

STAFF TRAINING 2019-20

Marshfields School is committed to staff training. The staff survey 2018-19 clearly indicated the need to consider the training on offer in order to best meet the needs of staff. This document sets out the types of training on offer over an academic year.

COMPULSORY TRAINING

Sessions in blue on the training programme below are compulsory. These sessions will focus on emerging development plan needs throughout the year. Dates should be set aside by all staff and the agenda will usually be shared nearer the time. 4 hours annually will be deployed on compulsory training.

TRAINING DAYS

School training days should focus on key development plan objectives but also allow staff the flexibility to use their directed time effectively. In 2019-20 there will be three training days, with the remaining 2 disaggregated across the year for opt-in training:

3.9.2019 – teacher training day. Introduction to SIMS. Development plan 2019-20. Exam results analysis. Time to plan for the academic year.

4.9.2019 – whole school training day. Safeguarding update and Therapeutic Behaviour training.

1.6.2020 – teacher training day. Teachers are asked to identify a school to visit for the day. Reasons for choosing the school will be bespoke to individuals. You may wish to see a primary school Y2 class in action, spend time with a primary SENCO or visit a secondary school who are running a nurture group or just to see your subject delivered at another setting.

On return we will share out teacher briefings so you each have a few minutes to feedback on what you saw and learnt from the experience.

TEAM MEETINGS

Regular team meetings are essential in ensuring staff are supported by their closest colleagues. From January 2020 teaching assistants will be part of teams. Team meetings should last no more than 30 minutes per week, have a clear agenda agreed in advance and proceed swiftly. Items that could be covered by emails should be. At all stages, the development plan should be at the heart of the agenda and actions.

OWN CPLD

Staff who are on courses such as NPQH, NPQSL, Masters qualifications, teaching qualifications, etc may request that up to three hours of opt-in training time annually is used for this purpose. If you are on a course and would like to request this adjustment, please speak to the Headteacher.

OPT-IN TRAINING

Over the course of an academic year, full-time teaching staff should choose at least 8 of the sessions detailed below. Part time teaching staff will attend a reduced number, pro-rataed. Support staff may opt into as many courses as they wish, keeping back time to ensure display boards are

in good condition and strategy planning and evaluation can take place within reasonable timescales.

The training programme below is designed to allow staff to choose courses that fit their own personal development in the context of a rapidly changing school. At the bottom of the training schedule are several on-line, certificated training opportunities. Teaching staff may choose 1 of these courses, with the learning hours deducted from the 8 hours required over the year. Other staff may opt for more than one. These can be completed at the colleague's preferred time but must be completed by 31.08.2020, with certificates provided for your HR file.

Date	Course title / trainer	Course intent
Monday 18.11.2019	Fire, health and safety: JMD	All staff: health and safety
Monday 25.11.2019	HR in schools: JMD	An insight into dealing with sickness management, staff disciplinary and capability through policies and practice. This will include examples from serious case reviews and experience, include guidance on managing difficult conversations, running several processes at the same time, return to work interviews, etc.
Monday 2.12.2019	Safeguarding L1 training: IGW	Refresher / detailed safeguarding training designed to ensure that staff understand their safeguarding obligations and are confident in identifying possible child abuse.
Monday 9.12.2019	Ethos in action: JMD	This will be a practical session with limited input from the trainer. You will experience creating a school ethos and working in a team to decide how to make it work. It's a good insight into thinking about what is important to you in education.
Monday 13.1.2020	De-escalation in the classroom: IGW	A guide on how to prevent escalating behaviours in lessons, and how to deal with them should they arise.
Monday 13.1.2020	Writing BTEC assignment briefs: RRB	BTEC staff will be taught how to write high-quality BTEC briefs.
Monday 20.1.2020	An introduction to sign-language: DDR	In this session you will learn commonly used signs in order to support your teaching. You will have time to practice signs and work with the trainer to learn signs that would particularly help you in lessons.
Monday 27.1.2020	Deep dive follow-up: learning objectives and homework: SLT	In this session we will discuss learning objectives and homework considering the recent deep dives. New policies will be shared in advance.
Monday 3.2.2020	Mail merge and IT: NWH	An insight into mail merging bulk documents from Excel into Word. This will include letters, labels, envelopes etc. Questions about using Google Drive? How to find shared documents like your lunch registers? Questions about any other processes in school? I will do my best to

		answer them and give you the skills to meet the ever-increasing demand of a computerised world.
Monday 10.2.2020	Phonics: ASY	A refresher / introduction session to phonics. This session will ensure you know the phonics sounds and the reasons why they work for students who struggle to read. You will begin to understand different set sounds and gain insight into how students learn to blend.
Monday 24.2.2020	Development plan update, prep for core beliefs day	In this session the senior team will provide a quick update on key development plan strands, and then staff will have time to plan for core beliefs day.
Monday 2.3.2020	Dyslexia, the basics: DDR	An overview of the needs of students with dyslexia and ways to improve their ability to access the curriculum.
Monday 2.3.2020	BTEC: The verification process: RRB	In this session BTEC staff will learn more about the verification process to ensure that you are ready for
Monday 9.3.2020	SIMS update workshop: IGW	This session will go into more depth about what SIMS can do. If there are features you would like to learn more about please email questions to Ian in advance.
Monday 16.3.2020	Delivering numeracy: JDO	A refresher / introduction to delivering numeracy strategy. This session is designed to ensure that you feel confident in delivering numeracy to students at all stages of their schooling.
Monday 23.3.2020	Using data to plan lessons: IGW	In this session you will be guided through CATS, SATs and other types of data and learn how they are used for target setting. You will then receive advice on how to use the information to plan lessons and schemes of learning.
Monday 30.3.2020	Communication programmes: In Print, Clicker, etc: GFE, CSP	After an introduction to alternative ways of writing that we have available at Marshfields the course trainers will lead a workshop which will allow you to use these programmes to develop lesson resources.
Monday 20.4.2020	An introduction to planning for students working at Y2: JHO	Further details on this session will be provided by Jenny Howlett, primary lead teacher, on her start in January.
Monday 11.5.2020	Y6 induction planning: ACV, DDR, JHO	Staff involved in Y6 induction fortnight will attend this session to learn more about the students who will attend, and the impact, implementation and intent of the fortnight. Remaining time will be spent planning.
Monday 18.5.2020	Computer literacy: HMI, KRO	This will be a workshop session where you can take you IT queries to Hannah and receive advice on how to improve your ability to use systems.
Monday 8.6.2020	An introduction to planning for students working at Y1: JHO	Further details on this session will be provided by Jenny Howlett, primary lead teacher, on her start in January.

Monday 22.6.2020	Finance for staff interested in school leadership: JMD and KP	In this session you will learn about how school leaders and business managers secure good financial management.
Monday 29.6.2020	End of term clear-out	No formal agenda – time set aside for clearing out and preparing to the refurb.

ON-LINE COURSES

Provider / Course	Guided hours	Course intent
NSPCC: Managing sexualized behaviour in schools	2	<p>Do you need to increase your understanding and identification of behaviours in children and young people at your school that are healthy and those which are of concern?</p> <p>Do you feel confident in immediately responding to an incident of sexual violence and sexual harassment and providing a response that's best for the child or children involved?</p> <p>Developed by subject matter experts specialising in preventing harmful sexual behaviour, these NSPCC elearning courses for primary or secondary schools will give you the knowledge and skills to recognise, report and record concerns to help keep children safe.</p>
NSPCC: Keeping children safe online	4 hours	<p>Do you know your Fortnite from your Snapchat? Do you know the role online technologies play in children and young people's lives and the risks they might face?</p> <p>The online world brings many positives and possibilities, but it's also full of risks – and it's constantly changing.</p> <p>Developed by the NSPCC in association with CEOP, the child protection unit of the National Crime Agency, this elearning course will help you to understand what children and young people do online, why they take risks and how to respond to these risks so you can feel confident in protecting the children you work with.</p>
NSPCC: Child Protection in Sport	3 hours	<p>Do you work or volunteer in sport and want to better understand your role and responsibilities in protecting the children and young people you come into contact with?</p> <p>As the UK's experts on safeguarding, the NSPCC's Child protection in sport elearning course will help you to gain an understanding of your role in protecting children from abuse or harm and what to do when concerns arise.</p>
NSPCC: Online safeguarding training for anyone who works with 16 to 25 year	3 hours	<p>Do you work with young people or young adults at risk and want to better understand your role in safeguarding them from abuse, neglect or harm?</p>

olds in England or Wales		As the UK's experts on safeguarding, this elearning course produced in association with the Ann Craft Trust, will help give you a clear understanding of your role and responsibilities in protecting the young people you meet and work with.
BTEC online learning for staff delivering the course	Up to 3 hours	BTEC teachers can access online training for up to 3 hours if required. Please log-in to your account, look at the courses available and take them if you need to.
Food safety certificate	2 hours	TBC
Courses 123: Working at Height	2 hours	This Working at Height Online Training course will educate users on how to work safely when working at height. Areas of instruction include, what constitutes working at height and how accidents can be reduced by planning, prevention and protection. The use and the maintenance of equipment is explained and procedures on preventing the fall of objects are highlighted.
NCS: Dealing with a critical incident	1 hour	In this course you will learn about how to deal with a critical incident. Communication, dealing with emergency services, speaking to students and carers. This course will not be available until April 2020.
NCS: Prevent training	1 hour	If you have not yet had Prevent training you will be required to take this course. Otherwise, you are welcome to opt into it as a refresher. This course will not be available until April 2020.
NCS: Mental health awareness	1 hour	This course will introduce the meaning of mental health and give an outline of the most common mental health conditions. You will learn about how to spot the warning signs that a student is struggling to cope and how to offer very basic advice on how to support a student.