

## INVITATION

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### **WORKFORCE REMODELLING REVIEW OF TRAINING & DEVELOPMENT SCHOOL SUPPORT STAFF**

**NAPTA**

*(National Association of Professional Teaching Assistants)*

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Norfolk's Workforce Remodelling Team commissioned NAPTA to undertake a pilot skills audit for school support staff in 2005. Due to the success of this pilot and in answer to school requests, we are happy to extend this service and invite your school to take part in the extension of this programme, which is **FREE**.

**The skills audit will enable schools to:**

- Identify existing skills and knowledge;
- Increase the contribution staff make to helping pupils and colleagues;
- Plan professional development for support staff;
- Complete Ofsted self-evaluation forms using data from the exercise.

**Schools will be provided with:**

- Necessary training to relevant staff;
- Profiling exercise - 1 hour session for participant;
- Web-based collection and analysis of data;
- Feedback sessions including;
  - a whole-school Report and Review for each support staff member;
  - Guidance on the interpretation and use of the information at both individual and institutional level.

**At this stage we need to establish how many schools wish to take part and would ask you to complete the attached form, registering your interest, and return by Friday, 7<sup>th</sup> July, 2006 at the latest.**

The process will begin early in the Autumn Term with briefings for Headteachers around the County in the weeks beginning 18<sup>th</sup> September and 25<sup>th</sup> September; training for staff during the first two weeks of October; and results being fed back to schools by the end of the Autumn Term 2006.

It would also be useful for schools with computer suites to indicate whether they would be willing to share these with colleagues for the completion of an online questionnaire to facilitate the process and keep associated costs down.

**If you would like more details, please contact either:**

Peter Simmonds, School Workforce Adviser, on 01603 638092/754278

Denise Beckett, Training & Development Co-ordinator, on 01603 433276 ext 227.

# WORKFORCE REMODELLING

## REVIEW OF TRAINING & DEVELOPMENT

### SCHOOL SUPPORT STAFF

**NAPTA**

*(National Association of Professional Teaching Assistants)*

**School:** .....

**Name of Key Contact** .....

**Position** ..... (e.g. Headteacher)

#### **Support staff**

Number of likely participants in category:-

Admin .....

Teaching and Learning .....

Site support (caretaker/cleaner) .....

Midday supervision .....

Other .....

#### **Completion of online survey (please tick box as appropriate)**

Staff have online access in school ☐

Staff will need online access at nearby facility ☐

School has computer suite for use by colleagues ☐

**Please return this form by Friday, 7<sup>th</sup> July, 2006 to:**

Virginia Wakely, Workforce Remodelling Project Officer  
Room 054, Children's Services  
Norfolk County Council, County Hall, Norwich, NR1 2DL

Or by fax to 01603 219050 or via e-mail to: [virginia.wakely@norfolk.gov.uk](mailto:virginia.wakely@norfolk.gov.uk)