NQT & Induction Tutors
Training Programme &
Primary Package 2018-19
Welcome to the training programme for Newly Qualified Teachers and Induction Tutors. The programme has been designed to offer a wide variety of courses that will provide you with support and development opportunities throughout the academic year.

**NQT Primary Package**

Signing up to the NQT Package gives a 30% discount on individual courses. It will also ensure that you are given priority booking as you will be booked on to every session and will automatically receive course notification 10 days prior to the session.

If however you do not wish to attend a particular session, please ensure that we are informed as there will be an administration charge of £25 for non-attendance.

<table>
<thead>
<tr>
<th>Course</th>
<th>Individual Booking Cost</th>
<th>Package Booking Cost</th>
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</thead>
<tbody>
<tr>
<td>Induction Conference</td>
<td>£160</td>
<td>£112</td>
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<tr>
<td>Friday 28 September 2018</td>
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<tr>
<td>NQT Network Sessions</td>
<td>£150</td>
<td>£105</td>
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<tr>
<td>Monday 19 November 2018</td>
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<td>Wednesday 27 February 2019</td>
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<tr>
<td>Wednesday 12 June 2018</td>
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<tr>
<td>NQT &amp; Induction Tutor Joint Action Planning Workshop</td>
<td>£80</td>
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<td>Thursday 18 October 2018</td>
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<td>Induction Tutor Network Sessions</td>
<td>£150</td>
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<tr>
<td>Tuesday 25 September 2018</td>
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<td>Thursday 17 January 2019</td>
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<td>Thursday 6 June 2019</td>
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<tr>
<td>End of Year NQT Conference</td>
<td>£160</td>
<td>£112</td>
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<tr>
<td>Monday 17 June 2019</td>
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<tr>
<td>Level 1 Safeguarding</td>
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<td>£46</td>
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<tr>
<td>Tuesday 16 October 2018 or</td>
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<td><strong>Total Cost per NQT</strong></td>
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<td><strong>£536</strong></td>
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<tr>
<td>Behaviour Course – Get with the Beat</td>
<td>31/08/18</td>
<td>8.45am to 12.45pm</td>
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<tr>
<td>New Induction Tutor Training</td>
<td>13/09/18</td>
<td>1.30pm - 4.30pm</td>
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<td>Refresher Induction Tutor Training</td>
<td>14/09/18</td>
<td>1.30pm - 3.30pm</td>
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<td>Behaviour Course – Keep the Beat</td>
<td>25/09/18</td>
<td>4.00pm - 5.30pm</td>
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<td>10/10/18</td>
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<td>15/01/19</td>
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<tr>
<td>Induction Tutor Briefing and Network</td>
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<td>1.30pm - 4.30pm</td>
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<td>17/01/19</td>
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<td>06/06/19</td>
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<td>NQT Primary Induction Conference</td>
<td>28/09/18</td>
<td>8.30am to 3.30pm</td>
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<td>Alternative Conference</td>
<td>03/10/18</td>
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<td>Safeguarding Training Level 1</td>
<td>16/10/18</td>
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<td>17/01/19</td>
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<td>Only one session needs to be attended</td>
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<td>Joint Action Planning</td>
<td>18/10/18</td>
<td>1.30pm to 4.00pm</td>
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<td>Preparing for First Term Assessment</td>
<td>09/11/18</td>
<td>1.00pm - 4.00pm</td>
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<td>NQT Primary Network</td>
<td>19/11/18</td>
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<td>27/02/19</td>
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<td>12/06/19</td>
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<td>SEND Day</td>
<td>23/11/18</td>
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<td>Making Accurate Assessment Judgements AM English</td>
<td>27/11/18</td>
<td>9.00am to 4.00pm</td>
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<td>PM Maths</td>
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<td>How to Use Support and Resources Effectively</td>
<td>06/12/18</td>
<td>1.30pm to 4.00pm</td>
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<tr>
<td>EAL: The Wider Picture incl. Assessment</td>
<td>21/01/19</td>
<td>9.00am - 12 noon</td>
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<td>Newly Appointed NQTs for Spring</td>
<td>23/01/19</td>
<td>4.00pm to 5.45pm</td>
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<tr>
<td>Inclusion &amp; SEN</td>
<td>29/01/19</td>
<td>9.00am to 3.30pm</td>
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<tr>
<td>Making Progress in Early Writing Skills</td>
<td>31/01/19</td>
<td>1.30pm to 4.00pm</td>
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Thinking of booking? ...see page 17 for more information
## Training Programme for NQT and Induction Tutors

<table>
<thead>
<tr>
<th>Course</th>
<th>Date</th>
<th>Time</th>
<th>Cost</th>
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<tr>
<td>Getting to Grips with Grammar</td>
<td>07/02/19</td>
<td>1.30pm to 4.00pm</td>
<td>£80</td>
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<tr>
<td>EAL: Writing</td>
<td>28/02/19</td>
<td>9.00am – 12 noon</td>
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<tr>
<td>Newly Appointed NQTs for Summer</td>
<td>07/05/19</td>
<td>4.00pm to 5.45pm</td>
<td>£60</td>
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<td>NQT End of Year Conference</td>
<td>17/06/19</td>
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<tr>
<td>NQT Celebration Event</td>
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<td>04/07/19</td>
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Training & Development

Behavior Course - Get with the Beat

Part One

Psychology of behaviour management

- Identifying the most common behaviour management problems
- How to talk to a student following misbehavior - positive reinforcement
- How not to fall into Bad Habits after Autumn 1.

Understanding the basics of running a classroom:

- The Need for Rules and Boundaries
- Setting out Good Rules and Routines
- Setting out Expectations.

Part Two

Identifying and dealing with varying levels of disruption

- Low-level disruption vs Major confrontations how to classify and respond to each.

Top ten strategies for running a classroom to ensure that pupils are getting the most from their lessons.

- Consequences, Sanctions and Praise
- Using Sanctions and Rewards to Best Effect.

New Induction Tutor Training

This course is planned to enable new induction tutors to be ready to undertake the important statutory duties and give their NQT the very best start to their career in September 2018.

The course will include:

- The purpose of induction including roles and responsibilities
- Support for induction by the Appropriate Body
- Personalising the induction programme
- Support and monitoring
- Classroom observation
- Progress and formal assessments
- Action in the case of unsatisfactory progress

Course dates
Fri 31 August 2018
8.45am - 10.00pm

Audience
Primary & Secondary NQTs

Delivered by
Linda Francis

Cost
£80 + VAT

Course dates
Wed 12 September 2018
1:30pm - 4:30pm

Audience
Induction Tutors

Delivered by
Kim Whiting

Cost
£80 + VAT

Thinking of booking? ...see page 17 for more information
Refresher Induction Tutor Training

This session is planned to provide an update and refresher course for experienced induction tutors who have not recently supported NQT Induction. The course will focus on the revised procedures for supporting and documenting the statutory induction processes. New procedures include recording weekly mentoring meetings and effectively targeting the use of the 10% release time. There will also be a reminder of the key induction requirements and the implications of not meeting the statutory requirements.

Course dates
Fri 14 September 2018
1:30pm – 3:30pm

Audience
Induction Tutors

Delivered by
Kim Whiting

Cost
£80 + VAT

Behavior Course – Keep the Beat

Keep the Beat training plan

Five twilight sessions each lasting two hours. Designed specifically for NQT in both primary and secondary schools but also suitable for Recently Qualified Teachers new to Sandwell. All sessions should be attended to gain maximum benefit, there will be no refund for sessions not attended.

The aims are to:

• Explore the wide range of social and emotional reasons why young people struggle to engage and cause disruption to learning
• Understand how to promote the emotional wellbeing and positive mental health of young people
• Develop a secure understanding of Special Educational Needs, and provision.

Course dates
Tue 25 September
Wed 10 October
Tue 20 November
Wed 5 December
Tuesday 15 January
4.00pm – 5.30pm

Audience
Primary & Secondary NQTs

Delivered by
SEMH Team,
Inclusion Support

Cost
£150 + VAT
# Training & Development

<table>
<thead>
<tr>
<th>Session</th>
<th>Aims</th>
<th>Course Content</th>
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</thead>
</table>
| 1. De-escalation  
Date: Tuesday  
25 September 2018 | • Understand reasons why young people misbehave.  
• Develop strategies that avoid the escalation of poor behaviour.  
• Apply the principles of emotional intelligence to classroom practice. | Reasons for poor behaviour.  
De-escalation strategies such as wait time, choices, NVC and 3 part praise.  
Emotional intelligence and understanding (own) emotions.  
Introduction to emotion coaching. |
| 2. ‘Pre-escalation’  
Part A: Learning  
Date: Wednesday  
10 October 2018 | • Understand the links between learning, social interaction and emotions.  
• Explain how learning can be organised to support positive relationships and attitudes. | Connecting learning to students’ own experiences and the real world.  
Sharing the big picture.  
Using WALT, WILF and TIB to ‘sell’ the lesson.  
Engaging the senses.  
Finding the ‘challenge’ zone (avoiding comfort and panic zones).  
Higher order thinking. |
| 3. ‘Pre-escalation’ Part B: Systems and Structures  
Date: Tuesday  
20 November 2018 | • Understand the importance of routines in supporting positive relationships and attitudes.  
• Reflect on how to adapt learning environments for the benefit of young people’s learning, emotions and relationships. | Arriving and leaving the room.  
Class organisation, environment, and the use of displays.  
Rules and expectations.  
Establishing a ‘growth mindset’. |
| 4. Special Educational Needs  
Date: Wednesday  
5 December 2018 | • Explore the implications of the 2015 SEN Code of Practice for all teachers.  
• Identify a range of Special Educational Needs.  
• Describe the services available to schools to support students with identified SEN. | The importance of quality first teaching.  
Assess-plan-do-review cycle.  
Cognition and learning needs.  
Social, emotional, and mental health needs.  
Speech, language, and communication needs.  
Physical and sensory needs. |
| 5. Communicating with Parents and Pupils  
Date: Tuesday  
15 January 2019 | • Develop skills for communicating with parents.  
• Understand the principles of the ‘cycle of change’.  
• Explore the tools of active listening and questioning. | The importance of parental contact.  
The concept of ‘credit’ and ‘debit’ for use with parents and pupils.  
Key aspects of motivational interviewing useful for rebuilding relationships and bringing about lasting change. |
Induction Tutor Briefing and Network

The purpose of the session is to ensure that:

- Induction tutors are well supported and have regular updates related to the Statutory Induction of Newly Qualified Teachers
- The opportunity to network and share effective practice with other induction tutors. Each session will include a brief update from the Appropriate Body regarding National College for Teaching & Leadership and local initiatives related to induction
- The main focus of each session will be determined from the needs identified by induction tutors at previous sessions.

NQT Primary Induction Conference

The conference provides the opportunity to formally welcome Newly Qualified Teacher’s and to clarify the monitoring, support and assessment of the induction year.

Outcomes:

- Identify strategies for meeting the induction standards and exploring the professional development opportunities available to Newly Qualified Teacher’s
- All participants will receive the Newly Qualified Teacher Handbook
- Network with other Newly Qualified Teacher’s
- Workshop sessions focusing on effective teaching and learning.

Course dates
Tue 25 September 2018
Thu 17 January 2019
Thu 6 June 2019
1:30pm – 4:30pm

Audience
Primary & Secondary NQT Induction Tutors

Delivered by
Kim Whiting

Cost
£150 + VAT
Training & Development

Alternative Conference

The session provides the opportunity to formally welcome Newly Qualified Teacher’s and to clarify the monitoring, support and assessment of the Induction year.

- Roles and responsibilities in the Induction process
- Using the CEPD and Induction Standards effectively
- Making the most of professional development opportunities
- All course participants receive the Newly Qualified Teacher Handbook.

Course dates
Wed 3 October 2018
4:00pm – 5:45pm

Audience
Primary NQTs

Delivered by
Kim Whiting

Cost
£60 + VAT

Safeguarding Training Level 1

The course provides an overview of Child Protection issues and the Sandwell Local Authority policy and procedures.

All participants receive a Child Protection certificate that is current for three years.

Only one session required.

Course dates
Tue 16 October 2018
9:30am – 12.00 noon or Thu 17 January 2019
4:00pm – 6:30pm

Audience
Primary & Secondary NQTs

Delivered by
Ella Savill Boss

Cost
£65 + VAT
Joint Action Planning Workshop

It is a statutory requirement to have an individual action plan as part of Transition Point 2 of the Career Entry and Development Profile. This workshop provides the opportunity for NQTs and their Induction Tutor to meet together outside the school/academy environment to plan for the individual NQTs development. During the course of the session the NQT and their Induction Tutor will clarify the targets needed to meet the Teachers’ Standards. They will agree the action needed to support the achievement of these targets.

Course dates
Thu 18 October 2018
1.30pm – 4.00pm

Audience
Primary & Secondary NQTs and Induction Tutors

Delivered by
Kim Whiting

Cost
£80 + VAT

Preparing for First Term Assessment

This workshop session has been organised to provide an opportunity for new induction tutors to begin the process of preparing for the first statutory assessment. The first report is particularly significant, as this base line assessment is used to plan the next stage of the NQTs personalised action plan. During the workshop induction tutors will systematically consider the Teacher’ Standards and identify the NQT progress to date in preparation for writing the report.

Course dates
Fri 9 November 2018
1.00pm – 4.00pm

Audience
Primary & Secondary NQTs and Induction Tutors

Delivered by
Kim Whiting

Cost
£80 + VAT
Primary NQT Networks

The network aims to ensure NQTs are well supported and able to access additional support from sources outside their school/academy including other NQTs. The sessions are led by specialist phase specific practitioners who build the sessions around the development needs of the NQTs.

- Early Years/Foundation
- Key Stage 1
- Key Stage 2

SEND Day

As part of our commitment to improving the outcomes for all pupils with SEND, we are offering teachers the opportunity to visit The Westminster School for a focus day. This opportunity is being offered in partnership with SIPS Education and The Westminster School.

This day will include:

- time spent in classrooms, learning about the pupils that are supported and observing teaching practice
- a number of workshops running throughout the day, focussing on behaviour, assessment and use of IT to engage learners
- a Tier 1 session delivered by the Autism Education Trust. This will give an overview of Autism and aspects to consider as a classroom practitioner and you will gain Autism Accreditation Level 1.

We are only able to accept 20 people onto this session so early booking is advised.

Dress should be smart/casual but no jeans should be worn.

When booking please could you state which area of SEND you are particularly interested in.

Course dates
Mon 19 November 2018
Wed 27 February 2019
Wed 12 June 2019
1:30pm – 4:00pm

Audience
Primary NQTs

Delivered by
Linda Francis, Sara Baber, Kate Maley

Cost
£150 + VAT

Course dates
Fri 23 November 2018 or
Fri 24 May 2019
8.30am – 5.00pm
Lunch included

Audience
Primary or Secondary NQTs

Delivered by
The Westminster School

Venue
The Westminster School
Curral Road
Rowley Regis
B65 9AN

Cost
£110 + VAT
Training & Development

Making Accurate Assessment Judgements

AM Session English
PM Session Maths

Assessment is an integral part of the teaching and learning cycle. This half day session will equip delegates with a range of practical tools to support accurate and consistent teacher assessments including looking at:

- different types of assessments
- tips for collecting evidence
- moderating assessment judgements
- unpicking the interim assessment frameworks
- using assessment information to identify next steps in learning.

Please note delegates will need to bring along examples of their pupil’s writing to practice what and how to assess.

Course dates
Tue 27 November 2018
9.00am – 4.00pm

Audience
KS1 and KS 2 NQTs

Delivered by
Pauline Allen, Sarah Evers

Cost
£110 + VAT
Lunch included

How to Use Support and Resources Effectively

Do you need to develop a positive working relationship with your Teaching Assistant?
Do you have resources in your classroom that are gathering dust?

This course explores strategies for working collaboratively and successfully with Teaching Assistants and provides practical activities to support your use of resources.

By the end of the course, delegates will have the knowledge they need to; identify how Teaching Assistants work, effectively work in partnership with Teaching Assistants and use resources effectively to support and extend pupil learning.

Course dates
Thu 6 December 2018
1.30pm – 4.00pm

Audience
Primary NQTs

Delivered by
Linda Francis

Cost
£80 + VAT
EAL: The Wider Picture Including Assessment - Supporting Students in the Primary Classroom

Do you struggle with making an accurate baseline assessment for your EAL students? Would you like to learn about how to effectively engage your EAL students and their parents? Well this is the course for you!

The ‘Supporting Students with EAL in the Primary classroom’ training course will provide you with primary school strategies that will enable your school to achieve excellence with EAL students in your school.

Outcomes

- Roles and responsibilities in the induction process
- Using the Career Entry and Development Profile and Induction Standards effectively
- Making the most of professional development opportunities including accreditation
- All course participants receive the NQT handbook

Course dates
Mon 21 January 2019
9:00am – 12:00 noon

Audience
Primary NQTs

Delivered by
Linda Francis

Cost
£80 + VAT

Newly Appointed NQTs for Spring

This session provides the opportunity to formally welcome NQTs and to clarify the monitoring support and assessment of the induction year.

Outcomes

- Roles and responsibilities in the induction process
- Using the Career Entry and Development Profile and Induction Standards effectively
- Making the most of professional development opportunities including accreditation
- All course participants receive the NQT handbook

Course dates
Wed 23 January 2019
4:00pm – 5:45pm

Audience
Primary and Secondary NQTs

Delivered by
Kim Whiting

Cost
£60 + VAT
Inclusion & Special Educational Needs

This course will help new teachers to gain a greater understanding and be able to operate an inclusion model for pupils with special educational needs.

**Outcomes**
- Identification of the barriers to inclusion and consideration of the ways to reduce these barriers
- Working with the SEN Code of Practice
- What makes an inclusive school

**Course dates**
Tue 29 January 2019
9:00am – 3:30pm

**Audience**
Primary NQTs

**Delivered by**
Moira Tallents

**Cost**
£110 + VAT
Lunch Included

Making Progress in Early Writing Skills

This training session will enable delegates to have a clear and concise overview of how to teach early writing skills.

**This workshop will cover:**
- The developmental stages in early writing from EYFS to the end of Y1
- How to teach and support writing at the different developmental stages
- The key elements of a successful writing curriculum
- The role of the adult in teaching, supporting and encouraging early writing
- The importance of developing handwriting and phonics skills
- How talk can aid the generation of ideas and enable children to effectively plan for writing. This will include the use of ‘Talk for Writing’ in EYFS and Y1.

**Course dates**
Thu 31 January 2019
1.30pm – 4:00pm

**Audience**
EYFS and KS1 NQTs

**Delivered by**
Helen Marron

**Cost**
£80 + VAT
Getting to Grip with Grammar

With the emphasis on grammar in the curriculum and the testing in Y6 and in Y2, now is the time to brush up on your own subject knowledge. If you’re puzzled by prepositions and possessive pronouns and anxious about adverbials and antonyms, this highly practical workshop is for you.

Grammar is best taught in context and this workshop will show how it can be taught using quality texts as a springboard for a range of effective and engaging strategies that can be put into immediate use back in the classroom.

Course dates
Thu 7 February 2019
1.30pm – 4:00pm

Audience
Primary NQTs

Delivered by
Pauline Allen

Cost
£80 + VAT

EAL: Writing

This session will develop subject knowledge around specific grammatical issues affecting EAL learners and will explore a wide range of practical strategies to address these in the classroom.

Course dates
Thurs 28 February 2019
9.00am – 12.00 noon

Audience
Primary NQTs

Delivered by
Pauline Allen

Cost
£80 + VAT
Newly Appointed NQTs for Summer

This session provides the opportunity to formally welcome NQTs and to clarify the monitoring support and assessment of the induction year.

Outcomes:
- Roles and responsibilities in the induction process
- Using the Career Entry and Development Profile and Induction Standards effectively
- Making the most of professional development opportunities including accreditation
- All course participants receive the NQT handbook.

Course dates
Tue 7 May 2019
4:00pm – 5:45pm

Audience
Primary and Secondary NQTs

Delivered by
Kim Whiting

Cost
£60 + VAT

Primary NQT End of Year Conference

This conference gives Newly Qualified Teachers in their second or third term of induction the opportunity to explore options that are available post NQT.

Delegates can choose from a number of interactive workshops run by a range of experienced practitioners that may include:
- Outstanding Early Years/Foundation Stage
- Developing Leadership skills
- Moving towards outstanding practice
- Moving maths and English towards outstanding.

Course dates
Mon 17 June 2019
8:30am – 3.30pm

Audience
Primary NQTs

Delivered by
Workshops delivered by a variety of professional consultants

Keynote speaker
Andy Hind

Cost
£160 + VAT
NQT Celebration Event

This event provides the opportunity to formally celebrate the successful completion of induction and to acknowledge the significant contribution of Induction Tutors in helping NQTs to meet the challenging Teachers’ Standards.

NQTs and Induction Tutors will be presented with certificates by Chris Ward – Director for Education. Light refreshments will be available.

New Induction Tutor Training

This course is planned to enable new induction tutors to be ready to undertake the important statutory duties and give their NQT the very best start to their career.

The course will include:

- The purpose of induction including roles and responsibilities
- Support for induction by the Appropriate Body
- Personalising the induction programme
- Support and monitoring
- Classroom observation
- Progress and formal assessments
- Action in the case of unsatisfactory progress.

Course dates
Tue 2 July 2019
4:00pm – 5:45pm

Audience
Primary and Secondary NQTs and Induction Tutors

Cost
£40 + VAT

Course dates
Thu 4 July 2019
1:30pm – 4:30pm

Audience
Primary and Secondary Induction Tutors

Delivered by
Kim Whiting

Cost
£80 + VAT
To book your place on a course, please provide the following information via email to: nqt@sipseducation.co.uk

- NQT Name
- School
- Course Title
- Course Date
- Purchase Order – This can be obtained from your Business Manager. If the course is part of the Primary Package and your school has purchased the package then no order number is required.

Please note that until a purchase order has been received your booking will not be guaranteed.

Upon receipt of a purchase order, the NQT Team will formally acknowledge your booking and send an invoice to your school.

**Conditions of Booking**

Please note that we can only accept email bookings. We are happy to answer your queries by telephone but no bookings will be confirmed unless a written reservation is received.

If it proves necessary for you to cancel your reservation, 10 days’ notice should be given. If less notice is given the full cost of the session will be charged.

All cancellations should be made in writing. No verbal cancellations will be accepted.

**Parking**

Unfortunately there is no on-site parking available **(please do not park under the building)**. Please see your email confirmation for car park links.

**Refreshments**

Tea and coffee will be available at all courses, lunch will be serviced at full day courses and conferences.

**Useful information**

All courses will be held at:

Guardian House  
4th Floor  
Cronehills Linkway  
West Bromwich  
B70 8SW

For further information please contact Nikki on 0121 296 3000 extension 8247