

## Professional Studies & NQT Training Programme 2016-2017

**Time; 3.20pm to 4.20pm or 5:20pm**

**\*Sessions shown in Red are off-site – meet in Reception at 12:40pm**

Date	Day	Wk	Focus	Trainer	Target Group	Venue
06/09/16	Tuesday	1	NQTs meet with TDY – Induction Entitlements 3:00pm – 3:30pm	TDY	NQTs	Conference Room
13/09/16	Tuesday	2	Mentor & NQTs Meeting	TDY, YBA & ABR	NQTs and mentors	Conference Room
20/09/16	Tuesday	3	Setting PM objectives/using BlueSky for PM Using the SMART Interactive Whiteboard	DLE TDY	TS, NQTs, AS New Teachers	Conference Room
27/09/16 3:20 -4:20 4:20 -5:20	Tuesday	4	Starters & Plenaries [All] Safeguarding & Prevent [PGCE, SD + new staff only]	KHD PMY	TS, AS, NQTs, PGCEs, SD, New staff	Conference Room
04/10/16 3:20 -4:20 4:20 -5:20	Tuesday	5	Health & Safety Briefing [All] Expectations in the Hazelwick Classroom inc. Marking & Feedback [All] Using the Smart Interactive Whiteboard [PGCE, SD]	ABE TDY  TDY	TS, NQTs,  SD, PGCE, New Teachers	Conference Room
11/10/16	Tuesday	6	<b>FORM TEACHERS MEETING</b>			
18/10/16 12:40 -4:30 3:20 -4:20	Tuesday	7	St. Piers Visit [PGCE & SD only] * Micro-skills [NQTs etc]	Mark Collins HJO	PGCEs, SD TS,AS,NQTs	Lingfield Conf. Room
<b>HALF-TERM</b>						
01/11/16 3:20 -4:20 4:20 -5:20	Tuesday	8	Differentiation Strategies [All] Role of the SENCO inc. the TA [PGCE,SD]	JOW CCH	TS, AS, NQTs, PGCEs, SD	Conference Room
08/11/16 3:20 -4:20 4:20 -5:20	Tuesday	9	Behaviour For Learning [All] Questioning [PGCE,SD]	Mark Wilson TDY	TS, AS, NQTs, PGCEs, SD	Conference Room
15/11/16	Tuesday	10	<b>6<sup>th</sup> FORM ENTRY MEETING FOR YR12s &amp; PARENTS</b>			
22/11/16	Tuesday	11	Parental Engagement, 4Matrix & Progress8	STA	TS, AS, NQTs, PGCEs, SD	Conference Room
29/11/16 3:20 -4:20 4:20 -5:20	Tuesday	12	Planning Outstanding Lessons [All] (NQT First Assessment - v. brief) Creativity in Teaching [PGCE, SD]	MMA (TDY) BJE	TS, AS, NQTs, PGCEs, SD	Conference Room
06/12/16 3:20 -4:20 4:20 -5:20	Tuesday	13	The Hearing Impaired Child [All] The Job Interview Day & the Interview Lesson [PGCE, SD]	CDE TDY	TS, NQTs, PGCE, SD	Conference Room
13/12/16 3:20 -4:20 4:20 -5:20	Tuesday	14	Autistic Spectrum Condition [All] Student Progress – Recognition & Types [PGCE, SD]	LGR TDY	TS, NQTs, PGCE, SD,TS, AS	Conference Room
<b>END OF AUTUMN TERM</b>						
03/01/17 3:20 -4:20 4:20 -5:20	Tuesday	15	Checking, Assessing & Highlighting Progress [All] Behaviour Management [PGCE, SD]	HJO  TDY	TS, AS, NQTs,  PGCEs, SD	Room 105  Conference Room
10/01/17 3:20 -4:20 4:20 -5:20	Tuesday	16	EAL PPI	MVE JBI	TS, AS,NQTs, PGCE, SD	Conference Room
17/01/17	Tuesday	17	<b>Year 9 Options Evening</b>			
24/01/17	Tuesday	18	NQTs Sharing Good Practice to PGCE/SD trainees	NQTs	TS, AS,NQTs, PGCE, SD	Conference Room
31/01/17	Tuesday	19	Using IRIS	MCR	TS, AS, NQTs, PGCE, SD	Conference Room
07/02/17	Tuesday	20	<b>Year 12 Parents Evening</b>			
14/02/17	Tuesday	21	Bespoke Session as requested by NQTs & Trainees	tbc	TS, AS, NQTs, PGCE, SD	Conference Room
<b>HALF-TERM</b>						
28/02/17 3:20 -4:20 4:20 -5:20	Tuesday	22	'Teaching from the Inside Out' [All] Safeguarding & Prevent	MBE  PMY	TS, AS, NQTs,  PGCE, SD	Conference Room

			[PGCE, SD + new staff only]			
07/03/17	Tuesday	23	The Visually Impaired Child	Sandra Greatorex or WSCC colleague	TS, AS, NQTs, PGCE, SD	Conference Room
14/03/17	Tuesday	24	Assessing Lesson Progress	MCH	TS, AS, NQTs, PGCE, SD	Conference Room
21/03/17 12:40 -4:30 3:20 -4:20	Tuesday	25	St. Piers Visit [PGCE & SD only] * Organising School Trips [NQTs etc]	Mark Collins HJO	PGCEs, SD TS,AS,NQTs	Lingfield 105
28/03/17	Tuesday	26	e-Learning – the Overview	TDY	TS, NQTs, PGCE, SD	Conference Room
04/04/17	Tuesday	27	Teaching with a VLE	AVG	TS, AS, SD, NQTs, PGCE	Conference Room
<b>END OF SPRING TERM</b>						
25/04/17	Tuesday	28	<b>FORM TEACHERS' MEETING</b>			
02/05/17	Tuesday	29	Creating a positive and engaging classroom environment NQT Final Asst (v. brief)	ECO (TDY)	TS, NQTs, PGCE, SD	<b>T11</b>
09/05/17	Tuesday	30	Bespoke Session as requested by NQTs & Trainees	tbc	TS, NQTs, PGCE, SD	Conference Room
16/05/17	Tuesday	31	The OFSTED Process	AFE or DLE	TS, NQTs, PGCE, SD	Conference Room
23/05/17	Tuesday	32	Review of the Training Year Evaluation of P.S/Twilight Training. <b>NQT sessions end</b>	TDY	NQTs, PGCE, SD	Conference Room
<b>HALF-TERM</b>						
05/06/17	Tuesday	33	Requested/Bespoke Session for Chichester PGCEs. <b>All training ends</b>	TDY	PGCE (Chi)	Conference Room
12/06/17	Tuesday	34				
20/06/17	Tuesday	35				
27/06/17	Tuesday	36				
04/07/17	Tuesday	37				
11/07/17	Tuesday	38				
18/07/17	Tuesday	39				
25/07/17	Tuesday	40	<b>END OF HAZELWICK TERM</b>			
<b>END OF WEST SUSSEX TERM</b>						

*NOTE – Although the NQT session on 'Micro-skills' by Hannah Jones (Week 7, 18.10.16) coincides with the Year 13 Parents Evening this shouldn't be a problem as it is unusual for a NQT to take on a Year 13 class. However, should any NQTs teach Year 13 please make sure your 1<sup>st</sup> appointment is after 4:30pm. For any other Parents Evenings that occur on a Tuesday there is no Professional Studies/Twilight Training session.*

When generating this programme, areas of development from lesson observation reports, general requests from staff and attendance and evaluations from last year's programme have been considered. It is not necessary to book a place for these sessions but staff will receive an e-mail prior to the session in order to find out approximate numbers in order to inform rooming decisions and resources. Session dates, times and venues will be confirmed via e-mail each week. Please speak to me if you have any queries about these events, any requests for additional sessions or if you are interested in leading a training activity in the future. NQTs, PGCEs & School Direct trainees must attend the designated sessions in order to complete their induction/placement. Governors are welcome to attend any of the meetings.

Key:

TS = Teaching staff (including TAs), AS = Associate staff, NQT = Newly Qualified Teacher, PGCE = Post Graduate Certificate of Education Trainee, SD = School Direct Trainee

Once again, many thanks to members of staff who give up their precious time in order to lead these sessions and share their expertise.

Tim Dyke 01/07/16