

Services For Education

LEADERSHIP & MANAGEMENT

Autumn, Spring, Summer
Terms 2018/19



Welcome to our Leadership and Management Offer for 2018/19

Learning and leadership are interdependent – both are concerned with development and transformation. Leaders and managers are required to demonstrate many skills and qualities ranging from developing a vision, showing courage and emotional intelligence through to exercising judgement, resilience, persuasion and curiosity, and in doing so, will need advice and support.

We are committed to a culture of professional reflection and growth to enable schools to face existing and future challenges with assurance, confidence and skill through a range of training opportunities including short programmes, extended courses and bespoke school improvement consultancy, so ensuring individual and school needs are effectively met.

We are able to support and develop those new to leadership roles as well as established leaders including middle leaders, senior leaders, governors and head teachers through different CPD models.

Our Core Offers:

- A short programme of 2.5 days' duration to support and develop those who are new to 'middle' leadership and need a firm foundation from which to start.
- The Successful Headteacher: Essential Business Skills (SHEBS) - a two year programme for those looking to embark on their first headship or have been in post for a few years. This course is in partnership with the Institute of Leadership and Management (ILM) and focuses on 'the business of headship' rather than teaching and learning aspects – a 'must' as this course explores key themes such as the challenges of HR, legal issue and finance matters.

- School Improvement Provision (SIP) – school leaders can access a range of services and / or procure a bespoke package of support to meet the needs of MATs, individual schools, leadership teams, as well as working with individual leaders, all of which are delivered by experienced senior leaders and improvement advisers.
- Training for Governors through our established partnership with School and Governor Support (SGS) for Birmingham schools, and for non-Birmingham schools we are happy to discuss your specific needs and requirements.

We look forward to working with you.



Contents Leadership and Management 2018/19

The Successful Headteacher: - Essential Business Skills Programme	Page 4
- Terms and Conditions	Page 5-6
School Improvement	Page 7
Middle Leadership Programme:	
- Be a Marvellous Middle Leader	Page 8
- Effective and Evaluative Observation	Page 9
- Using Appraisal to Improve Practice	Page 10
- Awesome Action Planning	Page 11
- Effective Quality Assurance	Page 12
Terms and Conditions	Page 13
Prices and General Course Information	page 14-15

"Headship is about the aspects you never really touch on as a deputy,"
Headteacher

The Successful Headteacher: Essential Business Skills

Schools are complex multi-million pound organisations. You are responsible for all of it. Are you prepared? You know about high quality teaching and learning. What about all the other aspects of your school you are now responsible for?

Benefits:

- ✓ Membership of the Institute of Leadership and Management
- ✓ Comprehensive face-to-face input over two years
- ✓ Extensive peer network
- ✓ Visits to outstanding schools
- ✓ Invitation to bespoke events with keynote speakers coaching and support.

Aimed at:

Designed for recently appointed or aspiring head teachers.

Unit 3 Holt Court, Holt Street, Birmingham
Science Park Aston Birmingham, B7 4AX

Please contact Linda Brown for specific dates: linda.brown@servicesforeducation.co.uk

Price: A two year programme at £1,800 per year

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

The Successful Headteacher: Essential Business Skills

Terms and Conditions

This is a two year course, and delegates will be charged per year. Cost of course: £1800 per year per delegate. The programme commences in September. Confirmation **MUST** be received before course input begins for the identified term and dates:

Confirmation emails for the course need to be sent to: **linda.brown@servicesforeducation.co.uk**

Purchase Orders for the course need to be sent to finance@servicesforeducation.co.uk and reference **The Successful Headteacher: Essential Business Skills**.

PAYMENTS

An invoice will be sent following written confirmation, requesting 25% of the course cost for one year - £450. In the event of a cancellation, this amount is non-refundable. An invoice for the remaining balance, £1350, will be issued after the first date of course input.

CANCELLATIONS

Cancellations must be made in writing to **linda.brown@servicesforeducation.co.uk** and must be made within 28 working days of the first day of identified training. The full cost of the event will be charged for cancellations received outside 28 working days of the start of the first day of identified training, and for failing to attend on the first day of identified training. Cancellations made within the 28 working days will be subject to 75% of the one year course costs.

EQUAL OPPORTUNITIES

Services For Education is committed to equal opportunities in training and professional development, and we welcome delegates irrespective of their gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity or age. Services For Education will not accept any form of discrimination, at any point, during this course.

PRIVACY

We will always store your personal information securely. We will use it to communicate with you, only in the ways that you have agreed to. Your data may be used for analysis purposes, to help us to provide the best service possible. We will only share information with suppliers working on our behalf and we'll only share it if required to do so by law.

For full details please see our privacy policy at: <http://servicesforeducation.co.uk/index.php/privacypolicy>

Details as to how the ILM use data and information can be found at: www.institutelm.com/data-protection.html



"School Improvement activity was the most invaluable leadership training I have had since becoming a Head"

Headteacher

School Improvement Services

Our cost effective School Improvement offer is totally flexible to meet the needs of individual schools and Multi Academy Trusts (MATs).

Benefits:

- ✓ Independent and impartial challenge and support to meet YOUR needs
- ✓ Provides exemplary training and development for leadership teams, including governors
- ✓ Enables leaders at all levels to develop knowledge and skills across a range of themes and areas
- ✓ An intelligent and bespoke offer to improve leadership and management; teaching, learning and assessment; and pupil outcomes in individual schools and across groups of schools
- ✓ Choose the services to suit – no contract
- ✓ Savings for multiple purchases of services; packages available for both individual schools and MATS.

Aimed at:

Executive Headteachers, Headteacher

Bespoke service to suit schools' needs

Prices:

Costs are made up of 3 or 6 hours (direct contact) on site, travel costs to and from the site as well as non-contact time or administration time.

This latter time will routinely be conducted offsite and consists of: record keeping, research, planning, liaison and the writing of advice/reporting.

£300 per half day / £600 per full day respectively. Package offers available for multiple purchases.

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

Middle Leadership Programme: Be A Marvellous Middle Leader

To equip newly-appointed middle leaders with the basic knowledge required to be an effective middle manager including the development of leadership capability within schools to improve pupil outcomes and drive continuous school improvement.

Benefits:

- ✓ A secure knowledge of the roles and responsibilities involved at middle leadership level
- ✓ An understanding of how they contribute to 'the bigger picture'
- ✓ An improved understanding of Ofsted requirements regarding what they should know and be able to demonstrate
- ✓ Knowledge of how to fulfil their roles through specified activities
- ✓ An understanding of their current skill level and how to develop this through identified activities.

Aimed at:

Middle leaders, those new to leadership roles.

Dates, Times & Venue

Friday 14th September 2018

9:00am - 12:00pm

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

Price: £500 for Middle Leadership Programme

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

NEW
for 2018

Middle Leadership Programme: Effective and Evaluative Observation

This course will enable participants to analyse lesson observation documents and information, explore their own skills and capabilities, identify best practice and then provide opportunity to use new skills to make evaluative judgements when observing in the classroom context.

Benefits:

- ✓ A range of strategies and practical ideas to ensure best practice in lesson observation
- ✓ Knowledge in how to be evaluative and record information
- ✓ An improved understanding of how to reference and record the new requirements for maths
- ✓ Strategies to use information from lesson observation to secure school improvement.

Aimed at:

Middle leaders, involved in performance management, NQT induction tutors, ITT mentors.

Dates, Times & Venue

Friday 14th September 2018

1:00pm - 4:00pm

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

Price: £500 for Middle Leadership Programme

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

Middle Leadership Programme: Using Appraisal to Improve Practice

This course will provide participants with the skills necessary to use and gather information, as part of the appraisal process and quality assurance systems in school, to support staff development and performance, so improving pupil outcomes.

Benefits:

- ✓ An improved knowledge of what constitutes good appraisal practice
- ✓ Improve skills and capability in observing classroom practice
- ✓ Improve understanding of how the Teachers' Standards can be used to develop skills and capability
- ✓ An improved understanding of effective quality assurance systems and mechanisms to support a robust evidence base
- ✓ Opportunity to explore methods of recording the appraisal process.

Aimed at:

Primary middle leaders and those with responsibility for performance management / appraisal.

Dates, Times & Venue

Tuesday 13th November 2018

1:00pm - 4:00pm

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

Price: £500 for Middle Leadership Programme

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

NEW
for 2018

Middle Leadership Programme: Awesome Action Planning

This course will enable participants to understand the features of good action planning and to translate information into an action plan format.

Benefits:

- ✓ Understanding of the term 'impact', and how it can be measured in terms of outcomes
- ✓ Improved knowledge of the term 'process', and how it is concerned with how identified outcomes are achieved
- ✓ Confidence in formulating action plans which contain clear success criteria / performance indicators which demonstrate IMPACT
- ✓ Equipping leaders with the basic knowledge required to formulate effective action planning to bring about school improvement, incorporating key indicators such as process and outcomes for pupils.

Aimed at:

Middle leaders, those new to leadership roles, including those who formulate action plans to be included in School Improvement Plans (SIPs), project and / or initiative plan.

Dates, Times & Venue

Tuesday 22nd January 2019

9:00am - 12:00pm

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

Price: £500 for Middle Leadership Programme

To request bespoke support contact course lead
Linda Brown linda.brown@servicesforeducation.co.uk

Middle Leadership Programme: Effective Quality Assurance

To provide participants with an opportunity to examine different mechanisms for quality assuring teaching and learning within the primary setting, including exploring their own school mechanisms, sharing best practice and identifying opportunities to enhance current practice and improve pupil outcomes.

Benefits:

- ✓ A secure knowledge of the purpose and value of quality assurance mechanisms in school
- ✓ An understanding of the different types of quality assurance
- ✓ Knowledge of how to map quality assurance over the school year
- ✓ Understanding of how to use information from quality assurance to improve outcomes.

Aimed at:

Primary, middle leaders including subject leaders.

Dates, Times & Venue

Tuesday 22nd January 2019

1:00pm - 4:00pm:

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

Price: £500 for Middle Leadership Programme

To request bespoke support contact course lead
Linda Brown: linda.brown@servicesforeducation.co.uk

Terms & Conditions of Business 2018/19

1.SUBMISSIONS AND ACCEPTANCE OF APPLICATIONS

1.1 Bookings are processed on a first come first served basis and Services For Education cannot guarantee places for late bookings

1.2 To check late availability of places required at short notice (less than five working days before the event) please contact the service directly by phone or e-mail

1.3 Delegates will receive confirmation of bookings and event details by e-mail

2.CANCELLATION BY THE APPLICANT

2.1 Any cancellations must be confirmed in writing by emailing: schoolsupport@servicesforeducation.co.uk

2.2 Written cancellations made less than four weeks, but no less than two weeks, before the agreed date of the training will remain liable for 50% of the invoice per delegate charge. Written cancellations made less than two weeks before the date of the training will not be entitled to any refund

2.3 Non-attendance on the day will incur a charge of 100% of the course fee per delegate

3.CANCELLATION BY SERVICES FOR EDUCATION

3.1 Services For Education reserves the right to amend or cancel should it, for whatever reason, be unable to deliver the advertised event. In these circumstances Services For Education will endeavour to provide adequate notice. A full refund will be given to delegates in the event of cancellation

3.2 In the event of a school based session needing to be cancelled Services For Education will endeavour to provide adequate notice and to reschedule the session as soon as feasible.

Refreshments are Provided for all Courses

Lunch is provided for full-day courses, so please remember to advise of any dietary requirements.

Training Course Guarantee

All centre-based courses require a minimum of five participants to run as scheduled. If this number is not reached by 10 working days before the course date, then the session will be rescheduled, or may have to be cancelled. If the new date is not suitable then you will be offered, where possible, one-to-one consultancy at the regular course price. For a one-day course you will be offered half-day consultancy. For a half-day course you will be offered a twilight consultancy.

For some courses, due to specific requirements, only a place on another course can be offered. This includes Safer Recruitment, Safeguarding for DSL including refresher, Safeguarding for Headteachers, Food Safety including refresher, Statutory Assessment Training, including briefings, courses and Intervention programmes.

Prices & General Course Information

Course Costs - Centre-Based Courses

Unless otherwise indicated, delegate fees for centre based courses are as follows:

- Middle Leadership Programme - £500 for 2.5 days' input
- School Improvement Services - £300 Per Half day & £600 Full Day
- The Successful Headteacher: Essential Business Skills Programme - £1,800 per year per delegate

In-school / Setting-based Training

Tailored sessions can be delivered in-house for whole staff or specific staff groups. Sessions can be full or half day in duration. To discuss an in-school session please contact the relevant adviser.

Centre-based Training Venues & Facilities

Dates, venues, and timings for the centre-based delivery of the professional development opportunities listed in this prospectus are as we expect them to be at the time of printing. Any changes to these will be updated on the website and delegates will be informed accordingly.

Where course details and venues are still to be confirmed, information will be provided as soon as they are available and notified as part of the booking confirmations.



Services For Education

Unit 3 Holt Court, Holt Street Birmingham
Science Park Aston, Birmingham, B7 4AX

T: 0121 366 9950

E: enquiries@servicesforeducation.co.uk or
schoolsupport@servicesforeducation.co.uk

www.servicesforeducation.co.uk