



**Services  
For Education**

**NEW**

Cost Effective  
Training Bundle  
Options



**Early Career Development**

Autumn, Spring & Summer Terms 2017/18

**School Support Service Training Prospectus**

# Early Career Development 2017/2018

## Contents

Welcome to Early Career Development Courses	Page 3-6
NQT Induction Tutor Training	Page 7
Logistics and Time Management	Page 8
Working with Parents	Page 9
Getting Behaviour Management Right in the Primary School	Page 10
Being Good or Better	Page 11
Religious Education for NQTs	Page 12
Well-being and Resilience	Page 13
The Emotionally Safe Classroom	Page 14
Safeguarding in the Classroom Context – The Essentials	Page 15
Teaching pupils with English as an additional language (EAL)	Page 16
The Singing Classroom - Supporting The Curriculum With Group Music Making	Page 17
'Smart Science Toolkit'	Page 18
Maths Mastery	Page 19
From Assessment for Learning to Assessment of Learning	Page 20
Behaviours for Learning	Page 21
Confident, Effective and Enjoyable PE	Page 22
Becoming a subject / aspect leader – Have you got what it takes?	Page 23
Career Progression	Page 24
Essentials in supporting pupils with SEND	Page 25
Prices & Course Information	Page 26-27

To secure a place on any of our courses visit our

website: [www.servicesforeducation.co.uk](http://www.servicesforeducation.co.uk) and select book a course

# Welcome to our Early Career Development (ECD) offer which summarises how we can support those new to teaching, primarily in their first and second year.

As the Appropriate Body on behalf of Birmingham local authority, we have a comprehensive understanding of the needs of newly and recently qualified teachers. Services for Education has supported NQTs for many years and has worked with nearly 5000 recently qualified teachers as well as providing support for teachers at all stages, including working with Head Teachers and Governors.

Through our work with schools, Services for Education is able to quickly identify common themes and areas which need additional input in order to ensure those who are new to the profession can meet the challenges of teaching today. Services for Education has created a menu of high quality professional development focused on meeting the specific needs of those in their early years of a teaching career.

Whether you are registered with us as the Appropriate Body, or with another provider, access to our Early Career Development training programme is flexible – it can be done on an individual basis, where schools can ‘buy as you go’, or schools can access bundles which are bespoke to individual and school needs, or indeed a combination of both, whichever suits your setting best.

## **Early Career Development – why choose Services for Education’s Early Career Development Training programme?**

- It provides those who are at an early stage of development, Newly and Recently Qualified Teachers (NQTs and RQTs) with a wide range of professional development opportunities to support them in the first two years of teaching
- Enables new teachers to feel excited, motivated and confident about their continued professional development
- Offers a flexible package, based on current research findings, inspection evidence and best practice, to meet the needs of NQTs / RQTs
- Procures the best facilitators and trainers, many of which are from our advisory team, established consultants, external experts and school-based colleagues
- Provides excellent value for money and has an unrivalled reputation with schools across the West Midlands.

# Our New Bundle Offer!

**\*\*Buy a flexible ECD bundle and receive the equivalent of 5 full days of training for £945, providing a saving of £305 if purchased separately. Schools can mix and match whole day and / or half day courses to suit individual needs and can purchase as many bundles as needed, or to top up with 'stand alone' courses.\*\***

**Please note:** courses for Induction Tutors sit outside the bundles and are offered at our standard price.

Whatever your needs, Services for Education can provide high quality continued professional development to enable you to be a great teacher.

**To find out more and book courses, please visit our website at [www.servicesforeducation.co.uk](http://www.servicesforeducation.co.uk)**

## Services for Education as the Appropriate Body:

By registering with us as the Appropriate Body, NQTs are automatically part of our welcome programme - The 3 Ps (Policy, Practice and Process) which provides great opportunity to network with other NQTs, meet the NQT Support Team, engage the NQT to think about their professional and personal conduct, and access key information to enable the first year of teaching in a diverse city, to be a truly positive experience.

## Key components of the 3P's half day input:

- **Key People involved in induction**
- **The Induction Period**
- **What to expect from your school – Statutory Requirements**
- **What to expect from the Appropriate Body – Statutory Requirements**
- **It is your induction – Your role**
- **What if you have concerns – Statutory Requirements**
- **Teacher Standards and Assessment of your progress – Statutory Requirements**
- **Evidence needed**
- **Extension and Reduction of your induction (Terms and conditions)**
- **When things don't go well – Unsatisfactory Progress – Statutory Requirements**
- **What if you don't pass**
- **Support available during the Induction Year / Period and beyond**
- **Benefits of Union membership**

## Dates for 3Ps Programme 2017/18 are:

Tuesday 26th September 2017 1.00pm – 4.00pm at Birmingham City Football Club, or

Wednesday 27th September 2017 1.00pm – 4.00pm at Birmingham City Football Club, or

Thursday 28th September 2017 1.00pm – 4.00pm at Birmingham City Football Club, or

Tuesday 30th January 2018 1.00pm-4.00pm - Unit 3, Holt Street, Birmingham Science Park Aston, Birmingham B7 4AX

In addition, for those who register with us as the Appropriate Body, dedicated termly email and telephone support sessions will answer any questions or queries regarding induction as well as on-going access to our NQT induction team.

## Dedicated Termly Email and Telephone Support Sessions 2017/18:

15th November 2017 4.00pm-5.30pm / 15th March 2018 4.00pm-5.30pm / 13th June 4.00pm-5.30pm

Fees for 2017/18: £260 for the full induction year per NQT, £180 for two terms, £100 for one term

## Course offer:

For both NQTs and RQTs we have a full range of courses to suit your individual and / or school needs and our course summaries will provide you with the relevant facts and information prior to booking.



# NQT Induction Tutor Training

## Brief Aim:

To make clear the process of induction and mentoring, including raising awareness of what is required in order for schools to comply with statutory guidance.

## By the end of the training participants will have:

- ✓ An understanding of the statutory requirements for supporting newly qualified teachers
- ✓ Explored activities including observation, feedback, and action planning in response to statutory requirements.

To request bespoke support contact course lead Niall Crawford:  
[niall.crawford@servicesforeducation.co.uk](mailto:niall.crawford@servicesforeducation.co.uk)

## Audience:

Primary and secondary school based NQT induction mentors, who are responsible for overseeing the induction process in their setting, whether new to the position, or would benefit from refresher training for this important role.

## Dates, Times & Venue

Monday 11th September 2017 or

Monday 22nd January 2018

9.00am – 12.30pm

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

Registration: 8.45am

For Prices & Course Information See Page 26

# Logistics and Time Management

## Brief Aim:

To equip participants with the key information and knowledge in order to identify strategies which can promote greater efficiency, and to explore how classroom logistics can be improved through embedding routines and promoting pupil independence.

## By the end of the training participants will have:

- ✓ An understanding of factors which can contribute to poor time-management and impede efficiency for both the teacher and pupils
- ✓ A range of simple strategies to deploy in the classroom to improve time-management
- ✓ An improved understanding of logistics and how planning ahead, effective delegation and developing pupils' independence can impact positively upon the classroom environment, and pupil outcomes.

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Tuesday 19th September 2017

1.00pm – 4.00pm

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

Registration: 12.45pm

For Prices & Course Information See Page 26

# Working with Parents

## Brief Aim:

Effective and productive relationships with parents are imperative in order for pupils to achieve their potential, and when home – school relationships are strong, the benefits can be enormous. This half day course explores the essentials of how to work in partnership with parents, with a range of practical resources and strategies for those new to teaching to get off to a great start. Get collaboration right, and the rewards soon follow.

## By the end of the training participants will have:

- ✓ An understanding of factors which can contribute to poor relationships with parents and carers
- ✓ A range of simple strategies to use in promoting positive collaboration with home and school, including effective communication
- ✓ An overview for the school year highlighting opportunity for partnership work
- ✓ Strategies for harnessing the knowledge and skills of parents to support and enhance the curriculum to improve outcomes.

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Friday 13th October 2017  
9.00am – 12.00pm

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

Registration: 8.45am

For Prices & Course Information See Page 26

# Getting Behaviour Management Right in the Primary School

## Brief Aim:

To build teacher confidence and competence in dealing with behaviour issues and provide a range of strategies to ensure poor behaviour does not impact negatively upon teaching and learning.

## By the end of the training participants will have:

- ✓ Explored principles which underpin effective behaviour management
- ✓ Explored strategies to build confidence in the classroom
- ✓ Considered the impact behaviour has on teaching and learning.

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

## Audience:

Those at an early stage of career development who are looking to develop their skills in behaviour management that will help them to improve their practice to become good or better.

## Dates, Times & Venue

Friday 13th October 2017 or

Friday 16th February 2018

1.00pm – 4.00pm

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

Registration: 12.45pm

For Prices & Course Information See Page 26

# Being Good or Better

## Brief Aim:

Providing a more detailed perspective on the Teachers' Standards, this half day course will help support NQTs' understanding of their roles and responsibilities during induction.

## By the end of the training participants will have:

- ✓ Explored principles which underpin effective teaching and learning
- ✓ Have a greater understanding of what is expected of them and how this can be achieved, demonstrated and evidenced
- ✓ Identified good and outstanding classroom practice which can be used to support personalised professional development and performance management objectives.

To request bespoke support contact course lead Niall Crawford:  
[niall.crawford@servicesforeducation.co.uk](mailto:niall.crawford@servicesforeducation.co.uk)

## Audience:

Primary and secondary NQT and NQT +1 who are looking to identify the traits that will help them become good or better.

## Dates, Times & Venue

Monday 16th October 2017  
9.00am -12.00pm

Or

Wednesday 18th April 2018  
1.00pm – 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science Park  
Aston, Birmingham B7 4AX  
Registration: 8.45am or 12.45pm

For Prices & Course Information See Page 26

# Religious Education for NQTs

## Brief Aim:

To equip participants with the context of teaching Religious Education. For NQTs new to teaching and new to Birmingham to understand the local Birmingham requirements for teaching Religious Education.

## By the end of the training participants will have:

- ✓ An understanding of the statutory requirements of the Birmingham Agreed Syllabus for Religious Education
- ✓ An understanding of the materials to support the teaching of Religious Education
- ✓ An opportunity to address their concerns teaching Religious Education.

## Audience:

Primary NQTs new to teaching Religious Education.

## Dates, Times & Venue

Monday 6th November 2017  
9.00am-12.00pm

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

Registration: 8.45am

For Prices & Course Information See Page 26

To request bespoke support contact course lead Simone Whitehouse:

[simone.whitehouse@servicesforeducation.co.uk](mailto:simone.whitehouse@servicesforeducation.co.uk)

# Well-being and Resilience

## Brief Aim:

This half day course will enable participants to consider their own well-being, its impact on their working life and home life, and to consider a range of strategies and approaches to build their resilience and manage their life balance.

## By the end of the training participants will have:

- ✓ An understanding of individual well-being as a result of a number of factors
- ✓ Considered well-being and its context in the working environment
- ✓ Looked at the implications for the classroom
- ✓ A range of strategies to support their own well-being and build resilience.

**To request bespoke support contact course lead Liz Bates:**

[liz.bates@servicesforeducation.co.uk](mailto:liz.bates@servicesforeducation.co.uk)

## Audience:

Primary and secondary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Monday 6th November 2017

1.00pm – 4.00pm

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

Registration: 12.45pm

For Prices & Course Information See Page 26

# The Emotionally Safe Classroom

## Brief Aim:

To address the importance of an emotionally positive / literate / safe classroom and the overall health of both staff and pupils. This course is designed to help staff create the optimum learning environment for their pupils.

## By the end of the training participants will have:

- ✓ Explored the role of the adult in creating the classroom climate
- ✓ An understanding of emotional intelligence and its manifestations
- ✓ A model of the classroom as a secure base
- ✓ An understanding of how emotion can enhance, control, limit or prevent learning
- ✓ Considered how to enhance protective factors through a range of activities and resources.

To request bespoke support contact course lead Liz Bates:  
[liz.bates@servicesforeducation.co.uk](mailto:liz.bates@servicesforeducation.co.uk)

## Audience:

Primary and secondary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Thursday 7th December 2017

9.00am – 12.00pm

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

Registration: 8.45am

For Prices & Course Information See Page 26

# Safeguarding in the Classroom Context – The Essentials

## Brief Aim:

Schools receive regular safeguarding training and updates, but what does this mean in the classroom context? Safeguarding extends beyond child protection and this half day course provides opportunity to identify safeguarding in action, from the point at which pupils come into school, up until the point at which they leave at the end of the school day.

## By the end of the training participants will have:

- ✓ An improved understanding of effective day-to-day safeguarding practice in the classroom context
- ✓ Increased awareness of the roles and responsibilities of teaching and support staff in ensuring all pupils are safe at all times
- ✓ Improved understanding of aspects such as classroom health and safety, and how knowing the needs of pupils in class is imperative to promoting safeguarding
- ✓ An overview of safeguarding activity to embed awareness and understanding.

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

## Audience:

Primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Thursday 7th December 2017

1.00pm-4.00pm

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

Registration: 12.45pm

For Prices & Course Information See Page 26

# Teaching pupils with English as an additional language (EAL)

## Brief Aim:

Schools are increasingly diverse and teaching staff need to meet the needs of a wide range of pupils including those who have English as an additional language. This half day course will provide key information and practical support to enable teachers, especially those at an early stage in their career, to support advanced EAL learners, including new arrivals, to improve outcomes and opportunity.

## By the end of the training participants will have:

- ✓ Improved knowledge and understanding of the needs of newly arrived pupils
- ✓ Knowledge and understanding of the needs of advanced EAL learners and the standard English demands of the curriculum
- ✓ Practical strategies for both categories of learners.

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Monday 11th December 2017  
9.00am – 12.00pm

Venue: Unit 3, Holt Street, Birmingham Science Park  
Aston, Birmingham B7 4AX  
Registration: 8.45am

For Prices & Course Information page 26

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

# The Singing Classroom - Supporting The Curriculum With Group Music Making

## Brief Aim:

To equip participants with the key information, knowledge, skills and confidence required for delivering music making as a lesson in class, and as a support to the wider curriculum. This half day course will help to develop an overview of the music scheme and its wider link to the curriculum for different year groups. In addition, there will be opportunity to explore assessment opportunities and a range of effective and fun music resources for use in the spring and summer terms.

## By the end of the training participants will have:

- ✓ An understanding of the music curriculum and how this translates into practice
- ✓ An understanding of how music can enrich the wider curriculum and how this can be scheduled into a daily and weekly timetable
- ✓ Practical resources and examples of their delivery which can be replicated in class through progressive activities
- ✓ Explored their own vocalisation skills and reflected how they use this as a communication tool in the classroom

- ✓ An understanding of their current skill level and how to develop this through identified activities with reference to online support and lesson preparation
- ✓ A mini action plan for individual development.

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Wednesday January 10th 2018  
9.00am – 12.00pm

Venue: Unit 3, Holt Street, Birmingham Science Park  
Aston, Birmingham B7 4AX  
Registration: 8.45am

For Prices & Course Information page 26

To request bespoke support contact course lead Ruth Roberts:  
[ruth.roberts@servicesforeducation.co.uk](mailto:ruth.roberts@servicesforeducation.co.uk)

# 'Smart Science Toolkit'

## **Brief Aim:**

To provide teachers with exciting ideas and effective methods of teaching 'practical and fun' science whilst still fulfilling full coverage of the National Curriculum content and working scientifically criteria.

## **By the end of the training participants will have:**

- ✓ The toolkit to deliver 'Outstanding' Science lessons
- ✓ Experience how to put 'awe and wonder' into experiments
- ✓ Know what and how to assess Primary Science content and skills.

To request bespoke support contact course lead Linda Brown:  
[linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

## **Audience:**

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## **Dates, Times & Venue**

Wednesday 10th January 2018  
1.00pm – 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science  
Park Aston, Birmingham B7 4AX  
Registration: 12.45pm

For Prices & Course Information See Page 26

# Maths Mastery

## Brief Aim:

To provide understanding of the pedagogy and reasoning behind a mastery curriculum. To also consider what this may look like for children at the expected level of achievement, as well as considering activities and methods for enabling greater depth and offering challenge to higher-attaining pupils.

## By the end of the training participants will have:

- ✓ Looked at reasons why a mastery approach is successful
- ✓ Completed and reviewed a range of activities across the primary phase and across all strands of mathematics, in order to self-moderate understanding of what is required of children at the 'expected' level in a mastery curriculum
- ✓ Considered how opportunities for children to achieve at greater depth may be embedded into daily lessons.

To request bespoke support contact course lead Helen Grundy:  
[helen.grundy@servicesforeducation.co.uk](mailto:helen.grundy@servicesforeducation.co.uk)

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Thursday, 25th January 2018  
9.00am - 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science  
Park Aston, Birmingham B7 4AX  
Registration: 8.45am

For Prices & Course Information See Page 26

# From Assessment for Learning to Assessment of Learning

## Brief Aim:

Accurate and robust assessment is fundamental to high quality teaching and learning; assessment is more than a test and can be undertaken in a variety of ways. This one day course will provide those new to teaching with the necessary skills to recognise and make use of highly effective formative and summative assessment strategies to inform teaching and learning, to secure pupils' progress and to ensure consistent and reliable teacher assessment judgements.

## By the end of the training participants will have:

- ✓ Considered a range of Assessment for Learning strategies which effectively promote children's learning and provide for the identification of next steps
- ✓ Secured their understanding of how to make judgements about children's achievements and progress
- ✓ Explored statutory assessment processes which support accurate and productive use of assessment.

To request bespoke support contact course lead Denise Harris  
[denise.harris@servicesforeducation.co.uk](mailto:denise.harris@servicesforeducation.co.uk)

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Tuesday 27th February 2018

9.00am – 4.00pm

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

Registration: 8.45am

For Prices & Course Information See Page 26

# Behaviours for Learning

## Brief Aim:

To provide opportunities to practice and reflect on the behaviours we can promote in our children, to enable learning to take place in a thriving, exciting, challenging, secure and safe environment.

## By the end of the training participants will have:

- ✓ Considered approaches to promote the behaviours that our children need in order for them to flourish, be confident and successful learners and meet the outcomes of the National Curriculum
- ✓ Taken an active part in the session to rehearse approaches to effective behaviour, reflected on reactions and outcomes and considered the underlying pedagogy
- ✓ Considered and reflected on their own role and presence in the classroom and how this impacts on our pupils.

To request bespoke support contact course lead Helen Grundy  
[helen.grundy@servicesforeducation.co.uk](mailto:helen.grundy@servicesforeducation.co.uk)

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Thursday 1st March 2018  
1.00pm – 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science Park  
Aston, Birmingham B7 4AX  
Registration: 12.45pm

For Prices & Course Information See Page 26

# Confident, Effective and Enjoyable PE

## Brief Aim:

Teaching PE can be a challenge to the non-specialist, and this one day course will identify the traits which will enable those new to the profession to become more confident in teaching high quality physical education.

## By the end of the training participants will have:

- ✓ The knowledge and skills to deliver safe, effective and high-quality PE lessons including challenging and supporting the whole child
- ✓ Knowledge of how to use space and equipment safely, including body positioning for coaching
- ✓ Improved their ability to plan effective lessons with skill progression, so developing pupils' co-ordination, control, and movement
- ✓ Developed their knowledge and understanding of high quality physical development and how this contributes to the development of the whole child.

To request bespoke support contact course lead Niall Crawford  
[niall.crawford@servicesforeducation.co.uk](mailto:niall.crawford@servicesforeducation.co.uk)

## Audience:

Those primary teachers who are at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Monday 12th March 2018

9.00am – 4.00pm

Venue: to be confirmed

Registration: 8.45am

For Prices & Course Information See Page 26

# Becoming a subject / aspect leader – Have you got what it takes?

## Brief Aim:

This half day course is to equip participants with the key information, knowledge, skills and confidence required for early leadership and management. As experience develops, taking on new responsibilities can be challenging in addition to the demands of teaching, and this half day course will help identify key qualities required to become an effective member of wider school teams, as well as getting the best from colleagues and pupils.

## By the end of the training participants will have:

- ✓ An understanding of the definitions of leadership and management and how these translate into practice
- ✓ Practical ideas as to how to get noticed for the right reasons and how early leadership can be demonstrated
- ✓ An improved understanding of the roles and responsibilities involved at early leadership
- ✓ An understanding of how they contribute to 'the bigger picture'
- ✓ Knowledge of how to fulfil their roles more effectively through specified activities
- ✓ An understanding of their current skill level and how to develop this through identified activities
- ✓ A mini action plan for individual development.

## Audience:

Those primary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Friday 18th May 2018  
1.00pm - 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science  
Park Aston, Birmingham B7 4AX  
Registration: 12.45pm

For Prices & Course Information See Page 26

To request bespoke support contact course lead  
Linda Brown: [linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

# Career Progression

## Brief Aim:

To build confidence and competence in leading a subject within school.

## By the end of the training participants will have:

- ✓ A clear understanding of what progression means for the practitioner and how to prepare for this, developing key skills and competences
- ✓ An improved understanding of the role of the subject or phase leader
- ✓ Identified aspects of their own skills and practice which need to be developed to facilitate progression.

To request bespoke support contact course lead Niall Crawford  
[niall.crawford@servicesforeducation.co.uk](mailto:niall.crawford@servicesforeducation.co.uk)

## Audience:

Primary and secondary NQTs and those in early stages of their teaching career who are looking to take on additional roles and responsibilities.

## Dates, Times & Venue

Wednesday 13th June 2018

1.00pm – 4.00pm

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

Registration: 12.45pm

For Prices & Course Information See Page 26

# Essentials in supporting pupils with SEND

## Brief Aim:

To provide those new to teaching with an overview of the range, types and complexities of SEN we often see in schools today. In addition there will be opportunity to explore strategies which will support pupils with specified conditions as well as generic strategies which can support a range of SEN. Paper trails are an important part of accountability and the course will identify the key documents which can help demonstrate effective provision. TAs often make a significant contribution to the attainment and progress of SEN pupils and 'best practice' principles and ideas will be shared to enable those with additional needs to become increasingly independent and autonomous to help them be ready for the next stage in learning.

## By the end of the training participants will have:

- ✓ A greater understanding the types and range of SEND
- ✓ Classroom strategies to deploy to support pupils with identified conditions
- ✓ Ideas for recording progress for SEND pupils
- ✓ A greater understanding of the key documents required to demonstrate effective provision
- ✓ Classroom ideas to enable TAs to increase their effectiveness in supporting pupils as well as developing their independence.

## Audience:

Those primary & secondary teachers at an early stage in their career, or those who may benefit from updated training.

## Dates, Times & Venue

Thursday 21st June 2018  
9.00am – 4.00pm

Venue: Unit 3, Holt Street, Birmingham Science  
Park Aston, Birmingham B7 4AX  
Registration: 8.45am

For Prices & Course Information See Page 26

To request bespoke support contact course lead  
Linda Brown: [linda.brown@servicesforeducation.co.uk](mailto:linda.brown@servicesforeducation.co.uk)

# Prices & Course Information

## Course Costs - Centre-Based Courses

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

5 day equivalent flexible bundle - £945.00 Per Delegate

Half Day Course - £130 Per Delegate

One Full Day Course - £250 Per Delegate

### NQT - Registration Fees for 2017/18:

£260 for the full induction year per NQT

£100 for one term - £180 for two terms



All bookings for courses can be made by visiting our website [www.servicesforeducation.co.uk](http://www.servicesforeducation.co.uk)

## 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.

### Regular venues for training include:

- Unit 3, Holt Street, Birmingham Science Park Aston, Birmingham B7 4AX
- Birmingham City Football Club, St. Andrews Stadium, Cattell Road, Birmingham B9 4RL

### Refreshments are provided for all courses

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

# Terms & Conditions of Business 2017-2018

## 1.SUBMISSIONS AND ACCEPTANCE OF APPLICATIONS

- 1.1 All bookings must be received 10 working days prior to the start of the course. We cannot guarantee a confirmation after this date
- 1.2 Bookings are processed on a first come first served basis and Services for Education cannot guarantee places for late bookings
- 1.3 To check late availability of places required at short notice (less than 5 working days before the event) please contact the service directly by phone or e-mail
- 1.4 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](mailto:schoolsupport@servicesforeducation.co.uk)
- 2.2 Written cancellations made less than 4 weeks, but no less than 2 weeks, before the agreed date of the training will remain liable for 50% of the invoice per delegate charge. Written cancellations made less than 2 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.



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

**T:** 0121 366 9950

**E:** [enquiries@servicesforeducation.co.uk](mailto:enquiries@servicesforeducation.co.uk) or  
[schoolsupport@servicesforeducation.co.uk](mailto:schoolsupport@servicesforeducation.co.uk)

*Follow us*



[@S4EUK](https://twitter.com/S4EUK)



[@Servicesforeducation](https://www.facebook.com/Servicesforeducation)



[@Servicesforeducation](https://www.instagram.com/Servicesforeducation)



Scan QR Code

[www.servicesforeducation.co.uk](http://www.servicesforeducation.co.uk)