

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: MR/db

Please ask for: Martin Radmore

Date: 19 June 2006

Email: martin.radmore@norfolk.gov.uk

To: Headteacher – All Norfolk 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 NWRT to train, support and mentor suitably qualified Teaching Assistants so that they could be awarded a certificate of competence to teach PE. This programme has attracted significant local and national interest and is going extremely well with 47 candidates on the programme. This letter is to inform you of the availability of a third course starting in October 2006 for TA's who are qualified at NVQ level 2 and above (including HLTA).

To facilitate this programme Norfolk developed a series of competencies, which form the Norfolk PE Teaching Competence Standard (NPETCS). TA's will work with their school (a mentor will offer on site support), attend training with Norfolk Children's Services and work towards achieving these standards over an appropriate and flexible 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. External verification from the County PE and Sport Advisers is also required. The entire package costs £495 for the full year programme. 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.

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The key date for the commencement of this course is 30 October, 2006, at the Professional Development Centre in Norwich. 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)
- ◆ Only enrol applicants who are qualified at NVQ level 2 or above (includes HLTA)
- ◆ 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 sport.

If you would like to secure a place for your NVQ Level 2 or above TA (s) then please complete the attached form and return to me no later than 14 July. If you would like further details, or to discuss a flexible course, then please contact either Martin Radmore or Keren Thompson. Alternatively, we can put you in touch with other headteachers, whose TA's are on the course, for their comments. We can also facilitate conversations between TA's currently on the course and those looking to join in order to offer encouragement.

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

Yours sincerely

Martin Radmore
County Adviser for Sport and PE

Keren Thompson
PE and School Sport Advisory Teacher

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

Summary of year groups / classes to be taught:

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

Please return to:

Martin Radmore, County Adviser for Sport and PE, Norfolk Education Advisory Services, Sports Development Unit, Turner Road Centre, Turner Road, Norwich, NR2 4HB, by return (or no later than 14 July, 2006).

Workforce Remodelling Programme Teaching Assistants and Physical Education

Date 2006/07	Module	Activity	Guidance	Venue
30 October	Induction 9.30 - 4.00	Setting the scene	Essential	PDC Woodside Road, Norwich
13 November	Module 1 - 9.30 - 12.30	Understanding PE The National Curriculum	Essential	tbc
27 November	Module 2 - 9.30 - 4.00	<i>GAMES at KS1</i>	Essential if teaching games at KS1	tbc
4 December	Module 3 - 9.30 - 4.00	GAMES at KS2 Net/Wall and Striking/Fielding	Essential if teaching games at KS2	tbc
11 December	Module 3 - 1.00 - 4.00	GAMES at KS 2 Invasion games	Essential if teaching games at KS2	tbc
15 January	ASSESSMENT MODULE 1/2 - 9.30 - 12.30	Assessment and recording pupils progress	ESSENTIAL to attend both sessions over year.	tbc
29 January	Module 4 - 9.30 - 4.00	<i>GYM at KS1</i>	Essential if teaching Gym at this key stage	tbc
19 February	Module 4 - 9.30 - 4.00	GYM at KS2 Floor and low level)	Essential if teaching Gym at this key stage	tbc
26 February	Module 4 - 9.30 - 4.00	GYM at KS2 Large Apparatus	Essential if teaching Gym at this key stage	tbc
12 March	Risk Management in PE – 9.30 – 4.00	Ensure safe practice	Essential	tbc
26 March	Module 5 - 9.30 - 4.00	<i>DANCE at KS1</i>	Essential if teaching at this key stage	tbc
30 April	Module 5 - 9.30 - 4.00	DANCE at KS2	Essential if teaching at this key stage	tbc
14 May	Module 6 - 9.30 - 4.00	Outdoor and Adventurous Activities at KS2	Essential if teaching at this key stage	tbc
21 May	Module 7 - 9.30 - 4.00	Athletics at KS2	Essential if teaching at this key stage	tbc
11 June	ASSESSMENT MODULE 2/2 - 9.30 - 4.00	Report writing Best Fit Assessment overview	ESSENTIAL to attend both sessions over the year	tbc
25 June	GRADUATION & Buffet - 12.30 - 15.30	A celebration of achievement of course outcomes	Voluntary but desired	tbc