

08/09

## **Leadership Programmes and Professional Development for Schools**

From the Eastern Leadership Centre, Cambridge

LEADING, LEARNING AND INNOVATING





Eastern Leadership Centre

*“Excellent organisation, really feel I’ve learnt a lot that will help me to develop.”*

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08/09



## What is the Eastern Leadership Centre?



In 1996 schools, local authorities, dioceses and universities in the Eastern region created a pioneering headteacher training programme, working out of Cambridge University's Faculty of Education. The Eastern Leadership Centre (ELC) grew out of that programme and has expanded ever since, becoming an independent, charitable business in 2003.

Over a decade since those early innovations the ELC remains a responsive, highly professional charitable business, run on a not-for-profit basis. We provide leadership training, development and management services across Eastern England, the UK, and the world. The ELC proudly continues to provide NPQH opportunities but this brochure sets out other leadership and development support for you, your staff and your school.

Our charitable mission is to advance opportunities for children and young people. We achieve this by training, developing and supporting people who can lead the improvement of children's lives. This involves working regionally, nationally and internationally delivering major programmes of professional development for bodies such as the NCSL and the TDA; as well as innovating and collaborating with schools and local authorities across not only Eastern England, but the rest of the UK.

Annually the ELC works with thousands of headteachers, heads of children's centres, deputy and assistant heads,

middle leaders, teachers and teaching assistants, school business managers, governors, LA advisers, arts, learning and other professionals. We live through our partnership principles and have strong working relationships with literally hundreds of schools, children's centres, colleges, universities, charities, public bodies and private organisations. Perhaps you would like to join them?

This brochure shows just some of the courses the schools workforce can attend and on the last page, gives a booking form to fax back and secure places – or find more information.

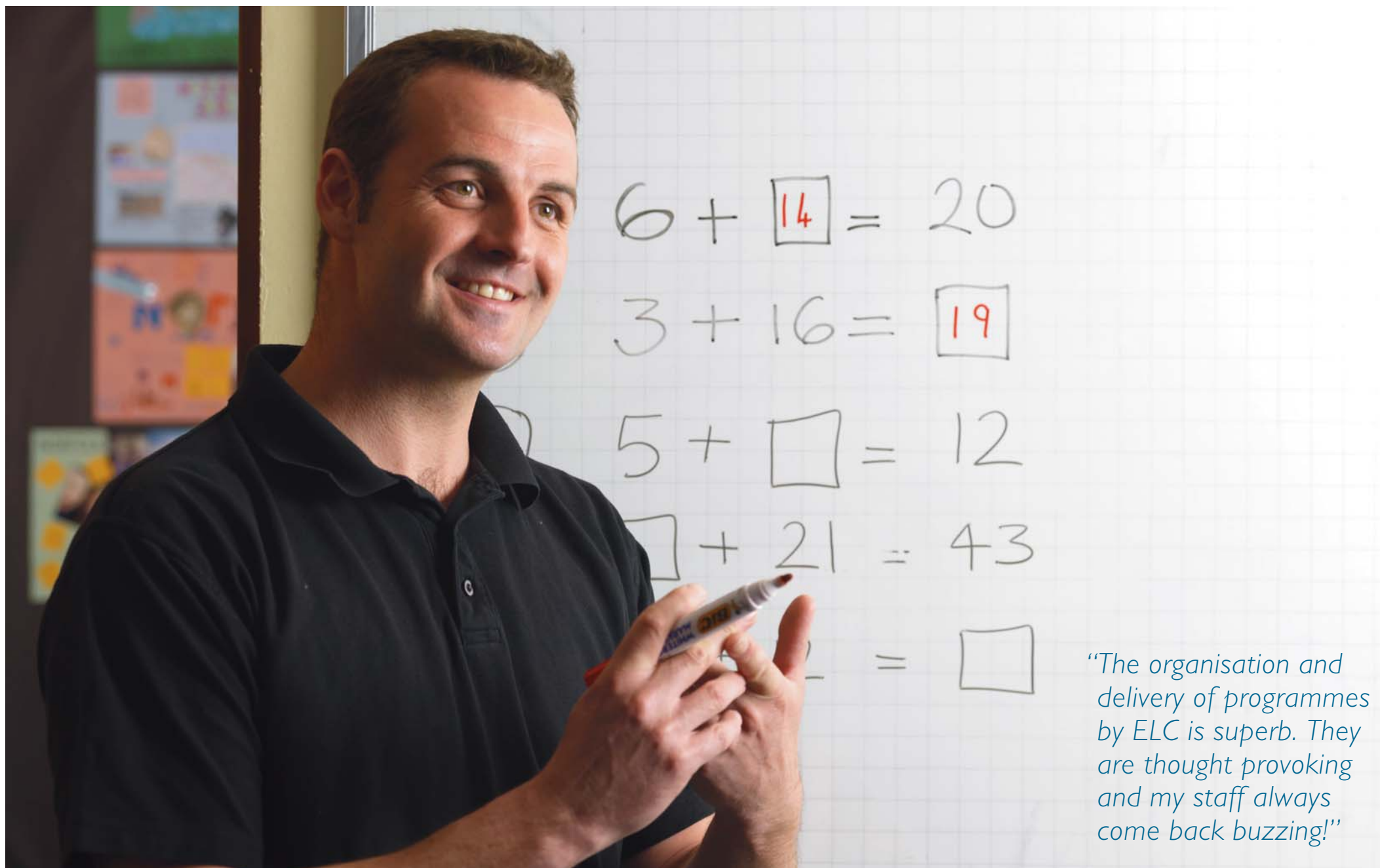
Check out our website too, for news of national programmes with the NCSL, our work as the TDA regional centre, our project management for NESTA, our growing European and international links and lots of other innovative services of interest to educators – including using the facilities of our excellent new training centre on the outskirts of Cambridge.

We look forward to working with you on a shared mission: leading, learning and innovating on behalf of children and young people everywhere.

**Grant Bage**  
Chief Executive

Working in partnership with:





*“The organisation and delivery of programmes by ELC is superb. They are thought provoking and my staff always come back buzzing!”*

**Who is it for?**  
ELC's **Stepping into Leadership** is a middle leadership development programme for teachers who have a wide range of leadership and management responsibilities: e.g. subject, pastoral, year and team leaders.

**How will I and my school benefit?**  
As a middle leader you will become more confident, focused and effective, enabling you to move towards senior leadership roles and play a full part in school improvement.

**Who delivers the course and where?**  
The programme is delivered by highly experienced facilitators, all of whom have a background in school leadership. In 2008, the programme will be delivered at the Eastern Leadership Centre just outside of Cambridge and at other venues around the region by request.



Stepping into Leadership course tutors include school leaders with varied backgrounds. For instance:

**Nicki Bell** is a serving headteacher in the West

Midlands and has led three other schools. For 3 years Nicki was Assistant Director at the Eastern Leadership Centre and led the successful roll-out of the Leading from the Middle programme. Nicki has been

involved in other national programmes for the TDA and NCSL, and has developed several regional programmes for deputy headteachers and other leaders.

**Jonathan Shiels** is a lead facilitator with the National College for School Leadership and works on the NPQH, LfM, and Team Programmes across East Anglia. He has wide experience in school leadership at all levels including fifteen years of headship. He is an accredited assessor of advanced skills teachers and school improvement partners.

**What is the cost?**  
At the Eastern Leadership Centre, the participant fee for all three days is £500.00. Book before 1st July 2008 for a 10% discounted rate of £450.00.

To arrange programme delivery at an alternative location, either within the UK or internationally, please contact the ELC to discuss options for pricing and venues.



**What is the content and when is it taking place?**

Stepping into Leadership is a three-day development programme to support middle leaders in their leadership role. The focus is on the generic skills and capabilities which are needed for middle leaders to become highly effective.

- | Unit   | Content  |
|--|--|
| <b>Day 1 The Challenges of Middle Leadership</b> | <ul style="list-style-type: none"> <li>• Introduction to leadership and management</li> <li>• Skills of middle leaders</li> <li>• The middle leaders' perspective on strategic leadership</li> </ul> |
| Date   | Tuesday 14 October 2008 ELC  |
| <b>Day 2 Leading Innovation and Change</b>       | <ul style="list-style-type: none"> <li>• Are you ready to lead change?</li> <li>• The skills of coaching</li> <li>• Natural versus learned leadership styles</li> </ul>                              |
| Date   | Thursday 12 February 2009 ELC  |
| <b>Day 3 Onwards and Upwards!</b>                | <ul style="list-style-type: none"> <li>• Working with teams</li> <li>• Working with challenging situations</li> <li>• Skills of self-evaluation</li> </ul>   |
| Date   | Wednesday 10 June 2009 ELC   |

Date Tuesday 14 October 2008 ELC

**Day 2 Leading Innovation and Change**

- Are you ready to lead change?
- The skills of coaching
- Natural versus learned leadership styles

Date Thursday 12 February 2009 ELC

**Day 3 Onwards and Upwards!**

- Working with teams
- Working with challenging situations
- Skills of self-evaluation

Date Wednesday 10 June 2009 ELC

For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)



**How do I make a booking?**

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. **Return via fax to 01223 499249; email: [stacy.spalthoff@elc-cambridge.org](mailto:stacy.spalthoff@elc-cambridge.org) or post to: Stacy Spalthoff, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/SiL\_2008.**

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than 16th September 2008. After this date, please telephone 01223 499224 to enquire whether places are still available.





*“A super course – I feel re-envisioned and able to develop further knowing I can succeed.”*

### Who is it for?

**Growing into Leadership** is for teachers who want to develop and grow as middle or senior leaders and may be aspiring towards departmental, deputy or headteacher positions.

### How will I and my school benefit?

Teachers who want to experience a leadership role without committing to long study periods can use our modular structure to gain insight and valuable knowledge, which they can apply immediately.

Growing Into Leadership is an ideal programme for more experienced or senior-level teachers who are considering applying for promotion or NPQH: but would also like to test their own leadership abilities and learn from experienced leaders and headteachers.

### Who delivers the course and where?

These units are delivered at the Eastern Leadership Centre, just outside of Cambridge, as part of our independent programme of leadership training and professional development. All of our tutors and facilitators are experienced headteachers with the skills required to lead and manage change successfully in school settings.

For instance, **Nicki Bell** is a serving headteacher in the West Midlands and has led three other schools. For four years, Nicki was Assistant Director at the Eastern Leadership Centre and led the

successful roll-out of the Leading from the Middle programme. Nicki has been involved in other national programmes for the TDA and NCSL, and has developed several regional programmes for deputy headteachers and other leaders.

**Ruth Allen** was a headteacher of an 'outstanding' and 'Beacon' primary school. She is now an independent consultant working on a number of NCSL programmes. She carries out mentoring and coaching support in schools and undertakes the assessment and accreditation of School Improvement Partners. She is also currently project managing a new training



programme for secondary teachers in multi-agency partnerships.

### What is the cost?

£175 per one day unit. Discounted package rate for two or more units at £150 per unit.



## What is the content and when is it taking place?

The modular units are built around the National Standards for Headteachers and help participants gain leadership experience prior to applying for NPQH. They comprise of a series of six, one day units examining the essential elements of leadership. For example:

Unit Content

- 1 Vision, values and leading change – getting the bigger picture**
- Why do vision, values, and strategic leadership matter?
  - How do I know what we should change?
  - What tools can I use to support identifying change?

Date **Thursday 6 November 2008**

- 2 Leading learning and teaching**
- What is my role in leading improvement and learning?
  - What does good quality learning and teaching look like?
  - Why should we monitor and evaluate?

Date **Wednesday 25 March 2009**

- 3 Effective team leadership**
- What are the characteristics of an effective team?
  - How is an effective team created and developed?
  - How can I improve team effectiveness and performance?

Date **Thursday 18 June 2009**

- 4 Personal effectiveness**
- How can I manage time, priorities, people, and environment?
  - What are the principles of behaving more assertively?
  - How can I use personal style to support improvement?

Date **Friday 7 November 2008**

- 5 In-school accountability and school improvement**
- What does accountability mean in my role and school?
  - How does accountability relate to professional standards?
  - How can accountability support school improvement?

Date **Thursday 26 March 2009**

- 6 Working with the wider community**
- Who is our wider community and why work with them?
  - What are the benefits to our school and our students?
  - What examples of good practice can I learn from?

Date **Friday 19 June 2009**

### How do I make a booking?

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. **Return via fax to 01223 499249; email: gil@elc-cambridge.org or post to: Joan Maguire, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/GiL\_2008.**

Alternatively, book online at [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than **16th September 2008**. After this date, please telephone **01223 499225** to enquire whether places are still available.





*“Excellent organisation, really feel I’ve learnt a lot that will help me to develop as a ‘new’ deputy. Helped having practising headteachers delivering programme – thank you.”*

## Who is it for?

ELC’s Primary Deputy Headteacher Induction is for deputy or assistant headteachers in their first or second year of senior leadership, working in the leadership team in a primary setting.

## How will I and my school benefit?

This course is for teachers who want to become effective school leaders, work with teams, evaluate how good their school is and improve on past performance. It will develop the leadership skills and capacity of recently appointed deputy and assistant headteachers, helping especially to distribute leadership and the responsibility for continuous school improvement.

The result will be more effective planning, team building, inspiration, and the confidence to achieve practical results across a range of tasks to move you and your school forward in 2009.

## Who delivers the course and where?

This programme is delivered at the Eastern Leadership Centre, just outside of Cambridge and at the National College for School Leadership, Nottingham. Our tutors are experienced in leading a variety of schools and their knowledge includes today’s regulatory framework, working practices, and the range of management skills required to lead a school successfully.

For instance, a lead facilitator on this programme will be Lin Whyte.

**Lin Whyte** is a practising Primary school headteacher in Cambridgeshire and has led two other schools during a distinguished professional career. She is a trained school

improvement partner (SIP) and tutors on two of NCSL’s flagship courses: the National Professional Qualification for Headship (NPQH) and Leading from the Middle (LFTM). Alongside her headteacher, facilitator, and SIP roles Lin also writes a variety of governor and curriculum support materials.

**Clive Minnican** is International Director at the Eastern Leadership Centre, has been a headteacher in two schools and involved in developing and delivering NPQH since 1996. He has worked extensively with school business managers, children’s centre leaders and teachers in China, South Africa and across the UK.

## What is the cost?

At the Eastern Leadership



Centre, Pampisford, Cambridge the participant fee is £500.00 for all three days. Book before 1st July 2008 for a discounted rate of £450.00.

At the National College for School Leadership Centre, Nottingham the participant fee is £550.00 for all three days.

Book before 1st July 2008 for a discounted rate of £495.00.



## What is the content and when is it taking place?

This three day programme has been developed in collaboration with local authorities, responding to needs identified by schools. It has been created and refined by the Eastern Leadership Centre’s course development team and is in its third year of highly successful delivery. For example:

Unit Content

### Day 1 Becoming an effective leader

- Developing the school culture
- What type of leader am I?
- The characteristics of effective leaders

Dates Thursday 9 October 2008 NCSL  
Group A Tuesday 21 October 2008 ELC<sup>(1)</sup>  
Group B Wednesday 22 October 2008 ELC<sup>(1)</sup>

### Day 2 Working with your teams

- How do senior teams work together?
- What are the roles and responsibilities of senior leadership?
- How do I build effective teams?

Dates Group A Thursday 5 March 2009 ELC<sup>(1)</sup>  
Group B Friday 6 March 2009 ELC<sup>(1)</sup>  
Wednesday 11 March 2009 NCSL

### Day 3 How good is my school and how can we improve

- How good is my school and how do I know?
- Input on monitoring, evaluation and SEFs
- What is the national agenda and what impact is it having on my school?

Dates Group A Thursday 4 June 2009 ELC<sup>(1)</sup>  
Group B Friday 5 June 2009 ELC<sup>(1)</sup>  
Tuesday 9 June 2009 NCSL

For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)

Note:<sup>(1)</sup> These programmes have two start dates. You will be allocated a group and informed of your dates. If you have a group preference, please state on the booking form, although we cannot guarantee this will always be possible.

## How do I make a booking?

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. Return via fax to 01223 499249; email: [Laura.boxall@elc-cambridge.org](mailto:Laura.boxall@elc-cambridge.org) or post to: Laura Boxall, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/PDHIP\_2008.

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than 16th September 2008. After this date, please telephone 01223 499219 to enquire whether places are still available.





*"I suddenly realised that I do actually want to be a Deputy Head and intend to be great at it!"*

## Who is it for?

ELC's Secondary Deputy Headteacher Induction is for deputy or assistant headteachers in their first or second year of senior leadership, working in the leadership team in a secondary setting.

## How will I and my school benefit?

This course is for teachers who want to become effective school leaders, work with teams, evaluate how good their school is and improve on past performance. It will develop the leadership skills and capacity of recently appointed deputy and assistant headteachers, helping especially to distribute leadership and the responsibility for continuous school improvement.

The result will be more effective planning, team building, inspiration, and the confidence to achieve practical results across a range of tasks to move you and your school forward in 2009.



## Who delivers the course and where?

This programme is delivered at the Eastern Leadership Centre, just outside of Cambridge. Our tutors are experienced deputy

and headteachers who are also expert facilitators and leaders of change.

For instance, **Dave Anderson** has an impressive 28 years in-

school experience from classroom teacher through to the headship of two secondary schools. He is an associate tutor with the Eastern Leadership Centre, facilitating the National College for School Leadership programmes, NPQH and LfTM. An Ofsted Inspector and a School Improvement Partner, he has recently completed his Doctorate in Education.

**Mike Taggart** is deputy headteacher at Hadleigh High School, an 11-16 comprehensive school in Suffolk, where he was worked alongside a total of three headteachers for 10 years. He has just completed a fourteen

month part-time secondment to another high school, 11-18 comprehensive, which had been given notice to improve. He was the only deputy at both schools throughout that time and he currently tutors on NCSL and ELC programmes.

## What is the cost?

£500.00 for all three days. Book before 1st July 2008, for a 10% discounted rate of £450.00.



## What is the content and when is it taking place?

The content of this three day programme has been developed in collaboration with local authorities, responding to needs identified by a variety of secondary schools. It has been created and refined by the Eastern Leadership Centre's course development team and is already in its fifth year of highly successful delivery.

The Secondary Deputy Headteacher Induction Programme is run in two phases:

Unit	Content
<b>Phase 1</b>	
<b>Day 1</b>	<b>How to build the learning culture through conversation and professional dialogue</b>
	<ul style="list-style-type: none"> <li>Working with others: theory and practice</li> <li>How do senior teams work together?</li> <li>What are the roles and responsibilities of senior leaders?</li> </ul>
Date	Monday 6 October 2008
<b>Phase 2</b>	
<b>Day 2</b>	<b>Personal effectiveness and organisational effectiveness</b>
	<ul style="list-style-type: none"> <li>How to manage pressure, support and become more effective</li> <li>How do I become more resilient?</li> <li>How to better manage complex change</li> </ul>
Date	Wednesday 11 March 2009
<b>Phase 2</b>	
<b>Day 3</b>	<b>Schools and schooling for the 21st century</b>
	<ul style="list-style-type: none"> <li>Creative leadership</li> <li>Possibility thinking</li> <li>How to move from concept to reality</li> </ul>
Date	Tuesday 16 June 2009








For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)

## How do I make a booking?

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. Return via fax to 01223 499249; email: [sally.collis@elc-cambridge.org](mailto:sally.collis@elc-cambridge.org) or post to: Sally Collis, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/SDHIP\_2008.

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than 16 September 2008. After this date, please telephone 01223 499218 to enquire whether places are still available.





*"I want to be ready to meet the challenge of headship but I have to succeed at the new NPQH first."*

### Who is it for?

And Now for Headship will inspire and support you on the journey to headship. If you are thinking of applying for the National Professional Qualification for Headship (NPQH) within the next two years this course is for you.

### How will I and my school benefit?

The programme will develop you by:

- Providing you with the tools successfully to apply for NPQH
- Inspiring you to leadership by hearing from those in the job
- Reviewing your readiness
- Self-evaluating your expertise in the Key Areas of Headship
- Addressing your interpersonal skills
- Co-coaching to plan for your development needs

### Who delivers the course and where?

And Now for Headship is delivered at the Eastern Leadership Centre, just outside of Cambridge, as part of our independent programme of leadership training and professional development. All our tutors are experienced deputy/assistant heads and headteachers, many of whom lead and facilitate schools and federations in today's education system. They are practitioners whose knowledge focuses upon either contemporary working practices and the range of management skills required to

lead a school successfully; or upon the aptitudes and approaches necessary to gain the NPQH qualification.

For example: **Lin Whyte** is a practising Primary school headteacher in Cambridgeshire and has led two other schools during a distinguished professional career. She is a trained school improvement partner (SIP) and tutors on two of NCSL's flagship courses: NPQH and Leading from the Middle (LFTM). Alongside her headteacher, facilitator, and SIP roles Lin also writes a variety of governor and curriculum support materials.



### What is the cost?

£500.00 for all three days. Book before 1st July 2008, for a 10% discounted package rate of £450.00.



### What is the content and when is it taking place?

The programme at the ELC, is delivered over three one day units and also includes a range of inter-sessional activities:

Unit Content

#### Day 1 Understanding Headship

- 'What I love about being a head' – an insight from a practitioner
- A reminder of the national standards of headship and how aspects of your current job demonstrate these
- Working with others to identify your strengths and development needs, planning for each Key Area

Date **Thursday 2 October 2008**

During the weeks following Day 1, you will be expected to implement your plan and prepare for a presentation at Day 2.

#### Day 2 Interpersonal Skills for Headteachers

- Identify what you now need to do to complete work on the Key Areas of Headship, after your presentation
- Understand the importance of the interpersonal dimension of headship, for example:
  - Dealing with challenging behaviours
  - Understanding emotional intelligence
  - Appreciating social games, including power games
  - Evaluate interpersonal effectiveness using a simple tool

Date **Wednesday 4 February 2009**

During the weeks following Day 2, you will evaluate your interpersonal strengths and areas of development, to plan and implement a change in the way you work with others.

#### Day 3 Getting the Right Headship

- Co-coach with others further developments in Key Areas and Interpersonal areas.
- Explore different models of headship and hear why 'Headship is the Best job in the World' – a talk by an enthusiastic head
- What makes an effective letter of application and interviewee?

Date **Tuesday 23 June 2009**

For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)

### How do I make a booking?

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. Return via fax to 01223 499249; email: [ANfH@elc-cambridge.org](mailto:ANfH@elc-cambridge.org) or post to: Sonia Brignell, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/ANfH\_2008.

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than 8th September 2008. After this date, please telephone 01223 499220 to enquire whether places are still available.





*"Good day! Confirmed my personal decision is probably a sound one."*

**Who is it for?**  
Working for yourself/Working for your school is a one day conference for headteachers and other senior managers considering broadening their commercial experience to benefit their schools and develop their careers.

**How will I and my school benefit?**  
If you are considering a career in either full-time or part-time consultancy work, perhaps as part of a flexible working arrangement within your school, or as a career change, or to bring an additional income stream into your school, then the Working For Yourself / Working For Your School conference provides a valuable insight into the opportunities the commercial world can present.

**Who delivers the course and where?**  
This programme is delivered by highly experienced facilitators

supported by a range of independent consultants specialising in marketing, business start-up, and finance, all with backgrounds in private sector professions. The venue is the new, purpose-designed ELC Conference and Training Centre at Pampisford, just outside of Cambridge, which is easily accessible by car and provides free parking.

**Sandy Davies** is a National College for School Leadership consultant and lead tutor for the Eastern Leadership Centre, Cambridge. Having also been a headteacher at two successful Secondary schools, he has

devised and led numerous successful educational courses, including working with the Chinese government to enhance the leadership skills of headteachers.

**Oliver Forder** runs his own financing business, having been a director of a City-based investment bank. His experience of the education sector includes chair of governors and finance of an Essex secondary school for 13 years. He has been a support governor for Essex Schools' Services and vice-chair of Essex's Funding Formula Working Group, used to



distribute funds to schools.

**What is the cost?**  
This one day conference costs £145.00.  
Book before 1st July 2008 for a discounted rate of £125.00.



**What is the content and when is it taking place?**



Content

**Using workshops, groupwork and lectures you will:**

- Learn from case studies of those who have made the transition to the private sector
- Use your skills to generate extra income for your school
- Consider future career opportunities
- Hear how to set up a business
- Consider differences between public and private sector cultures
- Participate in workshops dealing with specific commercial issues

Date **Wednesday 1 October 2008**

For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)

**How do I make a booking?**

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. Return via fax to 01223 499249; email: [sonia.brignell@elc-cambridge.org](mailto:sonia.brignell@elc-cambridge.org) or post to: Sonia Brignell, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/WFYS\_2008.

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)

Booking forms should be returned not later than 8th September 2008. After this date, please telephone 01223 499220 to enquire whether places are still available.





*“Good to discuss differences between mentoring & coaching and to get the chance to try it out & see the real benefits for us as individuals and for the organization.”*

## Who is it for?

**Coaching – Nothing Happens but first a Dream...** is a practical coaching workshop designed for staff at all stages in their professional careers.

## How will I and my school benefit?

Through interactive sessions, participants will learn to distinguish between mentoring and coaching, helping to identify when it is appropriate to use coaching and to gain the skills needed to coach successfully

## Who delivers the course and where?

This workshop is delivered at the Eastern Leadership Centre, just outside of Cambridge, by the ELC’s facilitators as part of our independent programme of leadership training and

professional development. All of our facilitators have backgrounds as experienced deputy/assistant head and headteachers, leading change and improvement in today’s education system. The 08/09 workshops will be delivered by **Gill Riley** and **Alison Parsley**.

Gill and Alison have worked together for 5 years following 30 years of combined successful headships. Their practice and leadership ranges from nursery to 6th form and includes special needs and multi-agency work.

Both have extensive experience of advisory work in local authorities and both are National College for School Leadership (NCSL) consultants, working on many NCSL programmes. Gill and Alison are recognised as able to adapt their input and activities to meet the needs of individual groups at different stages in their careers. Their complementary styles, together with their lively and innovative approach, engages and enthuses their audiences and ensures productive days for all.

## What standards are applicable?

The workshop links with National Standards, helping participants meet the QTS (Q9) and Core (C9) requirements, making them responsive to coaching needs. For more experienced teachers, the training helps them to meet the standards required of post threshold teachers (P10) and Excellent teachers (E14), where the ability to coach effectively is a requisite.

## What is the cost?

The two day workshop is £350.00. Book before 1st July 2008 for a 10% discounted rate of £315.00.

The additional day 3 is £175.00, or take advantage of a package rate of £450.00 for all 3 days for bookings received by 1st July 2008.



## What is the content and when is it taking place?

**Coaching – Nothing Happens but first a Dream is a two day workshop:**

Unit	Content
<b>Day 1</b>	<ul style="list-style-type: none"> <li>The characteristics of mentoring and coaching</li> <li>Consider the skills needed to coach</li> <li>Awareness of the need to develop listening skill.</li> </ul>
Dates	<b>Group A Wed 24 September 2008<sup>(1)</sup></b> <b>Group B Fri 3 October 2008<sup>(1)</sup></b>

<b>Day 2</b>	<ul style="list-style-type: none"> <li>Consider how they would introduce coaching in their own schools</li> <li>Reflect on effective and ineffective coaching</li> <li>Consider barriers to coaching</li> </ul>
Dates	<b>Group A Thurs 13 November 2008<sup>(1)</sup></b> <b>Group B Tuesday 18 November 2008<sup>(1)</sup></b>

An optional additional day is available to apply the elements of the two day workshop to student learning:

<b>Day 3</b>	This looks at ways of coaching students to help them improve their own approach to their work, which ultimately leads to school improvement. As with the other days theory combines with practical activities to create a balanced day.
Dates	<b>Group A Thurs 22 January 2009<sup>(1)</sup></b> <b>Group B Fri 23 January 2009<sup>(1)</sup></b>

Note<sup>(1)</sup>: These programmes have two start dates. You will be allocated a group and informed of your dates. If you have a group preference, please state on the booking form. We will try to accommodate this, though it may not always be possible

For full details of the course units, please visit [www.elc-cambridge.org](http://www.elc-cambridge.org)

## How do I make a booking?

Places are limited so please complete and return the form at the back of this booklet to confirm your booking. **Return via fax to 01223 499249; email: [emma.greenwood@elc-cambridge.org](mailto:emma.greenwood@elc-cambridge.org) or post to: Emma Greenwood, Eastern Leadership Centre, Iconix Park, London Road, Cambridge, CB22 3EG, quoting reference ELC/C&M\_2008.**

Alternatively, book online at: [www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes).

Booking forms should be returned not later than **8th September 2008**. After this date, please telephone 01223 499212 to enquire whether places are still available.



*“Things have changed for the better since I got awarded my HLTA status. I now cover three teachers in year 1 for their PPA times, and have also been made team leader of the TAs.”*



**Who is it for?**  
Higher Level Teaching Assistants (HLTAs) work alongside teachers providing excellence in teaching support. HLTAs work in schools, classrooms and beyond, supporting pupils of different ages and abilities with curriculum and pastoral matters.

**Learning, achieving, inspiring!**

There are over 21,000 teaching assistants in the UK who have already gained HLTA status. In the Eastern region, schools, teachers, and young people are currently benefiting from the expertise of 2,000 HLTAs, who are being rewarded in return with a host of opportunities and challenges.

**How will I and my school benefit?**

Becoming a HLTA could help you to develop your skills as well as your knowledge and understanding of how young people learn. HLTAs are deployed throughout the range of educational settings to help raise standards.

**Who delivers the course and where?**

A bank of highly experienced facilitators deliver training and assessment preparation throughout the Eastern Region, under the general direction of the Training and Development Agency (TDA).

**What is the content and when is it taking place?**

The HLTA status rests upon 33 professional standards, which identify what candidates must demonstrate to be awarded HLTA status. The standards comprise: Professional Values and Practice; Knowledge and Understanding; and Teaching and Learning Abilities. For further details of the 33 standards, and information

about training courses available, please visit the HLTA East website at: <http://www.hltaeast.org.uk>

**What is the cost?**

It is **FREE** to candidates approved by local authorities. For non-local authority candidates, please contact ELC for a price list by telephoning 01223 499227.

**How do I make a booking?**

Places on the HLTA programme are allocated by local authorities and by the Eastern Leadership Centre. For more information on the Higher Level Teaching Assistant programme, please visit [www.hltaeast.org.uk](http://www.hltaeast.org.uk) or telephone 01223 499227. You can also email your enquiry to: [hltaeast@elc-cambridge.org](mailto:hltaeast@elc-cambridge.org)



**Why would your school want to train a TA to HLTA status?**

**10 Reasons**

- 1 Recognise and reward TA skills, knowledge and understanding
- 2 Be confident that your HLTAs have met a secure and demanding National Standard for teaching assistants
- 3 HLTAs help you to create a flexible whole staff team working across your school
- 4 Show commitment to whole school Continuing Professional Development by helping your TAs to gain HLTA status
- 5 Qualified HLTAs can work with individuals, groups, or whole classes of children
- 6 Recruiting HLTAs helps to reassure your parents, pupils and teachers about the quality of support staff in your school
- 7 Providing HLTAs broadens your school's specialist learning support
- 8 Supporting HLTAs' development enhances relationships in your whole school team and links with the community
- 9 HLTA provides an opportunity for TAs to access high quality training or preparation which is free to the school and TA
- 10 Having HLTAs on your team gives greater flexibility over staff deployment



**BUSINESS MEETINGS  
TRAINING EVENTS  
CONFERENCES  
MARKET RESEARCH**

**Why Choose the ELC?**

Answer: Easy to access, convenient, affordable, high-quality room hire.

If you are searching for quality, affordable conference and event facilities for groups ranging from as few as three people to as many as 60, then the ELC has all you need. Our eight, purpose-designed training and meeting rooms provide for all your needs, and our specialist staff will ensure a hospitable welcome and smooth-running event for each and every participant. We are within easy reach of major roads (M11, A11, A14, and A505) on the southern edge of Cambridge but away from the congested City centre. Rooms and

dining facilities can be hired by the day or half-day, with delicious buffet catering (lunches, tea/coffee) provided and free parking at the Centre.

Over 30 private and public sector clients already use our facilities for their regional meetings, events, and conference needs. Find out why they choose the ELC by viewing our online virtual tour.

Contact our events team on 01223 499200 or visit our website at [www.elc-cambridge.org/home/facilities](http://www.elc-cambridge.org/home/facilities)

**The ELC facilities at Pampisford, near Cambridge, offer exceptional value:**

- Easily accessible location close to Cambridge
- Modern, light, and professional building
- Eight fully-equipped training and meeting rooms
- Free on site car parking
- Delicious catering options available
- Located just minutes from junction 10 of the M11 and with easy access from the A11, A10, A14 and A505
- AV equipment available with technical support on site
- Free of charge Wi-Fi connection throughout
- Large, airy purpose-built breakout area with countryside views
- Five star customer service from our friendly and helpful team
- Excellent public transport links
- Half day room rates available



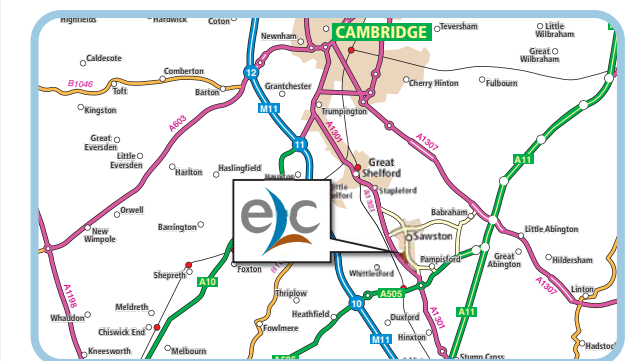
*“Excellent food, nice, clean and bright meeting room.”*

*“The staff could not have been more helpful.”*



**How to find us**

Eastern Leadership Centre  
Iconix Park  
London Road  
Pampisford  
Cambridge CB22 3EG  
01223 499200





Please photocopy this form, complete and return to book your place on any of our courses.

Return via:

Fax: 01223 499249

Post: ELC, Iconix Park, London Road,  
Pampisford, Cambridge, CB22 3EG

Book courses online at:

[www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)



Eastern Leadership Centre

## SECTION A - Your booking request

See brochure pages for full details on course content, dates and booking discounts available

Page Ref	Programme Title	Venue	Date / Intake	No of Places	Unit Cost	Total Cost
6	<b>Stepping into Leadership Programme</b>	ELC	08/09 Programme		£500	
8	<b>Growing into Leadership Units</b>					
	Unit 1 – Vision, values & leading change	ELC	06/11/08		£175	
	Unit 2 – Leading, learning & teaching	ELC	25/03/09		£175	
	Unit 3 – Growing my team	ELC	18/06/09		£175	
	Unit 4 – Personal effectiveness	ELC	07/11/08		£175	
	Unit 5 – In-School accountability & improvement	ELC	26/03/09		£175	
	Unit 6 – Working with the community	ELC	19/06/09		£175	
10	<b>Primary Deputy Headteacher Induction Programme</b>	ELC	08/09 Programme*		£500	
		NCSL	08/09 Programme		£550	
12	<b>Secondary Deputy Headteacher Induction Programme</b>	ELC	08/09 Programme		£500	
14	<b>And Now for Headship Programme</b>	ELC	08/09 Programme		£500	
16	<b>Working for Yourself, Working for Your School Conference</b>	ELC	01/10/08		£145	
18	<b>Coaching &amp; Mentoring 2-Day Workshop</b>	ELC	08/09 Workshop*		£350	
		ELC	Day 3 (optional)*		£175	
<b>Sub total</b>						
Early booking discount (see brochure pages for details)						
<b>Total booking fee</b>						

\*These programmes have two start dates. You will be allocated a group and informed of your dates. If you have a group preference, please state here. We will try to accommodate this, but unfortunately we cannot guarantee this will always be possible.



# Booking Form

Please photocopy this form, complete and return to book your place on any of our courses.

Return via:

Fax: 01223 499249

Post: ELC, Iconix Park, London Road, Pampisford, Cambridge, CB22 3EG

Book courses online at:

[www.elc-cambridge.org/home/programmes](http://www.elc-cambridge.org/home/programmes)



Eastern Leadership Centre

## SECTION B - Your contact details

Full Name:

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Job Title/Role:

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School/College/Centre:

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Address:

---

Postcode:

---

School Email:

---

Personal Email:

---

Contact Telephone:

---

Special Requirements:

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Please book me on to the requested course(s):

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I enclose a non-refundable cheque made payable to **Eastern Leadership Centre**

Please send me an invoice to the above address

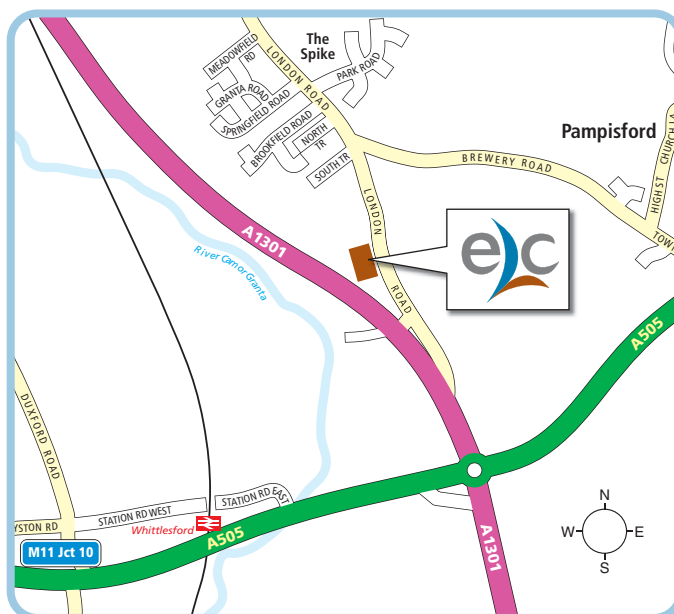
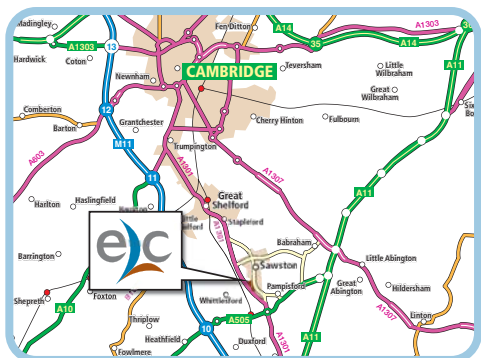
Please send me the next edition of the ELC E-Newsletter

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## HOW TO FIND US

The ELC facilities at Pampisford, near Cambridge offer a great training experience

- Easily accessible location close to Cambridge
- Modern, light and professional building
- Free on site car parking







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