



To book any of these training opportunities  
or to find out more about Support Staff  
Training and Development please contact;

Denise Beckett, T&D Coordinator,  
[denise.beckett@norfolk.gov.uk](mailto:denise.beckett@norfolk.gov.uk)  
01603 222743 or Lisa Harrison  
[lisa.harrison@norfolk.gov.uk](mailto:lisa.harrison@norfolk.gov.uk).



**every child matters**  
a brighter future for Norfolk's young people



**FULLY FUNDED  
TRAINING & DEVELOPMENT  
OPPORTUNITIES  
FOR  
SCHOOL SUPPORT STAFF  
AUTUMN TERM 2008**



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## **HIGHER LEVEL TEACHING ASSISTANTS TRAINING AND ASSESSMENT**

We are pleased to continue to offer training and assessment to support staff to achieve HLTA status.

### Changes to Training and Assessment Programme

Due to changes in this year's funding and in line with candidate feedback, Training and Assessment is as follows;

### Introduction to meeting the Standards – One Day

Before beginning training ALL candidates and their mentors will be invited to attend an '**Introduction to meeting the standards**' day prior to commencing either training route.

### Training Route this is now 4 days

The Training Route gives candidates the opportunity to attend a comprehensive programme to develop support staff practice and professional development. The programme covers the following;

- Day 1 – Plan, Prepare, Deliver, Review
- Day 2 – Knowledge and Expertise
- Day 3 – Personalised Learning, SEN and Disability
- Day 4 – Relationships and Team Work

Once completed candidates then attend 3 days of assessment preparation, which will take place in the following term.

### Assessment Preparation - 3 days

Assessment preparation is only suitable for candidates who are already working at the level of the HLTA standards. Candidates selecting the assessment preparation route will receive 3 days of briefing and guidance to ensure they fully understand the standards and how to complete the assessment tasks. **You receive no training on this route**

Details and application forms can be found on Norfolk Schools website [www.schools.norfolk.gov.uk/go/supportstaff](http://www.schools.norfolk.gov.uk/go/supportstaff). For a hard copy of the application pack, please contact Lisa Harrison 01603 638098. Training and Assessment is delivered termly.

## **INDUCTION TRAINING FOR TEACHING ASSISTANTS**

Every Teaching Assistant needs to have a clear role, good training and real opportunities for career development. The Induction course for teaching assistants is for recently or newly appointed staff and offers candidates the opportunity to gain some necessary background knowledge to help and fully support teachers, pupils and the school. The course covers important information about roles and context, behaviour management and inclusion, curriculum support including numeracy and literacy.

Training is delivered over four days and it is essential that teaching assistants make a commitment to attend the full programme.

### **Dates and venues for AUTUMN TERM 2008**

#### Primary Induction @ Kings Centre, Norwich

Thursday 18th September 2008  
Thursday 9th October 2008  
Thursday 13th November 2008  
Thursday 4th December 2008

#### Primary Induction @ WNPDC, Kings Lynn

Wednesday 17th September 2008  
Wednesday 8th October 2008  
Wednesday 12th November 2008  
Wednesday 3rd December 2008

To apply please contact Lisa Harrison – 01603 638098,  
[lisa.Harrison@norfolk.gov.uk](mailto:lisa.Harrison@norfolk.gov.uk).

### **Secondary Induction @ Lynn Grove High School**

Thursday 25<sup>th</sup> September 2008  
Thursday 16<sup>th</sup> October 2008  
Thursday 13<sup>th</sup> November 2008  
Thursday 4<sup>th</sup> December 2008

**To apply please contact Marion Brown – 01493 660247  
[mbrown@lynnngrove.org.uk](mailto:mbrown@lynnngrove.org.uk)**

## **SUPPORT WORK IN SCHOOLS (SwiS) QUALIFICATIONS**

### **Flexible and tailored awards, certificates and diplomas**

These qualifications are suitable for all school support staff – whether in administration, catering, technical support, site maintenance, or supporting learning inside or outside of the classroom.

Norfolk County Council is offering an achievement incentive for this qualification of £100 for the candidate paid on successful completion.

For more information about the Support Work in Schools (SwiS) qualifications, including mandatory and optional units, funding, training and assessment, either email [info@skills4schools.org.uk](mailto:info@skills4schools.org.uk) or visit the TDA website [www.tda.gov.uk/SwiS](http://www.tda.gov.uk/SwiS).

For local information of courses and to enrol contact:  
Heather Habbin Norfolk Adult Education, 169 King Street, Norwich,  
NR1 1QW. Tel: 01603 306566 [heather.habbin@norfolk.gov.uk](mailto:heather.habbin@norfolk.gov.uk)

## **SCHOOL SUPPORT STAFF WEBSITE**

Further details of these and other opportunities can be found on Norfolk Schools website [www.schools.norfolk.gov.uk/go/supportstaff](http://www.schools.norfolk.gov.uk/go/supportstaff).

To guarantee a place for any of these opportunities we recommend early booking.