject knowledge that is necessary for effective synthetic phonics teaching.

The second part will begin with a brief overview of the PNS synthetic phonics programme (Letters and Sounds). Planning for the discrete teaching of phonics and features of effective phonics teaching will be discussed.

Key intended learning outcomes:

- practitioners to have improved phonics subject knowledge
- practitioners to have an understanding of the features of effective phonics teaching, with particular reference to the use of the letters and sounds programme

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JAMES SNOWDEN

Date(s): Monday 13 June 2011
Time(s): 09:00 - 12:15
Ref no: 17525

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

GUIDED READING L2B AND BELOW

Target audience: FS2, key stage 1 and 2 teachers and teaching assistants
Key stage(s): Key stage 1 and 2

The session will provide a model for effective guided reading teaching at L2b and below. The training is for teachers and TAs who haven't had the training yet, or wish to repeat last term's/year's. The model provided is an effective one to use when reading with both groups and individuals. The session will include a demo of a book introduction and participants will have the chance to plan for elements of a guided reading session with a given text (these plans will be discussed in detail). Tips on managing guided reading will also be given.

Key intended learning outcome:

- practitioners to be able to deliver good quality guided reading sessions

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 16:15 - 17:45
Ref no: 17522

Cost: £77.00 to all who do not subscribe to the school staff and governor CPD/training SLA

KEY STAGE 1 PHONICS PLANNING WORKSHOP

Target audience: Teachers in year 1 and 2 who have already attended the basic phonics training (phonics part 1 and 2)
Key stage(s): Key stage 1

This is a repeat of previous phonics planning workshops. The aim of this course is to improve the quality of phonics planning (and subsequent teaching), particularly focusing on the use of AfL and pace of progression through the phonic phases. Practitioners will see a demonstration lesson at an appropriate phase. Groups will then plan for a week of phonics at this phase, with the support of the CLLD consultant. Practitioners may take away a completed weekly plan to adapt and use back in school.

Key intended learning outcome:

- to improve the quality of phonics planning (and subsequent teaching)

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JAMES SNOWDEN

Date(s): Monday 27 June 2011
Time(s): 09:00 - 12:00
Ref no: 17523

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

GUIDED READING L2A AND ABOVE

Target audience: Key stage 1 and 2 teachers and teaching assistants
Key stage(s): Key stage 1 and 2

The session will provide a model for effective guided reading teaching at L2a and above. The training is for teachers and TAs who haven't had the training yet, or wish to repeat last term's/year's. The model provided is an effective one to use when reading with both groups and individuals. The session will include a demo of part of a guided reading session and participants will have the chance to plan for further elements of a guided reading session with the same text (these plans will be discussed in detail). Tips on managing guided reading will also be given.

Key intended learning outcome:

- practitioners to be able to deliver good quality guided reading sessions

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 27 June 2011
Time(s): 16:15 - 17:45
Ref no: 17521

Cost: £77.00 to all who do not subscribe to the school staff and governor CPD/training SLA

MANAGING PEOPLE

MANAGING TEACHING ASSISTANTS IN THE CLASSROOM

Target audience: All teachers who work with and / or manage teaching assistants in the classroom
Key stage(s): Foundation stage, Key stage 1 and Key stage 2

Support staff bring a wider range of skills and experience to the classroom and are considered invaluable by colleagues, pupils and parents. However, recent research indicates that, in many cases, more attention needs to be paid to how they are deployed if their work is to have a positive impact on the progress made by children and young people. The recruitment and initial training of teaching assistants will only add value if assistants are deployed effectively, by teachers and managers inside schools, and if TAs have received induction, which ensure that they develop skills, which they can use to maximum effect. This course will explore how teachers can manager TAs more effectively and maximise the impact of their support on pupils' learning.

This course will provide guidelines for teachers on:

- the development of good TA practice
- how teachers can work most effectively with TAs
- what the role of the TA comprises, and
- how TAs' skills can be developed.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): SUE ROLPH

Date(s): Friday 20 May 2011
Time(s): 09:30 -12:00
Ref no: 17515

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

LEADING YOUR TEAM EFFECTIVELY

Target audience: For practicing, aspiring or experienced team leaders (no formal training or prior experience necessary)
Key stage(s): All key stages

To give practicing or potential team leaders the foundation for their formal development in this role by developing a wide range of team leading skills and assisting participants in gaining the comprehensive knowledge required by a team leader.

Course participants will gain a greater understanding of:

- Developing yourself as a team leader
- Leading your work team
- Effective communication skills
- Managing team performance

At the end of the course participants will:

- have a comprehensive understanding of the team leader role
- know how to lead and motivate their teams
- possess the practical skills and knowledge required to effectively management the work team

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): NOELLA LYNCH-EDGHILL

Date(s): Tuesday 21 June 2011
Time(s): 09:30 -15:00
Ref no: 17519

Cost: £139.00 to all who do not subscribe to the school staff and governor CPD/training SLA

MUSIC

SPECIAL SCHOOLS MUSIC NETWORKING MEETING

Target audience: Teachers with responsibility for teaching music to pupils with SEN and other interested school teacher
Key stage(s): All key stages

Music teachers with responsibility of teaching pupils with special educational needs will come together once a term with a view to sharing teaching ideas and engage in inquiry led research for the benefit of pupils in Ealing.

Contact Zahra Malik on 020 8843 9121 or zmalik@ealing.gov.

Venue: TO BE ADVISED
Facilitator(s): ZAHRA MALIK

Date(s): Thursday 30 June 2011
Time(s): 14:00 -17:30
Ref no: 16846

Cost: £0.00

NUMERACY

CATCH UP NUMERACY FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS AND NUMERACY LEADERS

Target audience: Special educational needs co-ordinators and numeracy leaders
Key stage(s): Key stage 1 and 2

An introduction course for special educational needs co-ordinators and numeracy leaders on the Catch Up Numeracy Programme.

Key intended learning outcome:

- development of knowledge and skills to manage and co-ordinate delivery of the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ALISON OMAR-LINCOLN

Date(s): Friday 1 July 2011
Time(s): 09:00 - 12:00
Ref no: 17448

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

ONE TO ONE TUITION

ONE TO ONE WRITING TUTOR TRAINING, INCORPORATING EVERY CHILD A WRITER TUTOR TRAINING

Target audience: One to one tutors for writing
Key stage(s): Key stage 1 and 2

This training is a core element of the Every Child a Writer Programme and is also suitable for any teacher providing 121 tutoring in writing in KS2. A pedagogy for 121 tutoring and a suggested session sequence will be shared along with ideas for activities and approaches.

Participants will be made familiar with a range of support materials for effective 121 writing sessions including Support for Writing, which includes high value writing targets and planning support materials.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JANET DIQUE

Date(s): Monday 9 May 2011
Time(s): 13:30 -16:00
Ref no: 17239

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PERFORMANCE MANAGEMENT

CROSSING THE THRESHOLD: MOVING TO UPS

Target audience: Specifically for mainscale teachers preparing for UPS / Post Threshold
Key stage(s): All key stages

This course is essential for teachers who wish to demonstrate their ability to meet the Post Threshold Standards. It will look closely at the 'P' Standards as a framework for middle leadership development and how these can be evidenced through Performance and Management and an ongoing Professional Development Record (PDR).

Course participants will gain a greater understanding of:

- the Post Threshold Standards and how they differ from the Core Standards
- how the 'P' Standards link to job roles and school priorities
- the use of performance management in providing support evidence
- the importance and value of maintaining a PDR (with a suggested format for this)
- how a range of evidence can be effectively used to track progress against the 'P' Standards

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): WENDY TODD

Date(s): Wednesday 25 May 2011
Time(s): 09:30 -15:30
Ref no: 17517

Cost: £139.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PERFORMANCE MANAGEMENT WORKSHOP FOR REVIEWERS OF SCHOOL SUPPORT STAFF

Target audience: All those who are performance management reviewers of support staff
Key stage(s): All key stages

This session will focus on the skills required to successfully undertake performance management reviews of support staff.

Course participants will gain a greater understanding of:

- what is performance management
- how performance management should link to school priorities and job roles
- how to plan and prepare for performance management reviews
- setting objectives and success criteria
- the use of observations and evidence for performance management
- professional dialogue and giving and receiving feedback
- linking the National Occupational Standards to the process

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): NOELLA LYNCH-EDGHILL

Date(s): Thursday 9 June 2011
Time(s): 09:30 -12:30
Ref no: 17518

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

SPECIAL EDUCATIONAL NEEDS / INCLUSION

CATCH UP LITERACY FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS AND LITERACY LEADERS

Target audience: Special educational needs co-ordinators and literacy leaders
Key stage(s): Key stage 1 and 2

An introduction course for special educational needs co-ordinators and literacy leaders on the Catch Up Literacy Programme.

Key intended learning outcome:

- development of knowledge and skills to manage and co-ordinate delivery of the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ALISON OMAR-LINCOLN

Date(s): Thursday 19 May 2011
Time(s): 13:00 -16:00
Ref no: 17443

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PHASE 2 WAVE 2 SUPPORT

Target group: Special educational needs co-ordinators and teaching assistants in reception, year 1 and year 2
Key stage(s): Key stage 1 and 2

This is follow up phonics training for TAs who have previously attended the main phonics training part 1 and 2 (in previous terms or this morning 13th June) and who are leading extra phonics sessions at Phase 2 with groups of children who have fallen behind. The session will include some demonstration of phonics teaching and the chance for TAs to share good practice and ask questions. SENCOs are welcome to attend with a TA.

Key intended learning outcome:

- practitioners to feel confident to lead effective phase 2 wave 2 sessions with groups of children

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 13:00 - 15:00
Ref no: 17526

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

GUIDED READING L2B AND BELOW

Target audience: FS2, key stage 1 and 2 teachers and teaching assistants
Key stage(s): Key stage 1 and 2

The session will provide a model for effective guided reading teaching at L2b and below. The training is for teachers and TAs who haven't had the training yet, or wish to repeat last term's/year's. The model provided is an effective one to use when reading with both groups and individuals. The session will include a demo of a book introduction and participants will have the chance to plan for elements of a guided reading session with a given text (these plans will be discussed in detail). Tips on managing guided reading will also be given.

Key intended learning outcome:

- practitioners to be able to deliver good quality guided reading sessions

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 16:15 - 17:45
Ref no: 17522

Cost: £77.00 to all who do not subscribe to the school staff and governor CPD/training SLA

INCLUSION DEVELOPMENT PROGRAMME: BEHAVIOURAL, EMOTIONAL AND SOCIAL DIFFICULTIES FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS

Target audience: Headteachers, inclusion managers and special educational needs co-ordinators

Key stage(s): All key stages

Inclusion Development Programme resources for supporting pupils with behavioural, emotional and social difficulties. This is the next module for the IDP following on from the Autism module.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): ALISON OMAR-LINCOLN / MARGARET ALLAN

Date(s): **Time(s):** **Ref no:**

Wednesday 15 June 2011 09:00 -12:00 17446

Wednesday 29 June 2011 09:00 -12:00 (repeat) 17447

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

CATCH UP NUMERACY FOR SPECIAL EDUCATIONAL NEEDS CO-ORDINATORS AND NUMERACY LEADERS

Target audience: Special educational needs co-ordinators and numeracy leaders

Key stage(s): Key stage 1 and 2

An introduction course for special educational needs co-ordinators and numeracy leaders on the Catch Up Numeracy Programme.

Key intended learning outcome:

- development of knowledge and skills to manage and co-ordinate delivery of the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): ALISON OMAR-LINCOLN

Date(s): **Time(s):** **Ref no:**

Friday 1 July 2011 09:00 - 12:00 17448

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

SUPPORT STAFF DEVELOPMENT

CERTIFICATE OF SCHOOL ADMINISTRATION LEVEL 3 COURSE (3 PART COURSE)

Target audience: All school support staff
Key stage(s): All key stages

Three modules:

- knowing my school
- working with people
- understanding my role

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): SCHOOLS DIRECT.COM LTD

Date(s):	Time(s):		Ref no:
Tuesday 3 May 2011	09:00 -16:30	Day 1	17459
Tuesday 28 June 2011	09:00 -16:30	Day 2	
Tuesday 20 September 2011	09:00 -16:30	Day 3	

Cost: £300 to schools who buy back into the school staff and governor CPD training SLA / £550 to all who do not subscribe to the school staff and governor CPD/training SLA

EALING CPD ONLINE: CPD LEADER INFORMATION SESSIONS

Target audience: School administrators and CPD leaders
Key stage(s): All key stages

Ealing CPD Online www.ealingcpd.org.uk is a new website for promoting and managing training and CPD opportunities offered by Ealing for school staff and governors.

This session will offer an opportunity to:

- gain an overview of Ealing CPD Online
- search for and book training and development
- authorise training requests on line
- view and print reports about all courses colleagues attend
- build and access reports at any time

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JULIA SENIOR-SMITH

Date(s):	Time(s):		Ref no:
Tuesday 10 May 2011	10:00 -12:00		17502
Tuesday 10 May 2011	13:30 -15:30	(repeat)	17503
Tuesday 10 May 2011	16:00 -18:00	(repeat)	17504
Wednesday 11 May 2011	10:00 -12:00	(repeat)	17505
Wednesday 11 May 2011	13:30 -15:30	(repeat)	17506
Wednesday 11 May 2011	16:00 -18:00	(repeat)	17507
Tuesday 17 May 2011	13:30 -15:30	(repeat)	17508
Tuesday 17 May 2011	16:00 -18:00	(repeat)	17509

Cost: £0.00

TEACHING ASSISTANTS - WORKING WITH TEACHERS AND PUPILS: MAXIMISING THE IMPACT OF SUPPORT

Target audience: All teaching assistants who support pupils' learning

Key stage(s): All key stages

Support staff can play an invaluable role in improving outcomes for pupils. However, recent research indicates that, in many cases, more attention needs to be paid to the ways in which their skills are deployed and developed if their work is to have a positive impact on the progress made by children and young people. This course aims to explore the many and varied roles of teaching assistants and how they can use and develop their skills to maximise the impact of the support they provide for pupils.

This course will provide guidelines for TAs on:

- what constitutes effective support
- how effective support can be delivered, and
- how TAs' skills can be developed.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): SUE ROLPH

Date(s):
Friday 20 May 2011

Time(s):
13:00 -15:30

Ref no:
17516

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

CATCH UP LITERACY: TRAINING FOR TEACHING ASSISTANTS

Target audience: Teaching assistants

Key stage(s): Key stage 1 and 2

Introduction training in the Catch Up Literacy Programme for teaching assistants.

Key intended learning outcome:

- development of knowledge and skills to effectively deliver the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): ALISON OMAR-LINCOLN

Date(s):
Wednesday 25 May 2011

Time(s):
09:00 -16:00

Ref no:
17444

Cost: £139.00 to all who do not subscribe to the school staff and governor CPD/training SLA

ADMINISTRATORS' FORUM

Target audience: School administrators

Key stage(s): All key stages

Agenda to be advised.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH

Facilitator(s): SCHOOLS' BURSARIAL SERVICE

Date(s):
Thursday 9 June 2011

Time(s):
13:30 -16:00

Ref no:
17458

Cost: £0.00

PHONICS PART 1 AND 2 (COVERED IN ONE SESSION)

Target audience: Teachers and teaching assistants in reception, year 1 and year 2
Key stage(s): Key stage 1 and 2

The training will be a repeat of the centrally based CLLD phonics training Lesley ran earlier this year and in previous years. It will be for teachers and TAs in FS2, Y1 and Y2 who haven't had the training yet or wish to repeat it. It is not uncommon for staff to wish to revisit the phonics training, as there is a lot to take on board the first time.

The training is in 2 parts, an outline of which is provided below:

The first part will focus on subject knowledge and will include synthetic phonics terminology, segmenting words into phonemes, sorting words and identifying patterns, learning some basic phonic/spelling rules. This will provide participants with the subject knowledge that is necessary for effective synthetic phonics teaching.

The second part will begin with a brief overview of the PNS synthetic phonics programme (Letters and Sounds). The session will then become very practical with various teaching activities being modelled and participants taking on the role of children in the classroom. Planning for the discrete teaching of phonics and features of effective phonics teaching will be discussed.

Key intended learning outcomes:

- practitioners to have improved phonics subject knowledge
- practitioners to have an understanding of the features of effective phonics teaching, with particular reference to the use of the letters and sounds programme

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 09:00 - 12:15
Ref no: 17524

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PHONICS FOR KEY STAGE 2: PART 1 AND 2 (COVERED IN ONE SESSION)

Target audience: Teachers and teaching assistants in key stage 2
Key stages: Key stage 2

The training will be a repeat of the KS2 phonics training run in the autumn and spring terms.

The training is in 2 parts, an outline of which is provided below:

The first part will focus on subject knowledge and will include synthetic phonics terminology, segmenting words into phonemes, sorting words and identifying patterns, learning some basic phonic/spelling rules. This will provide participants with the subject knowledge that is necessary for effective synthetic phonics teaching.

The second part will begin with a brief overview of the PNS synthetic phonics programme (Letters and Sounds). Planning for the discrete teaching of phonics and features of effective phonics teaching will be discussed.

Key intended learning outcomes:

- practitioners to have improved phonics subject knowledge
- practitioners to have an understanding of the features of effective phonics teaching, with particular reference to the use of the letters and sounds programme

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): JAMES SNOWDEN

Date(s): Monday 13 June 2011
Time(s): 09:00 - 12:15
Ref no: 17525

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

PHASE 2 WAVE 2 SUPPORT

Target group: Special educational needs co-ordinators and teaching assistants in reception, year 1 and year 2
Key stage(s): Key stage 1 and 2

This is follow up phonics training for TAs who have previously attended the main phonics training part 1 and 2 (in previous terms or this morning 13th June) and who are leading extra phonics sessions at Phase 2 with groups of children who have fallen behind. The session will include some demonstration of phonics teaching and the chance for TAs to share good practice and ask questions. SENCOs are welcome to attend with a TA.

Key intended learning outcome:

- practitioners to feel confident to lead effective phase 2 wave 2 sessions with groups of children

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 13 June 2011
Time(s): 13:00 - 15:00
Ref no: 17526

Cost: £97.00 to all who do not subscribe to the school staff and governor CPD/training SLA

GUIDED READING L2A AND ABOVE

Target audience: Key stage 1 and 2 teachers and teaching assistants
Key stage(s): Key stage 1 and 2

The session will provide a model for effective guided reading teaching at L2a and above. The training is for teachers and TAs who haven't had the training yet, or wish to repeat last term's/year's. The model provided is an effective one to use when reading with both groups and individuals. The session will include a demo of part of a guided reading session and participants will have the chance to plan for further elements of a guided reading session with the same text (these plans will be discussed in detail). Tips on managing guided reading will also be given.

Key intended learning outcome:

- practitioners to be able to deliver good quality guided reading sessions

Please note: Unless there are 10 or more bookings on this course before the end of half term (w/c 30/5/11) the course will be cancelled.

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): LESLEY CLARKE

Date(s): Monday 27 June 2011
Time(s): 16:15 - 17:45
Ref no: 17521

Cost: £77.00 to all who do not subscribe to the school staff and governor CPD/training SLA

CATCH UP NUMERACY: TRAINING FOR TEACHING ASSISTANTS

Target audience: Teaching assistants
Key stage(s): Key stage 1 and 2

Introduction training in the Catch Up Numeracy Programme for teaching assistants.

Key intended learning outcome:

- development of knowledge and skills to effectively deliver the programme

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): ALISON OMAR-LINCOLN

Date(s): Friday 8 July 2011
Time(s): 09:00 - 16:00
Ref no: 17449

Cost: £139.00 to all who do not subscribe to the school staff and governor CPD/training SLA

HLTA PREPARATION (3 PART COURSE) **EXPRESSION OF INTEREST TO APPLY**

Target audience: Teaching assistants, parent support advisers (PSA), nursery nurses, learning support assistants, learning mentors, FS2 (reception) practitioners, FS1 (nursery practitioners), cover supervisors, classroom assistants, bilingual support assistants, all classroom support staff

Key stage(s): **All key stages**

The Higher Level Teaching Assistant (HLTA) status recognises the level of knowledge, skills and understanding that school support staff have and the valuable contribution they make in schools. The only way to obtain the status is to undergo accredited HLTA preparation and assessment and meet the agreed national standards. This is a three day course at EEC with an additional half day assessment carried out in your work setting. To be eligible you will need to have a minimum of 2 years' experience of supporting learning in the classroom and have agreement from your line manager to apply. In applying for this programme you are expressing an interest in applying for the course and you will then be informed about the next stage of the application process which will look in detail at your eligibility and experience. Further information about the application process and HLTA status can be found either at http://www.egfl.org.uk/categories/training/training_prog/specific/sss/hlta.html or from Tina Birch/Val Roig on (020) 8578 7953 or from eec@ealing.gov.uk

Venue: EALING EDUCATION CENTRE, MANSELL ROAD, GREENFORD, UB6 9EH
Facilitator(s): GRANADA LEARNING

Date(s):	Time(s):		Ref no:
Friday 23 September 2011	09:30 -15:30	Day 1	17463
Friday 30 September 2011	09:30 -15:30	Day 2	
Friday 21 October 2011	09:30 -15:30	Day 3	

Cost: £0.00

NOTE: The full cost for 3 days preparation, plus half-day assessment, refreshments, lunch and all materials is £750 per candidate.
This cost will be reduced if your school subscribes to the school staff and governor CPD/training SLA

TERMS AND CONDITIONS FOR EVENT APPLICATIONS

Event fees

We offer schools/settings/organisations two payment options to attend our events.

Pay-as-you-go

The fee per person attending an event on a pay-as-you-go basis is included in the detail for each event.

Fees apply to delegates attending events from schools/settings/organisations who

- a) do not subscribe to a service level agreement (including: Non SLA schools, Childminders, Early Years and Out of School settings) and
- b) in the case of early years foundation stage events, are not from an Ealing NEG funded school/setting (unless otherwise specified in the event details).

Pay-as-you-go customers will be expected to pay at the time of booking and will be invoiced. Early Years settings must pay by cheque or debit/credit card. Contact details for more information about payment options are:

Schools: eec@ealing.gov.uk or call us on 020 8578 6154

Early Years: trainingsupport@ealing.gov.uk or call us on 020 8825 9761

Schools subscribing to a service level agreement

Schools/settings and other organisations can sign up to a service level agreement which allows, for example, full access to all events for a one-off annual fee. This offers excellent value for money. This is not available for Early Years, Out of School or Childminders.

In the event that a school/setting/organisation has not paid by either of the above options, we reserve the right to refuse entry to our events.

Individuals

If you are not based in an Ealing school/setting/organisation and are paying for yourself, please contact us at eec@ealing.gov.uk or call us on 020 8578 6154.

To discuss a service level agreement please contact us at eec@ealing.gov.uk or call us on 020 8578 6154.

Applying for events

Applications can be made online either by individual staff or a line manager, CPD leader or other nominated authorising colleague.

In each instance, authorisation by a line manager/CPD leader or other authorising colleague within your school/setting/organisation will be required and this can be done simply via the online system.

Places are allocated on a first come first served basis (unless otherwise stated eg where specific numbers of places are available per school/setting/organisation).

It is essential that delegates pre-book places and note that we reserve the right to refuse entrance to anyone who arrives for a course but has not pre-booked and received confirmation of a place. We cannot guarantee a space will be available or to have made the necessary preparations for delegates who turn up without confirmed places.

If a course is full delegates may be put onto the waiting list and will receive an email to that effect.

If spaces become available delegates will be allocated a space on a first come first served basis and will receive an email to confirm their place.

If a delegate is unable to attend for any reason, we must receive a cancellation via www.ealingcpd.org.uk at least 4 days before the course date. This will give us time to reallocate the space to someone on the waiting list. **If we do not receive a cancellation notification with 4 days notice your school/setting/organisation will be liable for full costs. In addition, Early Years settings may be restricted from further training for up to six months. If there are exceptional circumstances as to your non-attendance, a letter must be sent to the Early Years training team within 14 days).**

If your school/setting/organisation is sending another person to take the place of a colleague you must cancel the pre-confirmed place and register the other person online. This will enable us to contact all appropriate people should any of the arrangements change.

It is expected that delegates who sign up for multi-part events attend all sessions. Failure to do so may result in a charge being levied.

Event cancellation policy

No event will be cancelled except where it is impossible to run, for example:

- where the event format relies on a minimum number of participants
- where there is a last minute illness of the course tutor
- where the course is reliant on national guidance which is delayed.

We are aware of the negative impact that cancellations have on delegates and their organisations.

Wherever possible, events that do not go ahead due to the above reasons will be rescheduled. If they are not rescheduled you will be credited with any pay-as-you-go payment you have already paid.

Training providers

The programme is delivered by a strong team of professionals with appropriate national, local and specialist knowledge and expertise. Course directors and commissioners are senior officers, advisers and consultants. Courses are delivered by: school effectiveness and improvement professionals; education consultants and LA officers; advanced practitioners from schools and settings; further and higher education providers (eg local colleges, Institute of Education, National College); well-regarded external consultants; nationally and internationally recognised educationalists, speakers and authors and other accredited providers.

Quality assurance standards

We are committed to providing our clients with excellent professional development, training and learning experiences. As a participant on our programmes you can expect:

- a tutor / facilitator with the experience, expertise and skills necessary to carry out the professional development to a high standard
- a clear statement of objectives or expected learning outcomes and all the necessary information to enable you to make an informed decision about the suitability of the professional development/event
- that the event equips you to bring about the intended improvement in your own knowledge, understanding, skills or performance which will help you meet relevant school/setting or individual priority needs
- reference to appropriate occupational or professional standards where applicable
- effective learning materials and an appropriate variety of styles of delivery to encourage all participants' engagement in the learning process and enable a worthwhile experience
- that content and delivery respects the diversity of participants and their contexts
- opportunities to give feedback – both to the trainer/facilitator and online

As part of our quality assurance we may from time to time, observe part/all of an event and will give feedback to the Provider from any such observations.

For schools to make a complaint, email eec@ealing.gov.uk

For Early Years settings to make a complaint, email trainingsupport@ealing.gov.uk

As our events are constantly updated and improved it may be necessary for us to alter the content of the event without prior notice.

TERMS AND CONDITIONS FOR APPLYING FOR AND ATTENDING EVENTS

In order to apply for places on our events, you will be required to register your details on the Ealing CPD Online website. In doing so, you agree to the terms and conditions as follows:

Registering on the website:

- Any registration information you give will always be accurate, correct and current.
- You are solely responsible for maintaining the confidentiality of passwords associated with your account and for all activities that occur on your account and that you will not permit any other person to use your account or password to access our services.

Applying for events:

- You check that the course is relevant to you either from the published target audience and course details or by contacting the course contact if you are unsure. Ealing CPD Online will not be liable for any refund in the case where delegates do not meet course pre-requisites or choose the correct event.
- You pre-book a place on an event online. It is essential to pre-book and we reserve the right to refuse entrance to anyone who arrives for a course that has not pre-booked and received confirmation of a place.

Event fees

- You agree to the fees arrangements as described in the event fees section

Attending events:

- You turn up on time to the event you have booked as late arrival to events is disruptive to other participants. We advise that participants arrive 15 minutes before the start time of an event.
- You sign-in at your event. At every event there will be a 'sign-in' sheet for those who booked to confirm their attendance. We regret that if you do not complete the 'sign-in' sheet during the course your attendance status will be set to 'not-attended' and we will be unable to amend our records after the course. This will mean you do not receive a certificate of attendance.
- You will not: (i) reproduce, duplicate or copy or (ii) sell, trade, resell or otherwise commercially exploit, any/any part thereof, of the materials and handouts obtained from attending events for any purpose, unless you have been specifically permitted to do so.
- You complete an online evaluation for the event you attended. Feedback from evaluations enables us to commission professional development to meet future needs.

Cancelling a place(s) on events:

- You cancel your booked place on an event at least 4 days prior to the event start date. This will give us time to reallocate the space to someone on the waiting list. If you send a substitute to take a pre-confirmed place you must cancel the confirmed place and register the substitute online - this will enable us to contact all appropriate people should any of the arrangements change. If we do not receive notification of cancellation your school/setting/organisation will be liable to pay full costs.

It is expected that delegates who sign up for multi-part events attend all sessions. Failure to do so may result in a charge being levied.

These terms and conditions are in place to help us to continue to provide value for money and a well-managed service for all our customers. By registering and booking on events, you understand and agree that we will treat your application as acceptance of these Terms and Conditions.

Once your application has been approved by your school/setting or line manager, and if there are enough spaces on the course, we will send you an email confirming your place. If you have no email address the confirmation will be sent to your line manager, CDP leader or authorising colleague.

If you are unable to apply online, or have difficulties applying online, use the guidance on this site, speak to your line manager/CPD leader/nominated authoriser or contact us:

Schools: eec@ealing.gov.uk or call us on 020 8578 6154

Early Years: trainingsupport@ealing.gov.uk or call us on 020 8825 9761

