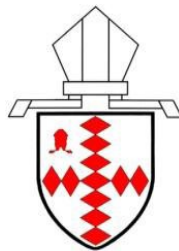


**TRAINING AND DEVELOPMENT
OPPORTUNITIES FOR STAFF IN
CHURCH OF ENGLAND
PRIMARY SCHOOLS**

SEPTEMBER 2011 – JULY 2012



Southwark Diocesan Board of Education

Supporting Christian Education

INTRODUCTION

Welcome to our Training Programme for 2011/12

The Southwark Diocesan Board of Education offers a range of courses and training opportunities for primary phase teachers and support staff in Church of England schools: this leaflet outlines what is available during 2011/12. Internally delivered courses are free to schools within the Service Agreement. The Board's Advisers can also facilitate and deliver a variety of INSET to individual and/or clusters of schools, on request.

In addition details of other School improvement opportunities will be sent to schools during the year. These may include: workshop sessions; opportunities to visit 'showcase' schools; inspection updates.

All courses will take place at the Board of Education offices near London Bridge. Where courses last for a whole day lunch will be provided, please ensure any dietary requirements are forwarded to us in advance.

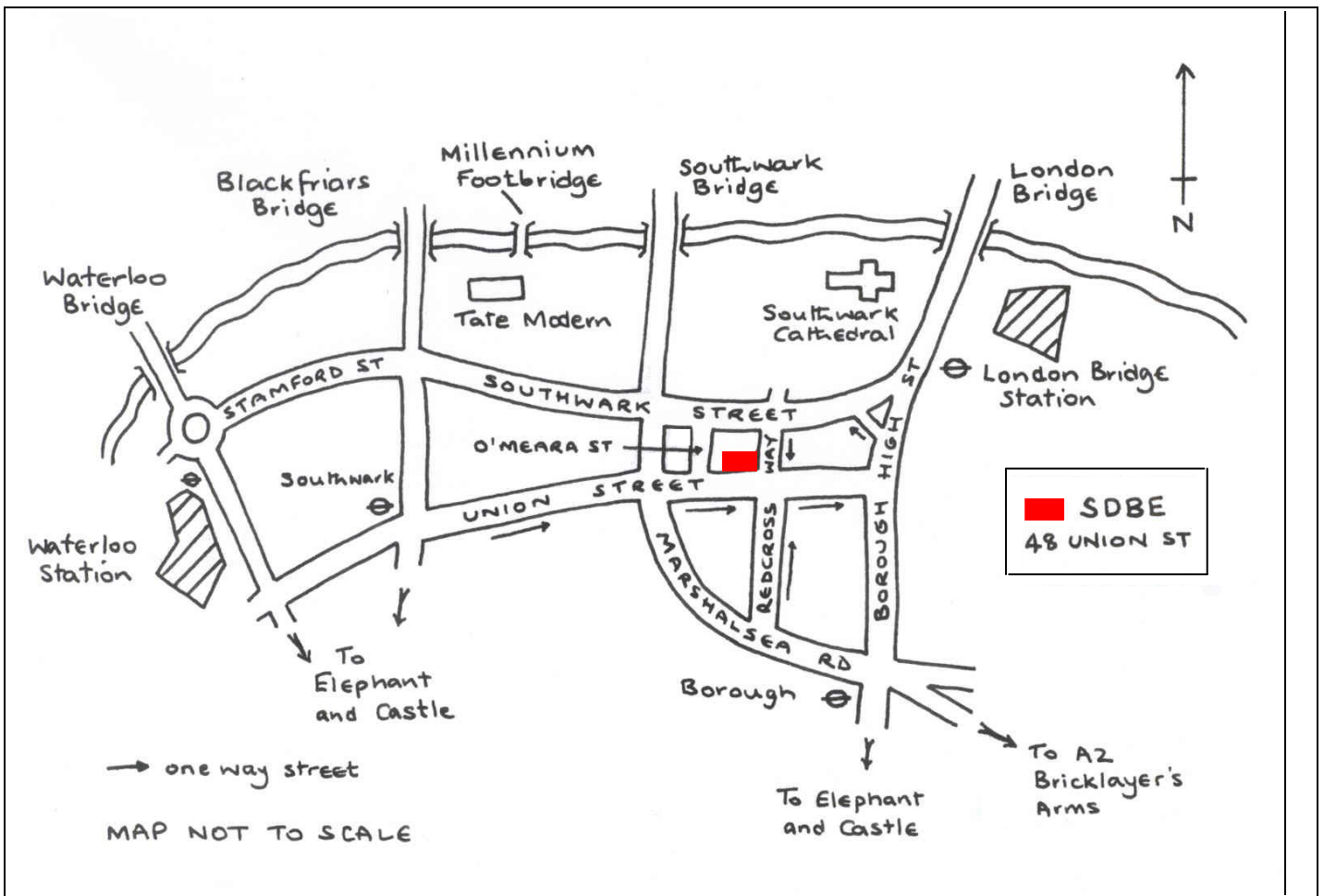
This Training and Development Programme is on our website www.southwark.anglican.org/education. Courses are listed in chronological order. To register for a course please complete the response slip in each case and email, fax or post to Anne White at the SDBE offices:

Southwark Diocesan Board of Education
48 Union Street
London SE1 1TD.
Tel: 0207 234 9207
Fax: 08432 906895
Email: anne.white@southwark.anglican.org

Staff Training Summary 2011/12

Date	Title of Course	Time	Target Group
21 September 2011, 22 February 2012, 25 April 2012, 11 June 2012	Religious Education Unpacked and Transformed (Conf 668)	13.30 – 16.00	Class teachers new to church schools, teachers in their second and third years and new RE Coordinators. This is not suitable for NQTs.
27 and 28 Sept 2011 or 12 and 13 June 2012	Developing the role of the TLR in the Primary School (Conf 669/670)	09.30 – 16.00	Subject leaders and TLR post holders
4 October 2011	Headstart Seminar Admission and Appeals (Conf 671)	10.00 – 12.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
4 October 2011	Headstart Seminar Staff Appointments, Contracts and Pay (Conf 672)	13.00 – 15.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
5 October 2011 and 30 May 2012	RE Conference/Workshop for church primary school subject leaders (Conf 673 and 674)	09.30 - 15.30	RE Subject leaders
12 October 2011	The Statutory Inspection of Anglican Schools (SIAS) – a teacher's overview (Conf 675)	10.00 – 12.00	Senior staff (and others such as RE subject leaders) who are new to church schools or who wish to bring their knowledge of SIAS up to date
13 October 2011	Developing your skills in classroom observation (Primary) (Conf 676)	09.30 12.30	Senior leaders, subject leaders
19 October 2011 or 9 November 2011	Induction for Newly Qualified Teachers – Primary (Conf 677 or 678)	09.30 – 16.00	Newly Qualified Teachers
20 October 2011	Ofsted Briefing (Conf 679)	15.00 – 17.00	Headteachers and Deputy Headteachers
1 November 2011	Headstart Seminar The Distinctive Leadership of Church Schools (Conf 680)	10.00 – 15.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
16 November 2011	Headstart Seminar Managing Personnel Procedures (Conf 681)	10.00 – 15.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
22 and 23 Nov 2011 or 19 and 20 June 2012	Aspiring Deputy Headteachers – the selection process (Conf 682 or 683)	09.00 – 16.00	Assistant Headteachers, Key Stage and Curriculum Subject Leaders
28 November 2011	Buildings Workshop (Conf 684)	10.00 – 14.30	Bursars, Governors and Headteachers (maximum of two from each school)
1 December 2011 15 March 2012 22 May 2012	Church School Governors Grant finance questions answered – termly meetings by appointment (Conf 685, 686 or 687)	15 minute slots 15 mins apart	Bursars, Treasurers and Headteachers

Date	Title of Course	Time	Target Group
6 December 2011	Headstart Seminar Church School Buildings (Conf 688)	10.00 – 12.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
6 December 2011	Headstart Seminar Budget & Finance (Primary Phase) (Conf 689)	13.00 – 15.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
7 December 2011	Challenging and engaging RE for Years 6 and 7 (Conf 690)	13.30 – 15.30	Religious Education Teachers in Years 6 and 7
10 January and 20 March 2012	Teaching Assistants supporting children's development in a church school (Conf 691)	13.00 – 15.00	Teaching Assistants
11 January 2012	Collective Worship: Making an outstanding impact on the primary school community (Conf 692)	09.30 – 15.30	All those who plan and/or lead collective worship in primary schools. Incumbents and church leaders who are regularly involved with worship in the school are welcome to attend with a representative from the school.
25 January 2012	Developing your Learning and Teaching – the Journey to Outstanding (Conf 693)	09.30 – 12.30	Senior Leaders, Subject Leaders, TLR Post Holders, Classteachers
31 January 2012	Headstart Seminar Working with Governors in a Church School Context (Conf 694)	10.00 – 15.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
1 February 2012	Developing the Primary Curriculum (Conf 695)	09.30 – 12.30	Senior Leaders and Managers and Curriculum Governors
7 and 8 February 2012	Aspiring Headteachers – the selection process (Conf 696)	09.00 – 17.00	Primary Phase Deputy Headteachers and Assistant Headteachers
28 February 2012	Headstart Seminar Pupil Discipline and Exclusion (Conf 697)	10.00 – 12.30	Newly Appointed Headteachers, Aspirant Headteachers and New Deputies
7 March 2012	Headstart Seminar Collective Worship, RE & SMSC in a C of E Primary School (conf 698)	10.00 – 15.30	Headteachers, Aspirant Headteachers and New Deputies
14 March 2012	Developing Coaching Skills (Conf 699)	09.30 – 12.30	Middle Leaders and Managers responsible for supporting staff
22 March 2012	How to make assessing Primary RE effective, efficient and enjoyable (Conf 700)	13.00 – 16.00	Primary Teachers
26 June 2012	Moving into your Second Year of Teaching – A Follow Up for NQTs (Conf 701)	09.30 – 15.30	Newly Qualified Teachers



HOW TO FIND THE SDBE

Approaching by car

The Board's offices are in the congestion charge zone which operates from 7.00 am to 6.00 pm (Monday to Friday - £10.00 charge per day). There is limited parking, but it is sometimes possible to reserve a parking space in our car park by telephoning the office (020 7234 9200). On-street parking bays on Union Street are for residents only from 8.00 am to 8.00 pm every day, but there are single yellow lines.

NB: Union Street is one way (west to east): there is no access to Union Street from Borough High Street, all traffic must approach from Marshalsea Road, or from Southwark Street, via O'Meara Street.

Main Line Stations

London Bridge – 10 minute walk
 Waterloo – 20 minute walk

Underground

London Bridge Station – Jubilee and Northern Line
 Borough – Northern Line

Southwark Diocesan Board of Education
 48 Union Street
 London SE1 1TD
 Tel: 020 7234 9200
 Fax 020 7234 9201



Southwark Diocesan Board of Education



RELIGIOUS EDUCATION UNPACKED AND TRANSFORMED

Date	Venue	Time	Tutor(s)
21 September 2011 22 February 2012, 25 April 2012 and 11 June 2012	SDBE 48 Union Street London SE1 1TD	13.30 – 16.00	Joy Sanderson RE Consultant (Sept 2011) Primary RE Adviser (Feb, April and June 2012)
Target group			
Class teachers new to church schools, teachers in their second and third years and new RE Coordinators. This is not suitable for NQTs.			

This course equips primary teachers to teach outstanding RE. It comprises four afternoon sessions spread over the year. Participants must attend all four sessions and do classroom based intercessional tasks building on their learning throughout the year. A certificate is awarded on completion.

- How church school distinctiveness relates to classroom practices
- How and what pupils learn in RE in a Church School
- How to assess RE
- Developing personal knowledge of RE

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £60 per session

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Religious Education Unpacked and Transformed* training on 21 September 2011, 22 February 2012, 25 April 2012 and 11 June 2012 from 13.30 – 16.00 at SDBE, 48 Union Street, London SE1 1TD.

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	668

Please return completed form by Wednesday 14 September 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



DEVELOPING THE ROLE OF THE TLR IN THE PRIMARY SCHOOL

Date	Venue	Time	Tutor(s)
27 & 28 Sept 2011 or 12 & 13 June 2012	SDBE 48 Union Street London SE1 ITD	09.30 – 16.00	Colin Powell Assistant Director, School Effectiveness and Sandra Routledge Senior Schools Adviser
Target group			
Subject leaders and TLR post holders			

A two day course focusing on the leadership and management skills required as a middle leader.

- Managing the role
- Essential knowledge and skills
- Undertaking monitoring activities
- Accountability
- Promoting high standards

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £260

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Developing the role of the TLR in the Primary School* training on 27 & 28 September 2011 (conf 669) or 12 & 13 June 2012 (conf 670) from 09.30 –16.00 at SDBE, 48 Union Street, London SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	669/670
Dietary requirements:	

Please return completed form by Friday 16 September 2011 (for conf 669) or Monday 28 May 2012 (for conf 670) to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR ADMISSION AND APPEALS

Date	Venue	Time	Tutor(s)
4 October 2011	SDBE 48 Union Street London SE1 ITD	10.00 – 12.30	Carol Jerwood Assistant Director Admissions and School Governance
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

This session looks at the legal framework and the role of Governors in admissions and appeals. It will cover the element of admissions policies in church schools and how to review them and examine the process which must be followed for appeals.

- The legal framework for admissions and the DFE Codes
- Role of the Admission Committee
- The consultation process and reviewing the admissions policy
- SEN admissions
- LA role in co-ordination
- The appeals process

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Admission and Appeals* on 4 October 2011 from 10.00 – 12.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			671
Dietary requirements:			

Please return completed form by Friday 23 September to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



HEADSTART SEMINAR STAFF APPOINTMENTS, CONTRACTS AND PAY

Date	Venue	Time	Tutor(s)
4 October 2011	SDBE 48 Union Street London SE1 ITD	13.00 – 15.30	Colin Morton Diocesan Personnel Officer Sandra Routledge Senior Schools Adviser
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

The aim of this session is to help newly appointed headteachers and aspirant headteachers to understand the specific context of employing staff in a Church of England school where the Governing Body is the employer.

- The legal framework for appointments, including safer recruitment requirements
- Familiarisation with issuing National Society contracts
- Applying the pay policy
- Performance Management regulations

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Staff appointments, contracts and pay* on 4 October 2011 from 13.00 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	672
Dietary requirements:	

Please return completed form by Friday 23 September to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



RE CONFERENCE/WORKSHOP FOR CHURCH PRIMARY SCHOOL SUBJECT LEADERS

Date	Venue	Time	Tutor(s)
5 October 2011 (conf 673) and 30 May 2012 (conf 674)	SDBE 48 Union Street London SE1 1TD	09.30 - 15.30	Joy Sanderson RE Consultant (conf 673) Primary RE Adviser (conf 674)
Target group			
RE Subject Leaders			

Whole day conferences are held for RE subject leaders in the Autumn and Summer terms. They aim to ensure schools are kept up to date with national and diocesan policies to ensure the delivery of outstanding RE, as well as to provide professional development for church school RE subject leaders at all stages of their careers. Participants are invited to contribute and take part in working and discussion groups. RE subject leaders will be:

- reflecting on the responsibilities of the RE subject leader role and personal development needs
- participating in workshops using the latest teaching methods for RE
- contributing to the latest updates of SDBE schemes of work and guidance
- receiving advice on evaluating the effectiveness of RE and the impact of collective worship in their schools under SIAS
- benefiting from an opportunity to develop and practise skills
- browsing resources
- linking with colleagues across the Diocese

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £130 per day

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *RE Conference/Workshop for church primary school subject leaders* on 5 Oct 2011 and 30 May 2012 from 09.30 - 15.30 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	673/ 674
Dietary requirements:	

Please return completed form by Friday 23 Sept 2011 for conf 673 and Friday 18 May 2012 for conf 674 to Anne White, SDBE, 48 Union St, SE1 1TD Fax: 08432 906895 or to anne.white@southwark.anglican.org



THE STATUTORY INSPECTION OF ANGLICAN SCHOOLS (SIAS) – A TEACHER'S OVERVIEW

Date	Venue	Time	Tutor(s)
12 October 2011	SDBE 48 Union Street London SE1 1TD	10.00 – 12.00	Martin Andrews Consultant Adviser
Target group			
Senior staff (and others such as RE subject leaders) who are new to church schools or who wish to bring their knowledge of SIAS up to date			

The course is aimed at senior staff who are new to church schools and therefore not familiar with the Section 48 (SIAS) inspection which accompanies any Ofsted inspection. The course outlines the process and how a school should prepare.

- The purpose of SIAS inspection
- The focus of SIAS inspection – effective Anglican schools
- The way the inspection is conducted
- The school self-evaluation process which accompanies the inspection –with examples from a completed evaluation
- The role of staff in the process
- Exemplification of good practice through opportunity to analyse reports
- Sources of advice and support

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £50

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend *The Statutory Inspection of Anglican Schools (SIAS) – a teacher's overview* training on 12 October 2011 from 10.00 – 12.00 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	675

Please return completed form by Friday 30 September 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



DEVELOPING YOUR SKILLS IN CLASSROOM OBSERVATION (PRIMARY)

Date	Venue	Time	Tutor(s)
13 October 2011	SDBE 48 Union Street London SE1 ITD	09.30 – 12.30	Colin Powell Assistant Director, School Effectiveness
Target group			
Senior leaders, subject leaders			

A practical course which will enable delegates to make accurate and informed observations.

- Principles of classroom observation
- Preparing in advance of the observation
- Watching extracts from lessons
- Making judgements
- Giving high quality feedback

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £70

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Developing your skills in classroom observation (Primary)* training on 13 October 2011 from 09.30 am – 12.30 pm at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			676

Please return completed form by Friday 30 September 2011 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



INDUCTION FOR NEWLY QUALIFIED TEACHERS – PRIMARY

Date	Venue	Time	Tutor(s)
19 October 2011 (conf 677) or 9 November 2011 (conf 678)	SDBE 48 Union Street London SE1 1TD	09.30 – 16.00	Colin Powell Assistant Director School Effectiveness and Joy Sanderson RE Consultant
Target group			
Newly Qualified Teachers			

A one day session for Newly Qualified Teachers and teachers working in a church school for the first time.

- Overview of the Diocese and the way Church Schools are supported
- Distinctive features of Church of England schools
- Reflecting on the first few weeks in post
- The National Standards for Teachers
- Teaching RE in a Church School
- Visit to the Cathedral Education Centre and Southwark Cathedral

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Induction for Newly Qualified Teachers – Primary* training on 19 October 2011 (conf 677) or 9 November 2011 (conf 678) from 09.30 – 16.00 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	677 or 678
Dietary requirements:	

Please return completed form by Friday 7 October for conf 677 or Friday 28 October for conf 678 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



OFSTED BRIEFING

Date	Venue	Time	Tutor(s)
20 October 2011	SDBE 48 Union Street London SE1 1TD	15.00 – 17.00	Colin Powell Assistant Director School Effectiveness
Target group			
Headteachers and Deputy Headteachers			

An overview of the revised Ofsted framework.

- To consider the structure of the revised framework
- To share findings from 'pilot' inspections
- To consider implications for schools due for inspection

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £50

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Ofsted Briefing* training on 20 October 2011 from 15.00 – 17.00 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	679

Please return completed form by Friday 7 October to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR THE DISTINCTIVE LEADERSHIP OF CHURCH SCHOOLS

Date	Venue	Time	Tutor(s)
1 November 2011	SDBE 48 Union Street London SE1 1TD	10.00 – 15.30	Martin Andrews Consultant Adviser
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

The Nature and Purpose of Church Schools

- The Church's role in education
- The historical context
- The distinctive ethos of a Church of England school; worship and RE
- Church school inspection

The nature of Leadership of a Church School

- Self-evaluation as a transformational tool
- Headship and Christian Ministry

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR The Distinctive Leadership of Church Schools* on 1 November 2011 from 10.00 – 15.30 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	680
Dietary requirements:	

Please return completed form by Friday 21 October 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR MANAGING PERSONNEL PROCEDURES

Date	Venue	Time	Tutor(s)
16 Nov 2011	SDBE 48 Union Street London SE1 ITD	10.00 – 15.30	Colin Morton Diocesan Personnel Officer Sandra Routledge Senior Schools Adviser
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

The aim of this session is to help newly appointed headteachers and aspirant headteachers to understand the nature of human resource management in a church school context where governors are the employers.

- Familiarisation with procedures for grievance, discipline, capability and sickness absence
- Practical experience of managing the process of human resource issues

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £130

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Managing Personnel Procedures* on 16 November 2011 from 10.00 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	681
Dietary requirements:	

Please return completed form by Friday 4 November 2011 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



ASPIRING DEPUTY HEADTEACHERS – THE SELECTION PROCESS

Date	Venue	Time	Tutor(s)
22 & 23 Nov 2011 - or 19 & 20 June 2012	SDBE 48 Union Street London SE1 ITD	09.00 – 16.00	Sandra Routledge Senior Schools Adviser and Colin Powell Assistant Director School Effectiveness
Target group			
Assistant Headteachers, Key Stage and Curriculum Subject Leaders			

A two day intensive course for Primary colleagues.

- Familiarisation with the application and selection process for deputy headship
- Opportunity to experience a range of selection and assessment activities
- Opportunity to assess their own readiness for deputy headship
- Opportunity to evaluate their own performance in selection activities by observing others

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £260

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Aspiring Deputy Headteachers – the selection process* training on 22 & 23 Nov 2011 or 19 & 20 June 2012 from 09.00 – 16.00 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	682 or 683
Dietary requirements:	

Please return completed form by Monday 31 October 2011 for conf 682 or Wednesday 23 May 2012 for conf 683 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



BUILDINGS WORKSHOP

Date	Venue	Time	Tutor(s)
28 Nov 2011	SDBE 48 Union Street London SE1 ITD	10.00 – 14.30	Jason Bickerstaff Buildings & Capital Programmes Manager Joined by Gillian Smith Financial Controller and Lynette Starr Project and Claims Administrator
Target group			
Bursars, Governors and Headteachers (maximum of two from each school)			

A two part training session giving an overview of the voluntary aided school buildings with an opportunity to meet Buildings and Finance colleagues.

- VA school buildings overview
- Funding opportunities
- Building projects – how to make them a success
- Governors' responsibilities
- Open forum session with Finance and Buildings team

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £130

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Buildings Workshop* training on 28 November 2011 from 10 am – 14.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	684
Dietary requirements:	

Please return completed form by Wednesday 16 November 2011 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



CHURCH SCHOOL GOVERNORS GRANT FINANCE QUESTIONS ANSWERED – TERMLY MEETINGS BY APPOINTMENT

Date	Venue	Time	Tutor(s)
1 December 2011 15 March 2012 22 May 2012	SDBE 48 Union Street London SE1 ITD	15 minute slots 15 mins apart	Jason Bickerstaff Buildings & Capital Programmes Manager Gillian Smith Financial Controller and Lynette Starr Project and Claims Administrator
Target group			
Bursars, Treasurers and Headteachers			

A chance for school Bursars, Treasurers and Headteachers to book a fifteen minute appointment with Finance & Buildings to discuss thorny issues.

- Finance matters
- DFC queries
- Service Level Agreement
- External Periodic Maintenance Scheme

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to book a 15 minute appointment to discuss *Church School Governors Grant Finance questions* on 1 December 2011, 15 March 2012 or 22 May 2012 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	685, 686 & 687

Please return completed form by Wednesday 23 November 2011 (conf 685), Friday 2 March 2012 (conf 686) or Friday 11 May 2012 (conf 687) to Anne White, SDBE, 48 Union Street, London SE1 ITD
Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR CHURCH SCHOOL BUILDINGS

Date	Venue	Time	Tutor(s)
6 December 2011	SDBE 48 Union Street London SE1 1TD	10.00 – 12.30	Jason Bickerstaff Buildings & Capital Programmes Manager
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

Topics covered

- Historic context of Church School buildings
- SDBE perspective and dimension
- Headteachers' role in the process
- Funding
- Development planning

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Church School Buildings* on 6 December 2011 from 10.00 – 12.30 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			688
Dietary requirements:			

Please return completed form by Friday 25 November 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR BUDGET AND FINANCE (PRIMARY PHASE)

Date	Venue	Time	Tutor(s)
6 December 2011	SDBE 48 Union Street London SE1 ITD	13.00 – 15.30	Colin Powell Assistant Director School Effectiveness
Target group			
Newly Appointed Headteachers and Deputy Headteachers			

A coaching session which enables delegates to reflect on the range of financial activities which take place in a school.

- The budget process
- Setting your budget
- Driving your School Improvement Plan
- Monitoring
- Terms of reference for Finance Committees
- The role of the Bursar

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Budget and Finance (Primary Phase)* on 6 December 2011 from 13.00 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	689
Dietary requirements:	

Please return completed form by Friday 25 November 2011 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



CHALLENGING AND ENGAGING RE FOR YEARS 6 AND 7

Date	Venue	Time	Tutor(s)
7 December 2011	SDBE 48 Union Street London SE1 ITD	13.30 – 15.30	Jane Savill Secondary RE Adviser
Target group			
Religious Education Teachers in Years 6 and 7			

This course aims to help primary and secondary teachers to deepen their understanding of expected achievement outcomes at the KS2/KS3 transition and provide fresh insight into challenge and engagement.

The session will begin with a short presentation by the course tutors. This will be followed by group work when we will look at answering the following questions:

- What do level five and level six Religious Education look like?
- What skills do pupils who achieve a level five and a level six in RE have?
- What learning needs to happen in RE in order for pupils to achieve level five and level six?
- What activities are possible in RE to support pupils in reaching level five and level six in RE – in the primary school? How can these be developed for pupils in the secondary school?

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £50

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Challenging and engaging RE for Years 6 and 7* training on 7 December 2011 from 13.30 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	Code: 690

Please return completed form by Friday 25 November 2011 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



TEACHING ASSISTANTS SUPPORTING CHILDREN'S DEVELOPMENT IN A CHURCH SCHOOL

Date	Venue	Time	Tutor(s)
10 January and 20 March 2012	SDBE 48 Union Street London SE1 1TD	13.00 – 15.00	Primary RE Adviser
Target group			
Teaching Assistants			

This course offers Teaching Assistants an opportunity to discover and try out ways of supporting children in RE lessons and worship times and through the living out of the church school's Christian ethos. Participants must sign up for both sessions and be willing to try things out and feed back in Session 2.

- Supporting children's spiritual development
- Understanding church school ethos for child's and own perspective
- Contributing to church school distinctiveness
- Supporting outstanding RE

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £50

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Teaching Assistants supporting children's development in a church school* training on 10 January and 20 March 2012 from 13.00 – 15.00 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			691

Please return completed form by Friday 9 December 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



COLLECTIVE WORSHIP: MAKING AN OUTSTANDING IMPACT ON THE PRIMARY SCHOOL COMMUNITY

Date	Venue	Time	Tutor(s)
11 January 2012	SDBE 48 Union Street London SE1 1TD	09.30 – 15.30	Primary RE Adviser
Target group			
<p>All those who plan and/or lead collective worship in primary schools. Incumbents and church leaders who are regularly involved with worship in the school are welcome to attend with a representative from the school. Please indicate names and position clearly when filling in the application form.</p>			

This course aims to provide knowledge, insight and inspiration to support clergy and teaching staff with responsibility for planning/leading primary school worship.

- School worship, aims and policy
- How pupils develop spiritually through collective worship
- Leading collective worship with integrity
- Planning for impact
- Practical ways to inspire whole school, key stage and class worship
- Opportunity to review resources and plan themes
- Advice for monitoring and self-evaluation

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £130

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Collective Worship: Making an outstanding impact on the primary school community* training on 11 January 2012 from 09.30 – 15.30 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	692
Dietary requirements:	

Please return completed form by Friday 9 December 2011 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



DEVELOPING YOUR LEARNING AND TEACHING – THE JOURNEY TO OUTSTANDING

Date	Venue	Time	Tutor(s)
25 January 2012	SDBE 48 Union Street London SE1 ITD	09.30 – 12.30	Colin Powell Assistant Director School Effectiveness
Target group			
Senior Leaders, Subject Leaders, TLR Post Holders, Classteachers			

A half day training looking at the essential element of strong learning.

- To consider features of highly effective schools
- To consider what constitutes outstanding learning and teaching
- To receive input from an 'outstanding' school on a particular element

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £70

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Developing your learning and teaching – the journey to outstanding* training on 25 January 2012 from 09.30 – 12.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	693

Please return completed form by Friday 13 January 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR WORKING WITH GOVERNORS IN A CHURCH SCHOOL CONTEXT

Date	Venue	Time	Tutor(s)
31 January 2012	SDBE 48 Union Street London SE1 ITD	10.00 – 15.30	Carol Jerwood Assistant Director Admissions & School Governance Colin Powell Assistant Director School Effectiveness
Target group			
Newly appointed Headteachers, Aspirant Headteachers and New Deputies			

An overview of the roles and responsibilities of Governing Bodies.

- Statutory aspects of governance
- Governing Body structures
- The specific role of Foundation Governors
- Maximising the effectiveness of Governors
- Governors and self-evaluation

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Working with Governors in a Church School Context* on 31 January 2012 from 10.00 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	694
Dietary requirements:	

Please return completed form by Friday 20 January 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



DEVELOPING THE PRIMARY CURRICULUM

Date	Venue	Time	Tutor(s)
1 February 2012	SDBE 48 Union Street London SE1 ITD	09.30 – 12.30	The School Effectiveness Team
Target group			
Senior Leaders and Managers and Curriculum Governors			

An opportunity for schools to be given an overview of recent curriculum developments and to learn from colleagues.

- Update on curriculum development
-
- Models of effective practice

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £70

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Developing the Primary curriculum* training on 1 February 2012 from 09.30 – 12.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	695

Please return completed form by Friday 20 Jan 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD
Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



ASPIRING HEADTEACHERS – THE SELECTION PROCESS

Date	Venue	Time	Tutor(s)
7 and 8 Feb 2012	SDBE 48 Union Street London SE1 ITD	09.00 – 17.00	Sandra Routledge Senior Schools Adviser and Colin Powell Assistant Director School Effectiveness
Target group			
Primary Phase Deputy Headteachers and Assistant Headteachers			

A two day intensive course.

- Familiarisation with the application and selection process for headship
- Opportunity to experience a range and selection of assessment activities
- Opportunity to assess their own readiness for headship
- Opportunity to evaluate their own performance against others

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £260

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Aspiring Headteachers – the selection process* training on 7 and 8 February 2012 from 09.00 – 17.00 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			696
Dietary requirements:			

Please return completed form by Wednesday 18 January 2012 to Anne White, SDBE,
48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HEADSTART SEMINAR PUPIL DISCIPLINE AND EXCLUSION

Date	Venue	Time	Tutor(s)
28 February 2012	SDBE 48 Union Street London SE1 ITD	10.00 – 12.30	Carol Jerwood Assistant Director Admissions & School Governance
Target group			
Newly Appointed Headteachers, Aspirant Headteachers and New Deputies			

This session looks at the legal framework and guidance and examines the respective roles of headteachers and governors in the exclusion process. It will also look at the behaviour policy and the different types of exclusion.

- The DFE guidance on exclusion and discipline
- The role of the headteacher and governors
- The school behaviour policy and the governors' discipline statement
- Exclusion procedure for fixed term and permanent exclusions
- Permanent exclusion appeals

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Pupil Discipline and Exclusion* on 28 February 2012 from 10.00 – 12.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)		Tel: (in case of query)	
Address:			
Name of School:			
Date:		LA:	
Email address:			697
Dietary requirements:			

Please return completed form by Friday 10 February 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



HEADSTART SEMINAR COLLECTIVE WORSHIP, RE & SMSC (PRIMARY PHASE)

Date	Venue	Time	Tutor(s)
7 March 2012	SDBE 48 Union Street London SE1 1TD	10.00 – 15.30	Primary RE Adviser
Target group			
Headteachers, Aspirant Headteachers and New Deputies			

An opportunity to understand the distinctive characteristics of Collective Worship, Religious Education and SMSC in a Church School. This will include reflection on own school's monitoring and development and reflection on personal responsibilities and development needs in these areas.

- What worship should look like in a church school
- Your school policies – worship, RE and SMSC
- Management responsibilities – worship, RE and SMSC
- Leading school worship
- How to achieve outstanding RE
- Maintaining distinctiveness and inclusiveness in worship and RE

Cost: Free to schools within the SDBE Service Agreement

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *HEADSTART SEMINAR Collective Worship, RE & SMSC (Primary Phase)* on 7 March 2012 from 10.00 – 15.30 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	698
Dietary requirements:	

Please return completed form by Friday 24 February 2012 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



DEVELOPING COACHING SKILLS

Date	Venue	Time	Tutor(s)
14 March 2012	SDBE 48 Union Street London SE1 ITD	09.30 – 12.30	Colin Powell Assistant Director School Effectiveness
Target group			
Middle Leaders and Managers responsible for supporting staff			

A half day session for staff who wish to develop the use of coaching skills as part of a school improvement strategy.

- What is coaching?
- When does coaching work successfully?
- Models to adopt
- Rehearsing some skills
- Realising the next steps needed by the school

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £70

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Developing Coaching Skills* training on 14 March 2012 from 09.30 – 12.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	699

Please return completed form by Friday 2 March 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org



HOW TO MAKE ASSESSING PRIMARY RE EFFECTIVE, EFFICIENT AND ENJOYABLE

Date	Venue	Time	Tutor(s)
22 March 2012	SDBE 48 Union Street London SE1 1TD	13.00 – 16.00	Primary RE Adviser
Target group			
Primary Teachers			

This is an opportunity for teachers to explore revised SDBE guidance on assessing Primary RE, refine their understanding of level achievement in RE and discover effective, efficient and enjoyable techniques for outstanding classroom and school practice.

- A rationale for assessment
- Exemplification of level achievement
- Classroom skills and practices
- Whole school RE assessment processes
- Responsibilities for assessment

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £60

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *How to make assessing Primary RE effective, efficient and enjoyable* training on 22 March 2012 from 13.00 – 16.00 at SDBE, 48 Union Street, London. SE1 1TD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	700

Please return completed form by Friday 9 March 2012 to Anne White, SDBE, 48 Union Street, London SE1 1TD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org

Southwark Diocesan Board of Education



MOVING INTO YOUR SECOND YEAR OF TEACHING – A FOLLOW UP FOR NQTS

Date	Venue	Time	Tutor(s)
26 June 2012	SDBE 48 Union Street London SE1 ITD	09.30 – 15.30	Colin Powell Assistant Director School Effectiveness and Primary RE Adviser
Target group			
Newly Qualified Teachers			

An opportunity for NQTs to reflect on their first year of teaching and to explore opportunities for self-development in their second year.

- To review progress against the National Standards for Teachers
- Understanding and developing the role of subject leader
- Developing learning and teaching skills
- Improving the delivery of RE
- Exploring opportunities to lead worship

Cost: Free to schools within the SDBE Service Agreement
For schools not in the SDBE Service Agreement £130

SOUTHWARK DIOCESAN BOARD OF EDUCATION

I wish to attend the *Moving into your second year of teaching – a follow up for NQTs* training on 26 June 2012 from 09.30 – 15.30 at SDBE, 48 Union Street, London. SE1 ITD

Name(s): (Block Capitals)	Tel: (in case of query)
Address:	
Name of School:	
Date:	LA:
Email address:	701
Dietary requirements:	

Please return completed form by Friday 15 June 2012 to Anne White, SDBE, 48 Union Street, London SE1 ITD Fax to: 08432 906895 or email: anne.white@southwark.anglican.org