



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
01603 222743



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



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



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CERTIFICATE IN SCHOOL BUSINESS MANAGEMENT

Aimed at those who have worked in schools in administrative roles as well as recently appointed bursars or school business managers. The course involves attendance at three two-day residentials in Cambridge. Details and application forms for this route can be found on the National College for School Leadership (NCSL) website at www.ncsl.org.uk/bursar.

Local Delivery

If you would be interested in this course being delivered on a non-residential basis and have reasons for wishing to do so, please contact Denise Beckett to discuss, denise.beckett@norfolk.gov.uk 01603 222743. If we have enough interest we may be able to deliver this course locally.

Demonstration Project.

An opportunity exists for Norfolk Schools to explore the potential of the role of the School Business Manager through this innovative and exciting new project. The aim of this project is to gauge the impact, effectiveness and value for money this role could have on the following groups of schools:

Primary Groups containing

- Large or a mix of large and small schools
- Groups of small schools

Cross-phase groups containing

- Linked primary, secondary and special schools
- All age / 3-16 campus schools, incl. Extended services

Secondary schools that contain:

- Groups of secondary schools;
- 14-19 clusters/partnership
- Extended services.

Schools will be invited to submit a proposal for the project which will be supported and funded by NCSL. If you do have a proposal for your school or cluster please contact me for further details.

HIGHER LEVEL TEACHING ASSISTANTS TRAINING AND ASSESSMENT

Details and application forms can be found on Norfolk Schools website www.schools.norfolk.gov.uk/go/supportstaff. For a hard copy of the application pack, please contact Denise Beckett 01603 222743. Training and Assessment is delivered termly.

HLTA ROLES IN SECONDARY SCHOOLS SPECIALIST MATHS & SCIENCE

This is a new initiative where teaching assistants can now achieve HLTA status within their special area being either maths or science. Once they have gained the status, these HLTAs would be deployed within school maths or science departments. We have been given funds to support this programme and are inviting schools to take part in this **fully funded training and professional development opportunity**. If your school would be interested in taking part in this new initiative please contact Denise Beckett denise.beckett@norfolk.gov.uk 01603 222743.

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.

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

SUPPORT STAFF BRIEFINGS

Summer Term briefings will be held throughout the County to give up to date information on the following;

- HLTA Status, including;
 - revised standards
 - specialisms
 - effective deployment.
- Developing the Whole School Workforce
- Other Training & Development opportunities
- CPD for School Support Staff.

Briefings are useful for Headteachers, Deputy Headteachers, CPD Coordinators, Members of Senior Management Teams responsible for Support Staff, HLTAs and Support Staff.

Dates and venue details

UEA Sportspark, Norwich	Weds 4 th June 08 – 4pm – 6pm
King's Centre, Gt. Yarmouth	Thurs 5 th June 08 – 4pm – 6pm
Fakenham Racecourse	Tues 10 th June 08 – 4pm – 6pm
West Norfolk PDC, Kings Lynn	Wes 11 th June 08 – 4pm – 6pm
Hethel Engineering Centre, Hethel	Thurs 12 th June 08 – 4pm – 6pm

To secure a place please email denise.beckett@norfolk.gov.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.

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 or visit the TDA website www.tda.gov.uk/SwiS. For local information contact Norfolk Adult Education, 169 King Street, Norwich, NR1 1QW. Tel: 01603 306566.