**The Henry Box School Professional Development Programme 2017-2018**



**Working in partnership with:**



****

 ***Mike Hughes***

***John-West Burnham***

WEST OXFORDSHIRE LEARNING PARTNERSHIP

**The Henry Box School CPD Programme 2017-2018**

**PD introduction and philosophy**

This year 3 days of INSET have been disaggregated for PD. This makes 18 hours in total. We have also added on the 7 hours of spare directed time to this to make 25 hours to use across the year. These 25 hours are directed time. If you are part time, the 25 hours should be worked pro rata (e.g. 0.5 contract completes 12.5 hours PD time). You should attend INSET days if they fall on a day you normally work.

PD will take place every other Wednesday from 3.15-4.15pm. Check the diary for exact dates; we have tried where possible not to use Wednesdays at key crunch times such as the last week of term two, or weeks where there is a parents evening and a Monday meeting. We have taken into account requests from faculties/departments for more time together this year so some of these sessions will be led by and spent in your faculty/dept. On some occasions, there may be an extended session.

Our 3rd appraisal objective will be linked to our PD and will take the form of “How effectively can we improve **< learning X>** with **<cohort of learners Y>** using **<intervention Z>**?” We will have lesson observations linked to this PD objective where relevant. Please read the appraisal section of the staff handbook for information on how this process works.

At Henry Box, we pride ourselves on having a bespoke PD offer which focusses on learning and teaching, and also offers lots of opportunities to develop a range of skills such as leadership, action research and coaching. We are proud to have been awarded a silver medal for our PD from the Teacher Development Trust in February 2017, which recognised that we have ‘an incredibly strong developmental culture with a real focus on learning outcomes. It was a pleasure to visit and speak to staff about their own professional learning, which is highly valued by staff.’ We achieved 4 silvers and 3 golds across 7 categories which is an improvement on Feb 2015.

We are a Strategic Partner School with the Oxfordshire Teaching Schools Alliance (OTSA) which means we are taking responsibility for delivery of a specific area of work within at least one key area in which we have particular expertise. OTSA is working in 8 key areas; Initial Teacher Training, Research and Development, Specialist Leaders of Education, School to School Support, PD and Leadership Development, Succession Planning and Talent Management, NQT Induction and Professional Learning Networks. More information on PD offered by OTSA can be found here: <http://www.otsa.org.uk/>

**How to apply for external and internal INSET**

Subject related INSET should be paid for by departments. If you wish to apply for an external INSET related to your subject, such as an exam board training day, you should first get permission from your faculty/subject leader, and then apply via CPD Genie following the guide in the staff shared secure area (GenieSuite folder). You will receive email confirmation if your request is granted, and then you can book your INSET place.

If you wish to apply for an internal INSET, simply apply via CPDGenie following the guide in the staff shared secure area (GenieSuite folder).

If you wish to be considered for a place on the ITP/OTP/OTAP, WOLP SIP/GFL/MLP/ELP/ALT or the MILL Future Leaders Programme, you should contact RGO outlining why you are interested. If you are successful, you will still take part in the PD above. Please be aware that if you opt for these, you will therefore spend more than your allocated PD hours on them, but they are excellent professional development opportunities.

**All staff are responsible for keeping a log of their PD in GenieSuite in ‘my records’, ‘other records’.**

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**All teaching staff (TAs/cover supervisors welcome): This year, 3 INSET days (have been disaggregated as core twilight training. This makes 18 hours.**

Dates (all 3.15- 4.15pm)

|  |  |  |
| --- | --- | --- |
| Date | Focus | Facilitators |
| 13/9/17 | B4L – strategies | WHE RGO |
| 27/9/17 | All in hall: SEN zones of regulation/autism | Sarah Young OCC |
| 4/10/17 | All in hall: Teacher standards AUDIT and tasters/intro to WORKSHOPS and appraisal | RGO |
| 18/10/17 | All in hall: Assessment to inform planning |  |
| 9/10 INSET | Choose one option from:   * Awareness of Trauma & Attachment Disorder  (ZLA) * Awareness of Self-harm (EWI) * Best practice when working with Teaching Assistants in class  (ZLA) |  |
|  | | |
| Allocate into WORKSHOPS after appraisal day (9/10) unless NQT/RQT | | |
|  | | |
| 1/11/17 | Questioning |  |
| 15/11/17 | All in hall: Challenge & Support - SEN & LPA | TMA |
| 29/11/17 | WORKSHOPS 1 |  |
|  |  |  |
| 10/1/18 | Teaching students on the Autistic Spectrum | STR |
| 24/1/18 | WORKSHOPS 2 |  |
| 7/2/18 | All in hall: Mike Hughes led by L&T team |  |
|  |  |  |
| 21/2/18 | WORKSHOPS 3 |  |
| 28/2/18 | All in hall – KS5 challenge for all | CTY |
| 21/3/18 | FACULTY |  |
|  |  |  |
| 18/4/18 | WORKSHOPS 4 |  |
| 2/5/18 | All in hall – free |  |
| 16/5/28 | FACULTY |  |
|  |  |  |
| 6/6/18 | WORKSHOPS 5 FINAL |  |
| 20/6/18 | Vertical tutoring | HLs |
| 4/7/18 | FACULTY |  |

**Please note that this is a *PROVISIONAL* plan and exact content is subject to change.**

**Suitable for NQTS:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Department** | **Mentor** |
| Holly Stafford | BS | Natasha Oliver |
| Samantha Mathieson | Science | Christine Lowson |
| Alison Porter 0.6 | Music | Catrin Russ |
| Dora Alexander | Art/DT |  |

**The MILL Academy Trust NQTs**

|  |  |
| --- | --- |
| **Date** | **Theme** |
| Term 3 | **Cross phase project**  1 (A) Wed 10th January 3.45pm  1 (B) Wed 7th February 3.45pm |
| Term 4 | **Cross phase project**  2 (A) Wed 28th February 3.45pm  2 (B) Wed 21st March 3.45pm |
| Term 5 | **Cross phase project**  3(A) Wed 2nd May 3.45pm  3(B) Wed 16th May 3.45pm |

WOLP NQT Meetings 4.15- 5.45

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| --- | --- | --- |
| Term 1 | 25.09 | Behaviour for Learning 1  (WG -with the Curriculum Conf) |
| Term 2 | 16.10 | Behaviour for Learning 2  (WG) |
| Term 3 | 29.01 | Teaching & Learning   (HB - with the Curriculum Conf) |
| Term 4 | 5.03 | Giving Effective Feedback to Students (HB) |
| Term 5 | 14.05 | 6th Form Teaching  (Bu) |

**NQT KEY DATES**

**NQT Observation weeks**

|  |  |
| --- | --- |
| Mon 18th Sept | Tutor Observation 1 |
| Mon 13th Nov | JMA/RGO Observation 1 |
| Mon 15th Jan | Tutor Observation 2 |
| Mon 26th Feb | JMA Observation 2 |
| Mon 7th May | Tutor Observation 3 |
| Mon 4th June | JMA Observation 3 |

**NQT deadlines/ OTSA**

|  |  |
| --- | --- |
| Fri 8th Dec | NQT Assessment Form 1 |
| Thurs 22nd March | NQT Assessment Form 2 |
| Fri 6th July | NQT Assessment Form 3 |

**NQT deadlines /HBS**

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| --- | --- |
| Fri 23rd Feb | Biannual survey 1 |
| Fri 15th June | Biannual survey 2 |

NQT Mentor Meetings/HBS

|  |  |
| --- | --- |
| Tues 12th Sept | Meeting 1 |
| Tues 21st Nov | Meeting 2 |
| Thurs 8th March | Meeting 3 |
| Thurs 21st June | Meeting 4 |

**Key dates:** **NQTs/new staff**

**CPD sessions for NQTs/new staff**

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| --- | --- | --- | --- | --- |
| Date | Time | Session | Staff | Venue |
| Mon 4th Sept | 3.30pm | Safeguarding Training | SST | LT |
| Tues 5th Sept | 8.30am | L&T systems | RGO | BU1 |
| 9.00am | B4L systems | SST |
| 9.45am | Health and Safety | HSP |
| Wed 13th Sept | 3.20pm | SIMS/Behaviour tracking training | MVA |  |
| Wed 27th Sept | 3.20pm | Data, reports, parents evenings | PHA |  |
| Wed 15th Nov | 3.20pm | Meeting individual students’ needs | TMA |  |
| Wed 24th Jan | 3.20pm | Inspiring Learning and Teaching | RGO/AWX |  |
| Wed 7th March | 3.20pm | Teaching Post 16 | CWE |  |
| Wed 16th May | 3.20pm | Second year of teaching  *NQTs ONLY* | ACX/MPO |  |

**Suitable for 2nd/3rd year teachers:**

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| Improving Teacher Programme  (Graduates: LTH, HKE, CRO, TCH, RMA, CLO, HGR, NOL) | http://www.failsworthlg.co.uk/images/olevi.png |
| 2nd and 3rd year teachers plus others who would benefit  2nd Year from Sept 2017  Sophie Clifford  Annie Cook  Mandy Poulter  3rd Year from Sept 2017  Amy Gibbons | Wood Green x 2  Tom Woodhead  Chloe Nicoll  Rosie Warrington and Heather Riach (QES)  Jessica Wordsworth (Finstock) |
| Lead members of staff: RGO, AWX | |
| Course /programme details   |  |  | | --- | --- | | This programme is for all our second and third year teachers, who want to advance, develop and improve their teaching practice and deliver consistently good or better lessons. |  |   **This programme:**   * provides teachers with in-depth coaching, tailored to a self-assessment of their teaching. It provides opportunities to deepen their understanding of high-quality classroom practice and teaching and learning. Participants improve their teaching through facilitated practice, observation of colleagues and working with 'live' students * supports a wider range of teaching activities, including: planning lessons, starter activities, plenary sessions, questioning techniques, engaging in learning, challenging learning, assessment and differentiation strategies   4 sessions of 3.5 hours and 1 full day over terms 1 and 2 to include ward rounds and post session challenges working in a pair or trio.  In-school coach for the rest of the year and fortnightly PD OLEVI alumni sessions  Cost:£575  Location: MBR | |

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| **Session dates** | **Time** | **Content** |
| 1 Fri 29th Sept 2017 | 8.30-midday | Challenge & Engagement |
| 2 Thurs 12th Oct 2017 | 8.30-midday | Starters & plenaries |
| 3 Fri 20th Oct 2017 | 8.30-midday | Assessment |
| 4 Thurs 2nd Nov 2017 | 8.30-midday | Questioning |
| 5 Thurs 16th Nov 2017 | All day | Differentiation and celebration |

**ITP OLEVI Alumni meetings:**

Wed 10th Jan 2018 BU1

Wed 21st March 2018 BU1

Wed 18th April 2018 BU1

Wed 6th June 2018 BU1

**Suitable for teachers with 4 or more years of teaching experience and recommended by their FL:**

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| Outstanding Teacher Programme (OLEVI accredited)  (graduates: EHA, JBI, BTO, AWI, ATO) | http://www.failsworthlg.co.uk/images/olevi.png |
| Number of places available: 2 places per programme (2 programmes a year – term 2 & 3 and term 4 & 5) | |
| Lead members of staff: HBS: TMA, MHE, LMA, AWX and WGS: Helen Belmont | |
| Course /programme details  The OTP provides ‘good’ teachers with a set of skills and strategies that embed consistently outstanding professional practice in all elements of their work.    It also equips teachers with the skills to work within their school to improve the performance of other members of the profession.    The core aims of the programme are to:   * Develop a common language to discuss teaching and learning. * Deepen understanding of the key aspects of outstanding teaching and learning * Raise performance in the classroom, by encouraging creativity and developing more innovative approaches. * Encourage the teacher to become a more reflective practitioner * Develop coaching skills to develop the practice of others.   The Programme is delivered through six sessions (4 half days and 2 full days see diary for dates)  and includes:   * Face-to-face facilitated sessions * Ward rounds at HBS and a primary school * ‘School based tasks’ between sessions * A focus on a range of aspects of teaching and learning including challenge, engagement, assessment, differentiation and planning     The programme will have 14-16 delegates from primary and secondary schools in WOLP.  *£615 per participant (1 person)*  *£600 per participant (2 people)* | |

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| **OTP 1 dates** | **Time** |  |
| 1 Thurs 23rd Nov 2017 | 1pm-5pm |  |
| 2 Fri 1st Dec 2017 | All day |  |
| 3 Tues 16th Jan 2018 | 1.30pm-4.30pm | POC facilitated by Helen Belmont & MHE |
| 4 Wed 17th Jan 2018 | 9-4pm |
| 5 Thurs 25th Jan 2018 | 1pm-5pm |  |
| 6 Fri 2nd Feb 2018 | 1pm-5pm |  |

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| **OTP2 dates** | **Time** |  |
| 1 Thurs 1st March 2018 | 1pm-5pm |  |
| 2 Fri 16th March 2018 | All day |  |
| 3 Thurs 22nd March 2018 | 1.30pm-4.30pm | POC facilitated by RGO & MHE |
| 4 Fri 23rd March 2018 | 9-4pm |
| 5 Thurs 26th April 2018 | 1pm-5pm |  |
| 6 Wed 9th May 2018 | 1pm-5pm |  |

**OLEVI teachmeet MBR - for all OLEVI delegates so far (external too)**

Wednesday 11th July 4.00-5.30

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| WEST OXFORDSHIRE LEARNING PARTNERSHIP  WOLP school improvement project |
| Number of places available: 2 |
| Lead member of staff: **RGO** |
| Course /programme details  The initial briefing will be at 4.15pm on 20th Nov at HBS  This will involve being paired up with a colleague in another WOLP school, and then going on a visit to a school out of county to investigate a specific area of school improvement. Following this, you will work on a whole school project in school and present on your school improvement project at the School Improvement Meet at 4.15pm on 15th March at HBS to an audience of WOLP SLT. There will be a mid-project meeting in Jan/Feb tba on 20th November.  Cost £0 |

**Suitable for new or aspiring middle leaders:**

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| Middle Leader Programme (MLP) http://www.otsa.org.uk/s/misc/logo.jpg?t=1433936588 |
| Number of places available: 2 (MLP graduates: VHA & HHA) |
| Further information:  The central focus of the OTSA Middle Leader Programme is to identify and consolidate knowledge and understanding about leadership and management to achieve high quality teaching and learning and thereby close the gaps in pupil achievement in our schools.    The programme is designed for middle leaders who have responsibility for leading subjects, key phases, pastoral responsibilities or other aspects of the schools work. It is suitable for middle leaders in every educational context including early years environments, primary schools, special schools through to large faculties in secondary schools.    This exciting new programme is centred on resources being developed by John West-Burnham and Linda Rowe, writers of the original NCTL Middle Leader Development Programme (MLDP), in partnership with programme facilitators. The OTSA Middle Leader Programme includes 8 modules which will be facilitated by OTSA partner schools.    **Modules:**     1. The importance of middle leadership 2. Understanding effective leadership 3. Leadership and change 4. Leading teaching and learning 5. The role of data in leading change 6. Leading teams for high performance 7. Middle leadership and collaboration 8. Developing your own leadership potential     **The programme:**    Programme participants will attend a minimum of 6 three hour face-to-face events over a period of 9 to 12 months where they will work with colleagues to deepen their knowledge and understanding of highly effective leadership    Participants will work on an authentic leadership project which responds to a genuine school need and makes a direct contribution to school improvement.    Schools will need to support participants during the programme through providing a senior colleague to act as a mentor and coach to offer guidance, challenge and, where appropriate, advocacy.    Participants will be expected to complete inter-sessional tasks, and to attend all of the face-to-face sessions. Successful completion of the programme, which includes a presentation to the school leadership team, will be recognised through the award of an OTSA Middle Leadership Programme certificate. Cost: £400 |

**Suitable for new and aspiring senior leaders:**

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| Growing Future Leaders (GFL) http://www.otsa.org.uk/s/misc/logo.jpg?t=1433936588 |
| Number of places available: 2 (next round of applications opens term 6 2018) |
| Lead member of staff: WHE  Graduates: CHA/TAL/RQU/CTY |
| Course /programme details  The Growing Future Leaders Programme is OTSA’s flagship leadership development programme. It has been developed by John West Burnham working with deputy and head teachers from across Oxfordshire.  Dates (all at Unipart Conference Centre, Oxford)  **5th October 2017\* 13th November 2017 23rd January 2018 21st February 2018 26th April 2018 22nd June 2018**  *\*See flyer for full detail on locations.*  *Session 1 venue - Witney*  *All other sessions - Oxford*  The programme is designed to:     * develop outstanding school leaders for the future - the  next generation of head teachers - capable and confident in working in a very  different environment to the historic models of leadership in school * identify talent and leadership potential at any stage of a teacher's career * create a cohort of leaders committed to securing excellence for all in Oxfordshire * enhance participants’ current leadership practice in their present schools * develop them as systems leaders able to work collaboratively across schools     There will be a range of learning opportunities for participants, including 6 full-day workshops led by John West Burnham with contributions from current Oxfordshire headteachers: 7th October 2015, 18th November 2015, 21st January 2016, 23rd February 2016, 19th April 2016, 17th June 2016.  Cost: £850  <http://www.otsa.org.uk/home/cpd-and-leadership-development/growing-future-leaders/> |

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| MILL Future Leaders Programme |
| Number of places available: 12 |
| Lead member of staff: WHE |
| Course /programme details  Suitable for middle leaders aspiring to SLT  6 half days 2pm-6pm here at HBS  Dates  Wed 8 Nov  Wed 31 Jan  Wed 28 Feb  Wed 28 Mar  Wed 9 May  Wed 27 June  The programme is designed to:     * develop outstanding school leaders for the future * identify talent and leadership potential * create a cohort of leaders committed to securing excellence for all in Oxfordshire * enhance participants’ current leadership practice in their present schools * develop them as systems leaders able to work collaboratively across schools   Cost: £0 |

**Suitable for TAs**

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| --- | --- |
| Outstanding Teaching Assistant Programme (OLEVI accredited) | http://www.failsworthlg.co.uk/images/olevi.png |
| Number of places available: 2 places per programme | |
| Lead members of staff: TMA & AWX & MHE | |
| Course /programme details  The Outstanding Teaching Assistant Programme is for teaching assistants who are, or who have the potential to be, outstanding in their roles and have a wider impact on improving the quality of teaching and learning across their schools. The programme comprises of four sessions; three half days and one full day.  The programme focuses on a range of aspects of teaching and learning such as: challenge, engagement, assessment, differentiation, questioning and planning. There are facilitated practical sessions and ‘ward rounds’ at both Henry Box and local primaries, with linked practical tasks back in your own school to apply what you learn.  The OTAP content includes:   * understanding what an outstanding teaching assistant looks like * key definitions and audits of strengths & weaknesses * coaching for deep learning * new learning on differentiation * creating and leading an in-school project * developing a success criteria * effective questioning * action planning and evaluation   The programme enables delegates to share ideas and strategies to help move their school’s forward. Delegates gain confidence in feeling able to voice their views and ideas, and feel empowered to take the lead in their development as “learning assistants”, with a focus on facilitating the pupils learning experience.  The programme will have 12 delegates from primary and secondary schools in Oxfordshire.  *£445 per participant (1 person)*  *£400 per participant (2 people)* | |

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| --- | --- |
| **OTAP dates** | **Time** |
| 1 Mon 15th Jan 2018 | AM |
| 2 Tues 23rd 2018 | AM |
| 3 Thurs 1st Feb 2018 | AM |
| 4 Fri 9th Feb 2018 | All day |

**Suitable for TAs/support staff/anyone interested:**

Please approach ZLA/Interventions team for bespoke training/coaching linked to SEND, LPA etc.

**Other:**

**Health and Safety** training: must complete training as required.

**Safeguarding** training led by SST all 3.20pm LT

Mon 4th Sept 2017

Thu 5th Oct 2017

Wed 17th Jan 2018

Wed 25th Apr 2018

**First aid** training contact Liz Ablett for further information.

**For FLs/SLs/WOLP reps:**

11/10/17 FL/SL conference 2.30-5.30pm venue tbc

WEST OXFORDSHIRE LEARNING PARTNERSHIP

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| WOLP curriculum conferences all at 4.15pm  **Monday 25 September 2017 (HBS)**  **Monday 29 January 2018  (Ma)**  **Monday 18 June 2018 (WGS)** |
| Lead member of staff (RGO) |

Cover Supervisors’ Meetings with JMA

|  |  |  |
| --- | --- | --- |
| Term 1 | Wed 27th Sept | 2.05 |
| Term 2 | Wed 22nd Nov | 2.05 |
| Term 3 | Wed 31st Jan | 2.05 |
| Term 4 | Wed 14th March | 2.05 |
| Term 5 | Wed 9th May | 2.05 |
| Term 6 | Wed 27th June | 2.05 |

**Key dates: OUDE Internship Scheme**

PDP sessions will be held on Wednesdays during P5 in EA4

OUDE INTERNSHIP SCHEME

**Induction days**

|  |  |
| --- | --- |
| S1 Induction day | Tues 26th Sept |
| S2 Induction day | Fri 4th May |

**Mentor meetings /HBS**

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| --- | --- | --- |
| Tues 14th Nov | 3.20 | Meeting 1 |
| Tues 27th Feb | 3.20 | Meeting 2 |
| Tues 5th June | 3.20 | Meeting 3 |

**Mentor meetings /Oxford**

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| --- | --- | --- |
| Thurs 14th Sept | 2-4 | ‘catch up’ new Mentor Induction |
| Tues 9th Jan | 4.30 | Mentor Meeting (all) |
| Tues 27th March | 4.30 | Mentor Meeting (Maths) |
| Wed 28th March | 4.30 | Mentor Meeting (Geog/MFL) |
| Tues 19th June | 4.30 | Mentor Meeting (all) |

**Professional Tutor meetings /Oxford**

|  |  |
| --- | --- |
| Wed 20th/Thurs 21st Sept | 5.00 |
| Tues 7th Nov | 2.00 |
| Thurs 1st March | 2.00 |
| Thurs 7th June | 2.00 |

**Observation weeks/JMA**

|  |  |
| --- | --- |
| Mon 29th Jan | S1 |
| Mon 21st May | S2 |

**OUDE ARP deadlines**

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| --- | --- |
| **Thurs 7th Dec** | **ARP 1** |
| **Thurs 26th April** | **ARP 2** |
| **Thurs 21st June** | **ARP 3** |

**Extra-curricular activities**

Yoga Wednesday 5pm ED10 £5 per session when paid in full for the term (contact RGO)

Staff Choir

Circuits Monday 5pm Sports Hall £4.50 per session or £3.50 a session when paid in full for the term Badminton Friday Sports Hall 3pm - 5.30pm

6 aside Friday Football astroturf 4pm - 5pm

Box Rocks

Cake club every Tuesday break time staffroom

Mountain Biking club Terms 1, 5 and 6 (ask EGI/PE dept for days/times)

Social rounders: terms 5 and 6 for staff and students. Enquire in PE if interested.

The PE department also offer various sports to both staff and students to lead and participate in (including most mainstream sports). Please enquire in PE if interested.