

A Menu for Successful Primary English Subject Leadership

This course is designed to offer aspiring and existing Primary English Subject Leaders a **menu** of professional development opportunities. The **menu** approach offers delegates the chance to **choose** activities and delivery styles that best reflect their own and their school's needs.

Starter: Needs analysis, which will provide the subject leader with the opportunity to clearly define what impact this CPD will have on them personally and also on their school. **(Please note this is an optional session** which can be provided either in school at a cost of **£285 for Norfolk LA Schools and £314 for external clients** for half a day's adviser time, or at a central venue with other schools at a cost of **£78 per delegate (Norfolk LA schools) and £86 (external clients)**. If you require this session in school please complete the attached form. The date for the central venue is:-

17th January 2011 9.00 am to 12.00 noon at Costessey Junior School – Course Ref EPCS7A

Main Course: Two half day courses. Delegates can choose to attend just **one** or **both**. Each half day has a different 'flavour'. One half day focuses on action planning and the tools used to support the cycle of school improvement. The other half day focuses on supporting the professional development of colleagues. Dates for these sessions are below (course fee is **£78 per delegate (Norfolk LA schools) and £86 (external clients)**):-

14th February 2011 9.00 am to 12.00 noon at Costessey Junior School – Course Ref EPCS8A
(Action Planning)

14th March 2011 9.00 am to 12.00 noon at Costessey Junior School – Course Ref EPCS8B
(Supporting Professional Development of Colleagues)

Side dishes: Optional in-school support sessions – half day adviser support to work with subject leader on an aspect selected from the following options:

- Preparing for Ofsted
- Interrogating data and target setting
- Work and planning scrutiny
- Paired lesson observation
- Staff meeting planning and delivery
- Running pupil progress meetings
- AfL and/or APP (this includes running standardisation and moderation sessions)
- Developing pupil voice and pupil perception surveys
- Community cohesion and parent links
- Monitoring phonics and early literacy

Should you wish to book half a day's adviser support, please complete the attached form. The cost to your school for this service will be **£285 (Norfolk LA Schools) and £314 (external clients)**.

Dessert: Optional half day evaluation and practice sharing event as follows (course fee is **£78 per delegate (Norfolk LA schools) and £86 (external clients)**:-

27th June 2011 9.00 am to 12.00 noon at Costessey Junior School – Course Ref EPCS9A

Objectives and Outcomes of the Main Course CPD sessions:

Action planning focus

- To develop understanding of how data, and other information sources, can inform action planning.
- To develop an understanding of the evaluation tools used to support the cycle of school improvement.

Supporting professional development

- To develop knowledge and understanding of the range of professional development strategies available for supporting CPD of colleagues. Lesson study, coaching, team teaching and structuring CPD events will all form part of this session.

Course Leaders: Primary Literacy Advisers

How to book

Places can be booked online at:

<http://www.cpd.norfolk.gov.uk/sdms/>

or

Email: nicola.dunkley@norfolk.gov.uk

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Adviser Support Request Form

Name of School:

Contact Name:

- ☐ We would like to book the half-day needs analysis “**Starter**” session in school at a cost of £285 for Norfolk LA Schools and £314 for external clients .

We would like to book a “**Side Dish**” half day in-school support session as follows as part of the “Menu for Successful Primary English Subject Leadership” (please choose **one** aspect from the following):-

- ☐ Preparing for Ofsted
- ☐ Interrogating data and target setting
- ☐ Work and planning scrutiny
- ☐ Paired lesson observation
- ☐ Staff meeting planning and delivery
- ☐ Running pupil progress meetings
- ☐ AfL and/or APP (this includes running standardisation and moderation sessions)
- ☐ Developing pupil voice and pupil perception surveys
- ☐ Community cohesion and parent links
- ☐ Monitoring phonics and early literacy

Date required: / / 2011

or

- ☐ Spring 2011 ☐ Summer 2011 **preferred day**
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Total Number of People Involved:

Please note: The cost to your school for this half day in-school support will be **£285 for Norfolk LA Schools and £314 for external clients** .

Please return to: Nicola Dunkley, Professional Development Centre, Woodside Road,
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Email: nicola.dunkley@norfolk.gov.uk