SMSA Training Brochure

2017/18

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 in 2017/18.

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 • 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 2018	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 attend to wounds, bleeding, burns and choking • Circulation theory and shock	All school staff including SMSAs	Primary, Special & High schools	*9am to 4pm* • 6 /11/17 • 7/3/18 • 22/6/18	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* • 12 & 13 Oct 2017 • 27 & 28 Feb 2018 • 11 & 12 June 2018	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
English and maths courses	Courses are provided FREE as part of Ealing Adult Learning (EAL) programme	All school support staff including SMSAs	Primary, Special & High schools	Various dates. Please contact 020 8825 5577, adultlearning@ealing.gov.uk	EEC	Free
Support staff induction – Level 2 award in support work in schools (18 sessions)	• Child development • Communication and professional relationships • Safeguarding • Schools as organisations. This is an excellent induction programme for school support staff and volunteers and is a nationally recognised qualification.	All school support staff including SMSAs	Primary, Special & High schools	For dates, email TBirch@ealing.gov.uk	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 - 11:30am* 1 March 2018	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 - 11:30am* 3 & 10 Nov 2017	EEC	Free to CPD/ training SLA buyback schools*
Behaviour management for SMSAs working with children with SENs (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 - 11:30am* 20 & 27 June 2018	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 expertise in this area of work	SMSAs	Primary & Special schools	*9:15am -11:30am* 9 & 16 March 2018	EEC	Free to CPD/ training SLA buyback schools*
Restorative justice & conflict resolution in the playground	• A brief introduction to restorative Justice • Conflict resolution skills using restorative practice • How to develop empathy and cooperation in the playground	TAs and SMSAs	Primary & Special schools	*9:15am -11:30am* 4 May 2018	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
Successful team leading aimed at the SMSA leads	• The role of supervisor/team leader • Five key areas of team leadership • Identifying your leadership style • Different management styles for different situations	SMSA leads	Primary, Special & High schools	*9:15am - 11:15am* 24/1/18	EEC	Free to school workforce buyback schools*
Effective communication skills	• Questioning and listening skills • Identifying your preferred communication style • Different styles of communication for different situations • Adopting assertive behaviours within the school environment	SMSAs & SMSA leads	Primary, Special & High schools	*9:15am - 11:15am* 22/11/17	EEC	Free to school workforce buyback schools*
Successful team working	• Roles and responsibilities of team members • Working effectively in a team • Characteristics of an effective team • Successful team working action plan	SMSAs & SMSA leads	Primary, Special & High schools	*9:15am - 11:15am* 5/12/17	EEC	Free to school workforce buyback schools*

*This workshop is free for school workforce buyback schools. All other schools pay £85.

Health & Nutrition

Title	What you will learn	Audience	Who for?	When	Venue	Cost
An effective packed lunch policy	• How to introduce a successful packed lunch policy • How to use the packed lunch policy toolkit and get your free copy • Ideas for rewarding healthy lunches	SMSA manager	Primary & High schools	*2pm-3pm* 9/11/2017	EEC	Free to HAT members*
Help fussy eaters to eat well	• How to encourage fussy eaters to try new foods • How to encourage pupils with special needs, such as autism, to expand their food range and texture tolerance	SMSA lead & SMSAs	Primary, High & Special schools	For dates, email McGregorN@ealing.gov.uk	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.	SMSA manager	Primary, High & Special schools	*2pm-3:30pm* 22/2/18	EEC	Free to HAT members*
NEW: Dining Hall Helpers	• How to introduce the Dining Hall Helpers programme in your school • Access to all the resources you need to set up this programme in your school	SMSA lead & SMSAs	Primary schools	*12pm-1:30pm* 9/5/18	EEC	Free to HAT members*
NEW: Playground Zone Monitors	• How to introduce Playground Zones in your school • Access to all the resources you need to set up this programme	SMSA lead & SMSAs	Primary schools	*2pm-3:30pm* 9/5/18	EEC	Free to HAT members*

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

Improving the lunchtime experience for all.

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

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