

# Induction Training for Teaching Assistants - Secondary and Special

Date	Time	Venue	Reference
25/1/2006	9.30 - 3.30	Norwich Professional Development Centre 8/2/06, 22/2/06 and 22/3/06	5RN049
18/1/2006	9.30 - 3.30	West Norfolk Professional Development Centre 1/2/06, 23/2/06 and 16/3/06	5RN050

A four-session programme for recently appointed Teaching Assistants and their Mentor.

The programme has four modules: role play; behaviour management; literacy; numeracy.

## Teaching Assistants:

- should be working with children during literacy and/or numeracy lessons
- should NOT have attended any Norfolk based literacy or numeracy training, outside of school based work
- will receive a DfES Teaching Assistant file to accompany the course
- will be required to undertake some preparatory reading and course assignments.

## Mentors:

- will be an experienced teacher, identified by the school
- will supervise the Teaching Assistant(s) during and after training
- need only attend the morning of the first session and all day on the final session.

**Please indicate MENTORS name as an individual booking and state that they are a mentor**

**There is NO CHARGE for this course. Funding from Standard Fund Grant 508 for ONE DAY MENTOR SUPPLY - please send in your claim promptly AFTER the final session.**

## Who should attend

Headteacher	<input type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input type="radio"/>	Classroom teacher	<input type="radio"/>
SENCO	<input type="radio"/>	Returner	<input type="radio"/>
Subject Leader	<input type="radio"/>	NQT	<input type="radio"/>
Classroom Assistant	<input checked="" type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other:

## Phase

Special  
Secondary

## Cost:

**£0.00**

## How to book

To apply for a place at this activity please visit our INSET Opportunities website at <http://advisoryservice.norfolk.gov.uk/inset> or complete a booking form and return it to:

Carol Burgess  
Norwich Professional Development Centre  
Woodside Road  
Norwich  
NR7 9QL

**Telephone:**

01603 433276

**Fax:**

01603 700236

**E-mail:**

[carol.burgess@norfolk.gov.uk](mailto:carol.burgess@norfolk.gov.uk)

**Course Leader (s) :**

David Glenn, Nick Asker, Jan Jarrett and Sue Smith