



To book any of these training opportunities
or to find out more about Support Staff
Training and Development please contact;

Lisa Harrison - Administrator
lisa.harrison@norfolk.gov.uk.
01603 638098

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



**TRAINING & DEVELOPMENT
OPPORTUNITIES
FOR
SCHOOL SUPPORT STAFF
AUTUMN TERM 2009**



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

HIGHER LEVEL TEACHING ASSISTANTS

TRAINING & ASSESSMENT AUTUMN TERM 2009

Applications for Spring Term 2010 **MUST BE received by October Half Term**. Full details, including the application form and training needs analysis can be found on our website www.schools.norfolk.gov.uk/go/supportstaff.

NEW DEVELOPMENTS FOR HLTAS

CPD OPPORTUNITIES

The following opportunities are available to HLTAs:

ILM Level 2 Dual Award in Team Leading. This award is accredited by the Institute of Leadership and Management (ILM). It is a short, flexible programme, which will help individuals to develop their team leading skills through an increased understanding of team dynamics and improved communication. This programme develops basic management skills. Places are limited and candidates will need to go through a selection process based on how the course fits in with their current role. The LA will pay for all training and venue costs but we will need a contribution of **£100** towards administration costs. To find out more about this award and to register your interest please visit our website www.schools.norfolk.gov.uk/go/supportstaff 'Whats New'.

ILM Level 3 Dual Award in First Line Management – Accredited by the Institute of Leadership and Management (ILM). This award is a more intense exploration into management techniques. It is designed for first line managers who have decision-making responsibilities within defined limits and wider responsibility for people, their performance and also assess their knowledge and understanding of key management activities. The LA will pay for all training and venue costs but we will need a contribution of **£100** towards administration costs. To find out more about this award and to register your interest please visit our website www.schools.norfolk.gov.uk/go/supportstaff 'Whats New'.

HLTA – New Specialism / SECONDARY ONLY FOOD TECHNOLOGY

'Food Technology HLTAs- Changing the health and wellbeing of our pupils through effective food technology teaching'

Our training programme will be delivered by local specialists in association with recognised national leaders in food education and training. Training will consist of individual food technology mentoring and group training. The training programme is designed to sit alongside HLTA training. Sessions will be delivered in Spring Term 2010.

If you work in this curriculum area and are interested in attending subject specific training please email your interest to workforce.development@norfolk.gov.uk.

TA INDUCTION

The TA Induction has now been mapped against the Support Work in Schools (SWiS) qualification at level 2. The award is delivered in partnership with Adult Education. Full details and the application form can be found on our website www.schools.norfolk.gov.uk/go/supportstaff.

Dates for Autumn Term 2009

PRIMARY (A)	PRIMARY (B)	SECONDARY (C)	SECONDARY (D)
Nightingale Centre, Norwich. Course Ref: TA074N9P	WNPDC Course Ref: TA075W9P	Kings Centre, Gt. Yarmouth Course Ref: TA076E9P	Norwich City Football Ground, Study Centre Course Ref: TA093N9P
1. Thurs. 24.09.09 2. Thurs. 08.10.09 3. Thurs. 05.11.09 4. Thurs. 19.11.09 5. Thurs 03.12.09	1. Wed. 23.09.09 2. Wed. 14.10.09 3. Wed. 04.11.09 4. Wed. 18.11.09 5. Wed 02.12.09	1. Mon. 28.09.09 2. Mon. 12.10.09 3. Mon. 09.11.09 4. Mon. 23.11.09 5. Mon. 07.12.09	1. Tues. 29.09.09 2. Tues. 13.10.09 3. Tues. 10.11.09 4. Tues. 24.11.09 5. Tues. 08.12.09
IT IS IMPORTANT THAT CANDIDATES ATTEND ALL FIVE SESSIONS			

Return the completed application form by 14th September 2009

Full details of these and all our T&D Opportunities can be found on our website

www.schools.norfolk.gov.uk/go/supportstaff.