

Children's Services
Norfolk Education Advisory Services
Sports Development Unit
Turner Road Centre
Turner Road
Norwich
NR2 4HB

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Your Ref:

Our Ref: KT/db

Please ask for: Keren Thompson

Date: 31 January 2006 (electronic format)
10 March 2006 (paper format)

Email: keren.thompson@norfolk.gov.uk

To Headteacher, All Schools.

Dear Headteacher

Workforce Re-modelling and Physical Education Teaching

To help schools implement a flexible and sustainable approach to PPA time and PE teaching; a programme was put before the National Workforce Remodelling Team to train, support and mentor HLTA's so that they could be awarded a certificate of competence to teach PE. This programme has attracted significant interest and is going extremely well with 35 candidates actively engaged across 30 schools in Central Norfolk. Schools in the West and North Norfolk area contacted us about the scheme to request an additional course for their HLTA's and Level 3 Teaching Assistants. This has now been set up and through this letter Headteachers can start the process of securing places.

Norfolk has developed a series of competencies, which will form the Norfolk PE Teaching Competence Standard. HLTA's will work with their school (a mentor will offer on site support), attend training with Norfolk Children's Services and work towards achieving the standards over an appropriate time scale. Headteachers will then be able to deploy them in full confidence that they are complying with all the appropriate legislation including Health and Safety and the "Specified Work" Regulations (SI2003/1663).

There are a series of essential modules required by all, as well as activity specific courses. Verification from the County PE Advisers is also required, in the form of lesson observations at your school. The entire package costs £495 for the full year programme, plus one day's advice and support, but there may be an element of reduction dependent upon how schools wish to deploy their trained HLTA after achieving the competence standard, so please do contact us to discuss your individual requirements.

Continued /

This course is being set up in a number of other Counties as a direct result of Norfolk's work, where schools are recognising the significant advantages of having their own staff capable of securing PPA time through PE and games. High quality PE and sport is our mutual aim and we are delighted that schools are engaging so positively with this new initiative.

Attached to this letter are the key dates for this programme. All Schools wishing to participate in this programme need to make the following commitments:

- ◆ Be working towards 2 hours curriculum time for PE (meeting the Government's PSA target)
- ◆ Have a scheme of work in place (Val Sabin or similar)
- ◆ Commit a day's advice and support for external support/verification on site
- ◆ Commit to release time for the completion of modules
- ◆ Be committed to developing High Quality PE and school support.

If you would like to secure a place for your HLTA then please complete the attached form and return to me as soon as possible (no later than 17 March 2006). If you would like further details, or to discuss the flexible course fee, then please contact either Martin Radmore or Keren Thompson.

I very much hope that this course will be of interest to you.

Yours sincerely



Martin Radmore
County Adviser for PE and Sport



Keren Thompson
PE Advisory Teacher

Workforce Remodelling Programme

Teaching Assistants and Physical Education

Date 2006/2005	Module	Activity	Guidance	Venue
Tuesday 18 th April	Induction 09.30-12.30	Setting the scene	Essential	West Norfolk PDC
Tuesday 2 nd May	Module 1: 09.30-12.30	Understanding PE The National Curriculum	Essential	West Norfolk PDC
Tuesday 9 th May	Module 4: 09.30-16.00	Gym at KS1	Essential if teaching Gym at KS1	St Martins Shouldham
Tuesday 16 th May	Module 4: 09.30-16.00	Gym at KS2 (Floor & low level)	Essential if teaching Gym at KS2	St Martins Shouldham
Tuesday 23 rd May	Module 4: 09.30-16.00	Gym at KS2 Large Apparatus	Essential if teaching Gym at KS2	St Martins Shouldham
Tuesday 6 th June	Module 5: 09.30-16.00	Dance at KS2	Essential if teaching KS2	West Norfolk PDC (Hall)
Tuesday 13 th June	Assessment Module 1/2 09.30-12.30	Assessment and recording pupils progress	ESSENTIAL to attend both sessions over the year	West Norfolk PDC
Tuesday 20 th June	Module 5: 09.30-16.00	Dance at KS1	Essential if teaching KS1	West Norfolk PDC (Hall)
Tuesday 27 th June	Module 6: 09.30-16.00	Outdoor and Adventurous Activities at KS2	Essential if teaching KS2	Whitlingham Water Activity Centre, Norwich.
Tuesday 11 th July	Risk Management: 09.30-12.30	Ensuring Safe Practice	Essential	West Norfolk PDC
Tuesday 12 th Sept	Module 2: 09.30-16.00	Games at KS1	Essential if teaching games at KS1	Lynnsport
Tuesday 19 th Sept	Module 3: 09.30-16.00	Games at KS2 Net/Wall & Field/Strike	Essential if teaching games at KS2	Lynnsport
Tuesday 26 th Sept	Module 7: 09.30-16.00	Athletics a KS2	Essential if teaching KS2	Lynnsport
Tuesday 3 rd Oct	Module 3: 13:00-16:00	Games at KS2 Invasion Games	Essential if teaching games at KS2	Lynnsport
Tuesday 10 th Oct	Assessment Module 2/2 09.30-16.00	Report Writing Best Fit Assessment overview	ESSENTIAL to attend both sessions over the year	West Norfolk PDC

Norfolk PE Teaching Competence Programme

This programme, seeks to give HLTA's the knowledge, skills and understanding to teach National Curriculum Physical Education within a safe and challenging teaching environment. Competence will be assessed through the application of key standards, school based assessment, self-assessment and external verification. The programme will allow successful candidates to be awarded the Norfolk Competence Standard.

Please complete the following details to provisionally reserve a place for your HLTA(s)

Name of School:.....

Headteacher:.....

Nominated School Based Mentor for HLTA (s):.....

Position within school:.....

Name of HLTA (s):.....

.....

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

We provide 2 hours per week curriculum time for PE
We have in place a scheme of work for PE
The school has allocated one day advice and support time
The school will release candidate(s) for all essential modules and activity/specific ones

The School wishes to deploy the following staff in the way illustrated below:

To teach all areas of PE (upon successful completion) ☐ Cost per candidate: £495

To teach only the following areas of activity: Dance, Gym, Games, Athletics, OAA (Please delete as appropriate)

Other: (please specify)

Summary of year groups / classes to be taught:

Any relevant qualifications to support the individual applicant (eg Coaching awards)

Please return to:

Keren Thompson, PE Advisory Teacher, Norfolk Education Advisory Services, Sports Development Unit, Turner Road Centre, Turner Road, Norwich, NR2 4HB, by return (or no later than 17 March, 2006).