

Continued Professional Development Hub

BOOKLET 2021/2022







INTRODUCING THE TEAM

Support Staff CPD Lead Zoe della-Spina



I am currently employed at The Good Shepherd Primary Catholic Academy where I have worked for over 5 years as the office manager. Taking on the role as the CPD lead for non-teaching support staff, I am keen to ensure that all support staff have the opportunity to access high quality CPD to ensure outstanding Catholic education for all.

Primary CPD Lead Deborah Tibble



I have worked in Catholic Education throughout my career and served as Headteacher at St. Joseph's for the past eleven years and Executive Headteacher for the last three. Having worked as a Local Authority Improvement Adviser and most recently as Director of Performance and Standards, I am invested in School Improvement and believe that effective CPD is at the heart of this process.

As a Headteacher and NLE, I have a wealth of experience in planning CPD offers and in delivering high quality training. We have a responsibility to succession plan and develop our future Catholic Leaders and CPD plays a crucial part in this. I look forward to working alongside all our Headteachers and the other CPD leads to develop an effective CPD offer for all staff within our schools.

Admin Assistant Liz Hopkins



My role in the CPD Hub is to support the development and delivery of the highest quality CPD for all staff within the Trust. I create the marketing and communication and coordinate the organisation of training events.



WELCOME

Chris Maher

We look forward to the next half term and continuing to deliver the highest quality CPD to support all colleagues across the Our Lady of Lourdes Catholic Multi-Academy Trust.

Over the next academic year we will offer CPD for all staff to support sustained change and development of teaching and leadership and ensure all learners achieve their full potential.

Our key objectives are to:

- offer training to refresh and grow knowledge to enable all students to achive
- offer training for support staff across the Trust
- work with speakers and experts within their field to support delivery of focused CPD
- support the subject Network programme for leaders and experts across primary and secondary schools
- provide outstanding leadership training to develop future leaders and strengthen the quality of teaching.

We hope you find this booklet helpful.

Best Wishes

Chris Maher

Director of Performance and Standards Our Lady of Lourdes Catholic Multi-Academy Trust

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Leaders CPD 2021/2022

Training will be delivered by experts within the Our Lady of Lourdes Multi-Academy Trust and external facilitators. CPD courses will be available for members of staff who are looking to develop their understanding, knowledge and skills, including leading the development of new teachers.

Training courses available

Aspiring to Middle Leadership

NPQLTD - Leading Teacher Development



Aspiring to Middle Leadership

Facilitated by Directors and Senior Leaders from within the Our Lady of Lourdes CMAT

The focus for this course is to develop knowledge and understanding of leadership, and how to conduct a school-based leadership role. You will have the opportunity to learn from experienced practitioners, reflect upon and develop your own leadership skills, and learn practical ideas to embed in your current role and support your career development goals.

Course outline

The following will be explored:

- succeeding in middle leadership
- distributed leadership
- · leading and developing staff
- holding others to account
- personal effectiveness and leadership
- leading change for improvement

There will also be an in-school leadership project to conduct over the length of the course.

Day 1 - Friday 21 January 2022

Day 2 - Thursday 28 April 2022

Day 3 - Thursday 6 October 2022

Presentation Day - Thursday 1 December 2022

Booking information

Who should attend

Colleagues in primary and secondary schools aspiring or new to middle leadership.

When is the event

Course will run throughout the year.

Venue

Online

Cost to attend

Free to colleagues within the OLoL and STL CMAT

How to book

Book online



NPQLTD

Leading Teacher Development: gain knowledge to become a teacher educator and successfully support teachers in your school to expand their skills

This programme follows the Department for Education's National Professional Qualification (NPQ): Leading Teacher Development Framework. This training will be delivered in partnership with the Leicestershire and Rutland Teaching School Hub and Ambition Institue

On this programme, you will learn how to:

- make sure professional development in your school is focused on sharing responsibility for improving outcomes for all pupils
- diagnose what teachers know and can do, starting professional development from point and adapting the approach based on their developing expertise
- help teachers improve through evidence-based professional development focused on improving classroom teaching
- gain an understanding of what teachers have learned by reviewing patterns of performance over a number of assessments
- develop and lead a team of colleagues who can facilitate a range of professional development approaches
- contribute to a programme of professional development for mentors, trainees and early career teachers

Note: programme content is subject to change.

For more information on the NPQs available please visit the Leicestershire and Rutland Teaching School Hub.

Leicestershire and Rutland Teaching School Hub - National Professional Qualifications (NPQ) (Irtshub.org.uk)

Booking information

Who is this training for

Colleagues in primary and secondary schools who are aspiring or have responsibilities for leading the development of other teachers in their school.

When is the event

This course will start in January 2022 and run throughout the year.

Cost to attend

DfE funded available in January 2022

Register

Applications can be made directly to the Leicestershire and Rutland Teaching School Hub

Register now



Behaviour and Culture training events 2021/2022

We will be offering a range of training courses throughout the academic year to support you and your teams to build and develop behaviour cultures and strategies to enable your students to meet their full potential.

Training will be delivered by experts within the Our Lady of Lourdes Multi-Academy Trust and external specialist speakers. CPD courses will be available for all members of staff to attend and professional qualifications can also be achieved from one of our trusted training partners.

Training courses available

Running a room: Behaviour Research Group

NPQLBC - Leading Behaviour and Culture



Running the Room: Behaviour Research Group

Supported by teams within the Our Lady of Lourdes Multi-Academy Trust



Looking for an opportunity to be part of something exciting? Then become part of the Behaviour Research Group, This group will look at the topic of behaviour through an action research and inquiry viewpoint.

You will have the opportunity to consider the most current and up-to-date behaviour management techniques and trial them out with your classes. Join the discussion and the debate whilst helping to shape the behaviour culture in your school.

This group will be held online and is open to anyone who is interested in finding out more about behaviour management.

Meetings will take place approximately every 6 weeks with low level, easy to access contact in between. There will be opportunities to work collaboratively and across schools on this fascinating area.

If you are interested in taking part, or perhaps leading this research group, get in touch!

Booking information

Who should attend

Colleagues who have an interest in behaviour and culture in secondary schools.

When is the event

The group will meet throughout the academic year.

Venue

Online

Cost to attend

Free for those within in the OLoL CMAT

How to book

If you are interested in being part of this research group please contact Liz Hopkins e.hopkins@becketonline.co.uk





NPQLBC

Leading Behaviour and Culture: Developing teachers who have responsibilities for leading behaviour and cluture.

This programme follows the Department of Education's National Professional Qualification (NPQ). It will support those who are looking to deepen their knowledge and expertise and become a behaviour and culture specialist.

Programme outline

The NPGLBC will give you the chance to develop your knowledge, skills and concepts for specialist areas related to your role.

You will learn how to:

- create a culture of high expectations across your school
- create conditions for good behaviour and support colleagues to do the same
- nurture improvement through evidence-based professional development
- put new approaches to leading behaviour and culture into practice in your school.

There will be an assessment process and you will be awarded a professional qualification upon completion of the programme.

Trusted providers

Leicestershire & Rutland Teaching School Hub

http://www.lrtshub.org.uk/

Booking information

Who should attend

Those responsible for leading behaviour.

When is the event

Programmes start in January 2022

Dates TBC and are specific to programme attended.

Venue

Blended learning

Cost to attend

DfE funded places available in January 2022

Register

Applications can be made directly to the Leicestershire and Rutland Teaching School Hub

Register now





Mental Health First Aid Training

Facilitated by Barbara Nicholls



Course Description

The course qualifies you as a Youth Mental Health First Aider, giving you:

- An in-depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help a young person recover their health by guiding them to further support
- Ability to support a young person with a long term mental health issue or disability to thrive
- Tools to look after your own mental wellbeing

Outline of the Training

This training will consist of 4 training events. To support the sessions there are independent study activities which delegates have to complete before each session. These are a combination of personal reflections that are recorded in their work book and video clips they access through the hub. The estimated time needed for each of these activities is 1-1.5 hours each session.

In total, delegates will be expected to dedicate 14hrs 40mins of time to the combination of online delivery by a trainer and independent study activities to achieve the qualification and the trainer has the ability to track delegates progress.

Booking information

Who should attend

This training is for colleagues who work in behaviour or inclusion and Heads of Year in Our Lady of Lourdes Multi Academy Trust.

When is the event

Thurs 6 Jan Mon 10 Jan Weds 19 Jan Mon 24 Jan

2pm - 4.30pm

Venue

Online

Cost to attend

£25 per person

How to book

https://bookwhen.com/ololcpd



SEND Network

This network is for SEND leads and anyone else working in school with a focus on or responsibility for SEND.

This series of 3 SEND meetings will ensure that subject leaders remain up to date with current developments within the area.

This is a chance to collaborate with your peers so you can share information and develop as a SEND leader. You will be able to develop solution, draw on the expertise within the group. This strengthening of informal school-to-school support will create an effective network of information, advice and guidance.

Booking information

Who should attend

SEND Leads

When is the event

Weds 17 November 4pm-5pm

Tues 15 March 4pm-5pm

Thurs 7 July 4pm-5pm

Venue

Online

Cost to attend

Free for staff within OLoL and STL CMATs

How to book



DSL Network

This network is for DSL leads and anyone else working in school with a focus on or responsibility for safeguarding.

This series of 3 DSL meetings will ensure that subject leaders remain up to date with current developments within the area.

This is a chance to collaborate with your peers so you can share information and develop as a DSL leader. You will be able to develop solution, draw on the expertise within the group. This strengthening of informal school-to-school support will create an effective network of information, advice and guidance.

Booking information

Who should attend

DSLs within OLoL

When is the event

Thursday 2 December 4pm-5pm

Tuesday 8 March 4pm-5pm

Tuesday 21 June 4pm-5pm

Venue

Online

Cost to attend

Free for staff within OLoL and STL CMATs

How to book



Primary Network Programme

Led by Subject Experts

These network sessions are for subject leads and anyone working in primary schools with a focus or responsibility for a particular subject area.

These events will ensure that subject leaders remain up to date with developments within their subject and gives them a chance to collaborate with their peers.

English 24 Nov - FED training - 3.45pm - 5.15pm

22 Feb - CPD session 14 June - Moderation

Maths 4 Nov - CPD session

24 Nov - FED training - 3.45pm - 5.15pm

24 March - Moderation

23 June

Science 24 Nov - FED training - 3.45pm - 5.15pm

17 March 28 June

EYFS 24 Nov - FED training - 3.45pm - 5.15pm

29 March 5 July

IT 24 Nov - FED training - 3.45pm - 5.15pm

13 Jan 7 June

Forest School 2 Nov

1 March 16 June

Booking information

Who should attend

Subject leads in primary schools.

When is the event

4pm - 5pm

See specific subjects for dates.

Venue

Online

Cost to attend

Free for staff in OLoL

How to book



Primary Maths - Further Training Developing Reasoning and Problem Solving

Led by Jane Gill

These sessions are designed to be further training, delivered by Jane Gill, focusing on reasoning and problem solving. These session are a development of the training Jane delivered on the 4th November.

These CPD session will clarify the differences between reasoning and problem solving and offer strategies for ensuring children build reasoning and problem solving skills across the mathematics curriculum.

Developing Reasoning and Problem Solving in Mathematics at KS1 31 January 1.30pm-3.30pm

Delegates will deepen their understanding of attributes of mathematical reasoning and how they apply to KS1: following a line of enquiry, presenting a justification and forming a conjecture.

There will also be an opportunity to explore the problem-solving strategies KS1 children can use to solve mathematical puzzles and problems independently. The session will focus on some of the key heuristics that equip young children to become successful problem solvers including: 'guess-check-improve', 'act it out' and 'make a systematic list'

Developing Reasoning and Problem Solving in Mathematics at KS2 1 February 1.30pm-3.30pm

This session will offer ideas for developing the language of reasoning in order to equip KS2 children with the skills for pursuing a line of enquiry, presenting a justification and conjecturing about mathematical relationships or generalisations.

Delegates will also have an opportunity to explore the problem-solving strategies KS2 children can use to solve mathematical problems independently. The session will focus on key heuristics for equipping children to think flexibly and logically in order to make sense of complex problems.

Booking information

Who should attend

Maths Subject Leaders in primary schools.

When is the event

KS1 training 31 January 1.30pm-3.30pm

KS2 training 1 February 1.30pm-3.30pm

Venue

Online

Cost to attend

£40 per person

How to book

Book online



6th Form Focus Psychology of Learning and Memory

Led by Charlotte Fenn

This session will enable all staff working in the 6th Form to support their learners to grow and develop their knowledge and recall of information.

This training will include tips and tricks to help you reinforce your students learning and memory.

What can you expect from this session

- Gain an understanding of types of memory
 - working memory
 - cognitive load
 - meta cognition
- Apply facts about memory to learning
- Learn keys to unlock memory
- Gain information on Retrieval Practice and its impact on learning

Booking information

Who should attend

Staff who work in the 6th form

When is the event

10 Jan 2021

3.45pm - 4.30pm

Venue

Online

Cost to attend

Free for schools within OLoL and STL CMAT.

How to book

Book online



Secondary Subject Network Programme

Led by Subject Experts

These networks sessions are for secondary Heads of Department. The role of the network is to provide strategic direction and leadership within the subject. This is an opportunity for you to meet with your peers, share information and develop as a subject leaders.

Each session will include topics and discussion to support the development of subject knowledge and embedding sustained improvement in teaching and outcomes for all students.

Subjects

RE History

English PE

Maths Computer Science

Science PSHCE/RSE

Art MFL

Music 6th Form

Geography Social Sciences

Drama DT

Meetings should be held each term within these windows:

Advent term: 1 November - 26 November 2021

Lent term: 31 January - 4 March 2022 Pentecost term: 6 June - 1 July 2022

Booking information

Who should attend

Subject leads in secondary schools.

When is the event

3 events to be held across the year.

Venue

Online

Cost to attend

Free for schools within OLoL and STL CMAT.

How to book

Please contact the Network lead or Liz Hopkins e.hopkins@becketonline.co.uk





Even Better If: How to harness your strengths to support your wellbeing

Facilitated by Emma Johns

During the 6 sessions we will look at wellbeing, finding our strengths and building on what we naturally do well, look at how habits can affect our wellbeing, set meaningful goals and explore strategies to build confidence and resilience. You will get the most benefit from joining all the sessions live.

Session 1

What is wellbeing? Defining wellbeing and how you can become the best version of you. What do you want for your wellbeing?

Session 2

Find your strengths - why you're already good enough. Find and define what comes naturally and what you can build on.

Session 3

Goals - where do you want to go? Setting intentional goals.

Session 4

Habits and building on your strengths - What can you develop? Changing behaviours and what gets in the way.

Session 5

Building inner confidence and addressing resilience - How are you going to get there?

Session 6

Review - goal setting and next steps - What next?

Booking information

Who should attend

These events are open to any colleague

When is the event

There will be 6 events.

Session 1 - 12 Jan

Session 2 - 26 Jan

Session 3 - 9 Feb

Session 4 - 23 Feb

Session 5 - 9 March

Session 6 - 23 March

3.45pm - 4.45pm

Venue

Online

Cost to attend

Free for OLoL and STL CMATs

How to book

Book online



Diocese of Nottingham 2021/2022 Classroom Based Support Development webinar sessions

The aim of this session is enable Teaching Assistants to grow their knowledge and skills to provide the best support when working with the children in their schools.

- Each session is 45 minutes, with a start time of 3.30pm and will be held online.
- Sessions are open to SENCOs, TA, LSA, HLTAs and ELSAs from primary and secondary settings.
- All training is suitable for SEND staff working in primary and secondary settings.
- Sessions are optional and you can select to attend as many as you like from the offer.
- If a number of staff are joining from one computer, it is only necessary for one member of the team to register.
- Registration will be open from Monday 6th September Friday 29 October 2021.
- You will be asked to complete a short evaluation following the training session.
- The resources and recording (if applicable) of each session will be placed on your CMAT extranet, should you wish to access them following the training.

Code	Title	Objectives	Speaker	Date and time
1	Attachment Aware Approaches	This session is a useful introduction or refresher for staff who would like to develop their understanding of how to more effectively support children with attachment disorder. This session explores attachment, links to early childhood and trauma and finishes with exploring practical ways to support children.	A Slater	Weds 3rd Nov 3.30pm-4.15pm
2	Supporting the needs of EAL students	This session is a useful introduction or refresher for SEND staff working with EAL students. The session will explore approaches for supporting EAL students and will explore the relationship between SEND provision and EAL provision.	Michelle Reeves - EAL Coordinator, Ratcliffe College	Thurs 2 Dec 2021 3.30pm-4.15pm
3	How can you support children to move knowledge into their long-term memory?	This session will explore approaches for students using structured retrieval and assessment approaches. The session will consider the implications of cognitive load on learning.	Led by St Ralph Sherwin Catholic Multi Academy Trust	Thurs 20 Jan 2022 3.30pm-4.15pm

How to book

Book online



Diocese of Nottingham 2021/2022 Classroom Based Support Development webinar sessions

Continued

Code	Title	Objectives	Speaker	Date and time
4	Building independence in the classroom: using the EEF guidance	This session will look at practical ways to work in the classroom and build the confidence of students, particularly where EHCP provision is in place. This session will look at how you build confidence in learning and peer relationships so students you are directly supporting feel more confident independent.	R Hurcombe	Weds 18th May 3.30pm-4.15pm
5	Effective questioning and AFL to support learning	This session will explore practical ways to improve your own questioning and AFL. How do you use questioning most effectively to support understanding when working 1-1 and in small groups? How can AFL strategies support small group inerventions?	M Turton D Tibble	Tues 26 April 2022 3.30pm-4.15pm
6	Supporting students to plan, lead and evaluate Collective Worship	This session will help to develop your confidence when supporting students (particularly those who may have complex SEND needs) to be actively involved in Collective Worship	D Tibble	Weds 16th March 3.30pm-4.15pm

How to book

Book online



The Role of the Teaching Assistant

Facilitated by Jane Starbuck

This session is for Teaching Assistants to better understand their role in the classroom and give support to develop their skills to support children's learning.

This session will include information on the following topics:

- Evidence around the role of the Teaching Assistant.
- Working effectively with young people.
- Working effectively with Teachers.
- Resources to help in the role.

Booking information

Who should attend

Teaching Assistants in primary and secondary schools.

When is the event

23rd November

3.30pm - 4.30pm

Venue

Online - Zoom

Cost to attend

Free for staff in OLoL and STL

How to book

Book online



Midday Supervisor Course

On-demand online training provided by The Course Mix



The online Midday Supervisor Course will cover a comprehensive range of 6 modules. You'll have on-demand online access to the study materials, introductory videos, assessment tests, study resources and tutor support for up to 12 months.

The course will help to develop skills, confidence and knowledge of this area.

This course is accredited through the CPD Certification Service, so upon completion, you'll receive an industry recognised CPD Level 3 Certificate.

The course is split into the following modules:

- Job description and qualifications
- Safeguarding
 - · Health and Safety
 - Identifying students needs
 - Communication
- Promoting positive behaviour
 - Anti Bulling
 - Setting rules
- Dealing with negative behaviour
 - Types of negative behaviour
 - Conflict resolution
- Engaging students
 - Play activities
 - · Social skills and inclusion
- Special educational needs and disabilities (SEND)
 - Types of SEND
 - Engaging SEND

Booking information

Who should attend

Midday Supervisors.

When is the event

on-demand training.

Venue

Online

Cost to attend

£19 per person

How to book

Book directly with course provider:

https://www.thecoursemix.co.uk/ courses/midday-supervisorcourse/



Performance Management for Line Managers

This training will support line managers of both Teachers and support staff to feel confident in their role.

Topic	Outline	Audience	Speaker	Date and time
Performance Management for line manager/ reviewers of Teacher and Support staff	This session provides an overview to the Diocesan performance management process, for those new to the reviewer role or those looking for a refresher.	Line Managers/ Reviewers of Teachers and Support staff	Matt Turton HR Team	Thurs 16 Sept 3.30pm - 4.30pm
Performance Management for line manage of Support staff	This session is specifically aimed at those managers carrying out performance review of support staff. It will provide guidance on the Diocesan policy and tips for effective performance conversations.	Line Managers/ Reviewers of Support staff	HR Team	5 October 9.30am - 10.15am
Getting the best out of your performance review - All Support staff	This session is particularly aimed at support staff who are new to the performance review process. It will provide practical suggestions in preparing for their performance conversations and getting the most out of the process.	All Support staff	HR Team	Weds 29 Sept 11am - 11.45am
Interim Performance Management for Teachers (Reviewers)	This session is for reviewers who wish to learn more about the interim review process for Teachers and holding career development conversations.	Line Managers / Reviewers of Teachers	Matt Turton HR Team	Mon 17 Jan 3.30pm - 4.30pm

How to book

Book online



Line Manager Training

This training will support line managers of both Teachers and support staff to feel confident in their role.

Topic Outline			Audience	Speaker	Date and time
A Manager's Guide to Effective Return to Work Conversations and Welfare Discussions	of staff, who any period o session will p	is suitable for all managers will be required to manage f sickness absence. The provide practical to ensure attendance at	Line Managers	HR Team	Tues 16 Nov 10am - 10.45am or 3.30pm - 4.15pm
to Employee Managers to		session is aimed at provide an introduction an Disciplinary Policy re for staff.	Line Managers	HR Team	Tues 25 Jan 3.30pm - 4.15pm
A Manager's Guide to Employee Grievances	Managers to	session is aimed at provide an introduction Grievance Policy and r Staff.	Line Managers	HR Team	Tues 1 Feb 3.30pm - 4.15pm
Selection will be involved with and selection of staff. the Trust process and		is for all employees who red with the recruitment n of staff. It will explain cess and requirements the recruitment of new	Support and Teaching staff that are on recruitment panels	HR Team	Weds 2nd Feb 9.30am - 10.15am or 3.30pm - 4.15pm
Conflict Management	This bitesize session for line managers of both support staff and Teachers will provide tools and techniques to help limit the negative aspects of conflict. It will provide proven techniques for handling difficult converstations.		Line Managers	HR Team	Weds 16 March 11am - 11.45am or 3.30pm - 4.15pm
HR Hot Topic To be confirm		ned	Line Managers	HR Team	Thurs 19 May 11am - 11.45am
How to book Book online					or 3.30pm - 4.15pm Weds 22 May 11am - 11.45am or
or contact Liz Hopkins e.hopkins@becketonl					3.30pm - 4.15pm





Safeguarding & Core Complinace training

Hays Education training is an industry leading learning portal that provides online training for teachers and support staff in schools. This training will be used to support the completion of compliance and safeguarding training required for staff.

You are able to:

- create bespoke learning plans specific to staff roles
- assign training to staff so they know what needs to be completed
- · access training at a time and location to suit you and your staff
- easily track and report training status

Safeguarding training includes:

- Safeguarding and Child Protection Training
- Safeguarding and Child Protection Essential training. This is intended as an update to existing knowledge
- Safer Recruitment
- Radicalisation and Extremism
- Health & Safety in Education

Core Compliance training includes:

- Equalities, Diversity and Inclusion (EDI)
- Fire Awareness
- Medical Awareness
- Basic Life Support
- GDPR
- Food Hygiene & Safety
- Manual Handling
- Bribery Awareness

Please check that staff have completed the appropriate training for their role in school.





Mental Health & Well-being Courses

Courses to help you to cope during crisis, reduce stress and manage challenges.

You can access training courses that will help you take simple steps towards improving your mental health, resilience and decrease stress.

They are 100% online and can be accessed at a time and place convenient to you.

Courses include:

Mindset

This module explores the different types of mindset.

Resilience

Help better understand how to be resilient in the face of adversity.

Warning Signs

Help recognise key 'warning signs' in yourself and others and be able to take action.

Stress Busting Tips

Look at 7 simple steps to turn chaos into calm.

Yoga

Start your day with a short, 15 minute yoga routine to help relax and invigorate your mind.

Mindfulness

This module explores what mindfulness is and its benefits.

Relaxation

Explore different relaxation techniques and their benefits.

Life Balance

This module includes a case study, advice and tips.

