SMSA Training Brochure

Spring/Summer 2017

Children & Families

Ealing
www.ealing.gov.uk

Healthy Schools
EALING

Ealing CPD
Developing the workforce
www.ealingcpd.org.uk

EGfL
Ealing Grid for Learning
www.egfl.org.uk

Who are we?

The Ealing CPD, Health Improvement and School Workforce teams provide training for School Meal Supervisory Assistants (SMSAs) in **nutrition, lunchtime activities, the dining room experience, safeguarding, behaviour management, excellent team working and communication** to help improve the lunchtime experience at your school.

This brochure provides information about the content, time, date, venue, target audience and cost of all our training programmes for SMSAs throughout spring and summer 2017.

Book a place via Ealing CPD online **www.ealingcpd.org.uk.**

First aid

Title	What you will learn	Audience	Who for?	When	Venue	Cost
First aid at work (3 sessions)	• How to resuscitate, and how to attend to wounds, bleeding, burns, poisoning and injuries to muscles, joints and bones. This course is for all named persons who are the statutory or contractual first aid workers. A first aid certificate will be issued to each person who satisfactorily completes this three day course.	All school staff including SMSAs	Primary, Special & High schools	*9am to 4pm* 4,5 & 6 July 2017	EEC	Free to CPD/ training SLA buyback schools*
Emergency First aid at work	• Introduction to first aid • The role of the first aider • How to resuscitate, and how to attend to wounds, bleeding and burns, choking. • Circulation theory and shock	All school staff including SMSAs	Primary, Special & High schools	*9am to 4pm* • 9 March 2017 • 9 June 2017	EEC	Free to CPD/ training SLA buyback schools*
Paediatric first aid (2 sessions)	• Emergency scenarios that face professionals looking after young children and infants This course meets the requirements of Ofsted. A first aid certificate will be issued to each person who satisfactorily completes this two day course.	SMSAs	Primary, Special & High schools	*9am to 4pm* • 15 & 16 March 2017 • 13 &14 June 2017	EEC	Free to CPD/ training SLA buyback schools*

*This workshop is free for CPD/training SLA buyback schools. All other schools pay a fee. Please see full details at www.ealingcpd.org.uk

Child development & safeguarding

Title	What you will learn	Audience	Who for?	When	Venue	Cost
Numeracy course (15 sessions)	• Number skills, tables, using shape, data and percentages • Strategies for supporting pupils with their maths in the classroom.	All school support staff including SMSAs	Primary, Special & High schools	*9:15am to 11:15am* 27 January—26 May 2017 (Weekly for 15 weeks)	EEC	Free to CPD/ training SLA buyback schools*
Support staff induction – Level 2 award in support work in schools (18 sessions)	• Child development • Communication and professional relationships • Safeguarding • Schools as organisations. This course offers an excellent induction programme for all school support staff including volunteers and is a nationally recognised qualification.	All school support staff including SMSAs	Primary, Special & High schools	*9:15am to 11:30am* 22 February — 12 July 2017 (Weekly for 18 weeks)	EEC	Free to CPD/ training SLA buyback schools*
Safeguarding/ children/child protection for SMSAs	• How to recognise the signs of child abuse • How to respond to suspicions or disclosures • Be clear about your schools policy and priorities • Examine roles and responsibilities • Explore appropriate conduct at work to avoid false accusations.	SMSAs	Primary, Special & High schools	*9:15am to 11:15am* 24 February 2017	EEC	Free to CPD/ training SLA buyback schools*

*This workshop is free for CPD/training SLA buyback schools. All other schools pay a fee. Please see full details at www.ealingcpd.org.uk

Behaviour management

Title	What you will learn	Audience	Who for?	When	Venue	Cost
Behaviour management (advanced) for SMSAs (2 sessions)	• How to tackle difficult situations with confidence • How to defuse conflict • Communicate assertively and effectively.	SMSAs	Primary & Special schools	*9:15am to 11:30am* 3 & 10 March 2017	EEC	Free to CPD/ training SLA buyback schools*
Behaviour management for SMSAs working with children with special educational needs (2 sessions)	• Develop strategies and skills to communicate with and manage the behaviour of children with special needs and disabilities • Understand the needs of a wide range of pupils.	SMSAs	Primary & Special schools	*9:15am to 11:30am* 18 & 25 May 2017	EEC	Free to CPD/ training SLA buyback schools*
Behaviour management for SMSAs (2 sessions)	• Understand why children misbehave • How to manage behaviour • Develop confidence and greater expertise in this important area of their work.	SMSAs	Primary & Special schools	*9:15am to 11:30am* 8 & 15 June 2017	EEC	Free to CPD/ training SLA buyback schools*

*This workshop is free for CPD/training SLA buyback schools. All other schools pay a fee. Please see full details at www.ealingcpd.org.uk

Customer service

Title	What you will learn	Audience	Who for?	When	Venue	Cost
Customer Service Excellence	• How to deliver outstanding customer service at all levels within the school environment • How to promote the image and reputation of the school • How to promote a professional image and approach.	SMSAs & SMSA leads	Primary, Special & High schools	*9:15am to 11:15am* 6 June 2017	EEC	Free to school workforce buyback schools*
Communication skills	• The core skills and techniques required to project a more confident image through improved communication skills • How to communicate effectively with others.	SMSAs & SMSA leads	Primary, Special & High schools	*9:15am to 11:15am* 13 June 2017	EEC	Free to school workforce buyback schools*
Successful team working	• How to develop a wide range of skills, techniques and resources to help deal with the common challenges. • How to work together well.	SMSAs & SMSA leads	Primary, Special & High schools	*9:15am to 11:15am* 20 June 2017	EEC	Free to school workforce buyback schools*

*This workshop is free for School workforce buyback schools. All other schools pay £75.

Health & Nutrition

Title	What you will learn	Audience	Who for	When	Venue	Cost
How to introduce an effective packed lunch policy & reward system	• How to introduce a successful packed lunch policy • How to encourage pupils to eat more fruit and vegetables at lunch • How to use the Packed Lunch Toolkit • Ideas for rewarding healthy lunches.	SMSA managers	Primary & High schools	*1pm to 3pm* 3 March 2017	EEC	Free to HAT members*
Improving the dining room experience	• Ideas to improve the school dining experience, enhance the dining environment and encourage children to eat well • Ideas to reduce noise in the dining room and reduce queues • Ideas to improve the behaviour of children at lunch time.	SMSA managers	Primary, High & Special schools	*1pm to 3pm* 25 April 2017	EEC	Free to HAT members*
Help fussy eaters to eat well	• How to encourage fussy eaters to try new foods • How to encourage all pupils to eat more vegetables • How to encourage pupils with special needs to expand their food range and texture tolerance.	SENCOs, SMSA's & manager	Primary & Special schools	*9:30am to 11:30* 27 April 2017	EEC	Free to all schools

*This workshop is free for 'Healthy Schools Awards and Training' (HAT) members, £85 for Ealing maintained schools and £100 for all other schools.

Improving the lunchtime experience for all.

For more information on the any of the training workshops, please contact:

Nicole McGregor
McGregorN@ealing.gov.uk
Health Improvement

Alison Bennett
abennett@ealing.gov.uk
School Workforce

Tina Birch
tbirch@ealing.gov.uk
Ealing CPD