

Preparing for an Ofsted Inspection: the Practicalities

Date	Time	Venue	Reference
4/5/2006	1.30 - 4.30	West Norfolk Professional Development Centre	6RN002
9/5/2006	9.00 - 12.00	Norwich Professional Development Centre	6RN003

The main purpose of this half-day course is to assist headteachers and other key players in schools in preparing for inspection, using the Section 5 Ofsted inspection framework which came into use from the autumn term of 2005.

By the end of the session, participants will be aware of the short, medium and longer term practical tasks required to ensure that a school is fully prepared for a short notice inspection.

Practicalities to be covered include: essential information to have to hand as 'a ready pack' whilst awaiting notification; effective SEF writing - the 'do's' and 'don'ts'; managing on-going self-evaluation and also selective evidence gathering from all stakeholders. We shall also have a brief look at useful evidence linked to outcomes of 'Every Child Matters'.

Participants are encouraged to bring along their current Self-Evaluation Form (SEF) to refer to during the session.

Who should attend

Headteacher	<input checked="" type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input checked="" 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 type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other:

Phase

First
Reception
Nursery
Infant Junior
Primary
Middle

Cost:

£68.00

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:

Margaret Goddard
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Telephone:

01603 433276

Fax:

01603 700236

E-mail:

margaret.goddard@norfolk.gov.uk

Course Leader (s) :

John Sweet/Heather Tyrrell

