

The Henry Box School Professional Development Programme 2017-2018



Working in partnership with:



THE MILL ACADEMY
MOTIVATE INSPIRE LEARN LEAD



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: <ul style="list-style-type: none"> 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 10 th January 3.45pm 1 (B) Wed 7 th February 3.45pm
Term 4	Cross phase project 2 (A) Wed 28 th February 3.45pm 2 (B) Wed 21 st March 3.45pm
Term 5	Cross phase project 3(A) Wed 2 nd May 3.45pm 3(B) Wed 16 th May 3.45pm

WOLP NQT Meetings 4.15- 5.45

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

NQT deadlines/ OTSA

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

NQT deadlines /HBS

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

NQT Mentor Meetings/HBS


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

Key dates: NQTs/new staff

CPD sessions for NQTs/new staff

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

Suitable for 2nd/3rd year teachers:


Improving Teacher Programme (Graduates: LTH, HKE, CRO, TCH, RMA, CLO, HGR, NOL)	
2 nd and 3 rd year teachers plus others who would benefit <u>2nd Year from Sept 2017</u> Sophie Clifford Annie Cook Mandy Poulter <u>3rd Year from Sept 2017</u> 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: <ul style="list-style-type: none"> 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	

Session dates	Time	Content
1 Fri 29 th Sept 2017	8.30-midday	Challenge & Engagement
2 Thurs 12 th Oct 2017	8.30-midday	Starters & plenaries
3 Fri 20 th Oct 2017	8.30-midday	Assessment
4 Thurs 2 nd 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:

<p>Outstanding Teacher Programme (OLEVI accredited) (graduates: EHA, JBI, BTO, AWI, ATO)</p>	
<p>Number of places available: 2 places per programme (2 programmes a year – term 2 & 3 and term 4 & 5)</p>	
<p>Lead members of staff: HBS: TMA, MHE, LMA, AWX and WGS: Helen Belmont</p>	
<p>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.</p> <p>It also equips teachers with the skills to work within their school to improve the performance of other members of the profession.</p> <p>The core aims of the programme are to:</p> <ul style="list-style-type: none"> • 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. <p>The Programme is delivered through six sessions (4 half days and 2 full days see diary for dates)</p> <p>and includes:</p> <ul style="list-style-type: none"> • 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 <p>The programme will have 14-16 delegates from primary and secondary schools in WOLP.</p> <p><i>£615 per participant (1 person)</i> <i>£600 per participant (2 people)</i></p>	

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

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

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

Wednesday 11th July 4.00-5.30

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:



Middle Leader Programme (MLP)

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:



Growing Future Leaders (GFL)

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/>

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

Outstanding Teaching Assistant Programme (OLEVI accredited)	
Number of places available: 2 places per programme	
Lead members of staff: TMA & AWW & MHE	
<p>Course /programme details</p> <p>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.</p> <p>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.</p> <p>The OTAP content includes:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>The programme will have 12 delegates from primary and secondary schools in Oxfordshire.</p> <p><i>£445 per participant (1 person)</i> <i>£400 per participant (2 people)</i></p>	

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

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 27 th Sept	2.05
Term 2	Wed 22 nd Nov	2.05
Term 3	Wed 31 st Jan	2.05
Term 4	Wed 14 th March	2.05
Term 5	Wed 9 th May	2.05
Term 6	Wed 27 th 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 26 th Sept
S2 Induction day	Fri 4 th May

Mentor meetings /HBS

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

Mentor meetings /Oxford

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

Professional Tutor meetings /Oxford

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

Observation weeks/JMA

Mon 29 th Jan	S1
Mon 21 st May	S2

OUDE ARP deadlines

Thurs 7 th Dec	ARP 1
Thurs 26 th April	ARP 2
Thurs 21 st 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.