



**MAIDEN ERLEGH INSTITUTE
TRAINING COURSES
PROGRAMME
2022 — 2023**

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 www.maidenerleghinstitute.org



**MAIDEN ERLEGH
INSTITUTE**



Pastoral Leader Development Programme (PLDP)

The work of Pastoral Leaders is vital to the success in delivering the desired outcomes for young people. It is vital therefore, that our Pastoral Leaders are equipped with suitable experience, skills, attributes, and that they receive excellent training and development. The Pastoral Leader Development Programme (PLDP) is designed to offer aspiring or new-to-role Pastoral Leaders the opportunity for high quality, personalised development and professional learning opportunities.

Training Overview

The training programme consists of approximately 15 learning hours spread out across an academic year. The programme consists of 7 training seminars, professional learning e.g. reading and an action research project over the lifetime of the course. Cohorts will typically consist of trainees from within and outside of Maiden Erlegh Trust. The programme will include the following learning opportunities:



The seminar learning will consist of:

- Seminar 1:** The Core Principles of Ethical Leadership and Integrity
- Seminar 2:** Developing a Culture of Safeguarding and Student Welfare
- Seminar 3:** Leading Change and Effective Project Management
- Drop in/Action Research Project review (if requested)**
- Seminar 4:** Quality Assurance from Above and Below
- Seminar 5:** Managing Stakeholders and Problem Solving
- Seminar 6:** Managing Behaviour Escalation
- Seminar 7:** Securing your first Pastoral Leadership post

COURSE COST

£100.00

CONTACT

Mr Rob Buck

Director of Maiden Erlegh Institute and Trust Professional Learning

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PASTORAL LEADER SEMINARS

Seminar 1: The Core Principles of Ethical Leadership & Integrity

- ⇒ Introduction to the course – aims and requirements
- ⇒ Action research set up, objectives, quality standards,
- ⇒ Personal leadership principles – the role of leaders, who we are as leaders and creating leaders in others. What kind of leader do I wish to be?

Date	Time	Presenter
Wednesday 16 November 2022	3:30pm	Rob Buck & Sara Elliss

Seminar 2: Developing a Culture of Safeguarding & Student Welfare

- ⇒ The Importance of Keeping Children Safe in Education
- ⇒ Developing a Culture of Student welfare and Wellbeing
- ⇒ Liaising effectively with external agencies to support student welfare

Date	Time	Presenter
Tuesday 06 December 2022	3:30pm	Jo Bhadye & Becky Clarke

Seminar 3: Leading Change & Effective Project Management

- ⇒ Designing a highly impactful Action Research Project
- ⇒ Change management and implementation
- ⇒ Measuring impact

Date	Time	Presenter
Thursday 19 January 2023	3:30pm	Chloe Bateman

Seminar 4: Quality Assurance from Above & Below

- ⇒ The Standards Strategy – development observations and quality assurance in Pastoral Leadership
- ⇒ Utilising data holistically

Date	Time	Presenter
Monday 06 February 2023	3:30pm	Claire Nimmo

Seminar 5: Managing Stakeholders and Problem Solving

- ⇒ Accountability – holding others and yourself to account
- ⇒ Exploring difficult conversations and complex discussions with stakeholders
- ⇒ Problem-solving strategies

Date	Time	Presenter
Monday 13 March 2023	3:30pm	Dan Pringle

Seminar 6: Managing Behaviour Escalation

- ⇒ Behaviour management, de-escalation, restorative justice, and therapeutic intervention strategies
- ⇒ Effective meetings, record keeping and line management
- ⇒ Utilising key pastoral documentation effectively e.g. Individual Behaviour Plans

Date	Time	Presenter
Tuesday 16 May 2023	3:30pm	Ceri Burns

Seminar 7: Securing your first Pastoral Leadership Post

- ⇒ Applying for Pastoral Leadership posts – creating the standout application
- ⇒ Interviewing for Pastoral Leader posts
- ⇒ The importance of evidencing impact

Date	Time	Presenter
Tuesday 20 June 2023	3:30pm	Andy Hartley



Curriculum Leader Development Programme (CLDP)

The work of Subject/Phase Leaders is vital to the success in delivering the desired outcomes for young people. It is vital therefore, that our Curriculum Leaders are equipped with suitable experience, skills, attributes, and that they receive excellent training and development. The Curriculum Leader Development Programme (CLDP) is designed to offer aspiring or new-to-role Curriculum Leaders the opportunity for high quality, personalised development and professional learning opportunities.

Training Overview

The training programme consists of approximately 15 learning hours spread out across an academic year. The programme consists of 7 training seminars, professional learning e.g. reading and an action research project over the lifetime of the course. Cohorts will typically consist of trainees from within and outside of Maiden Erlegh Trust. The programme will include the following learning opportunities:



The seminar learning will consist of:

- Seminar 1:** The Core Principles of Ethical Leadership and Integrity
- Seminar 2:** Developing an Inspiring and Coherent Curriculum
- Seminar 3:** Leading Change and Effective Project Management
- Drop in/Action Research Project review (if requested)**
- Seminar 4:** Effective Workload Management
- Seminar 5:** Quality Assurance from Above and Below
- Seminar 6:** Difficult Conversations and Problem Solving
- Seminar 7:** Securing your first Curriculum Leadership post

COURSE COST

£100.00

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Mr Rob Buck

Director of Maiden Erlegh Institute and Trust Professional Learning

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CURRICULUM LEADER SEMINARS

Seminar 1: The Core Principles of Ethical Leadership and Integrity

- ⇒ Introduction to the course – aims and requirements
- ⇒ Action research set up, objectives, quality standards,
- ⇒ Personal leadership principles – the role of leaders, who we are as leaders and creating leaders in others. What kind of leader do I wish to be?

Date	Time	Presenter
Wednesday 16 November 2022	3:30pm	Rob Buck & Sara Elliss

Seminar 2: Developing an Inspiring & Coherent Curriculum

- ⇒ Articulating a coherent curriculum vision
- ⇒ Effective curriculum design
- ⇒ Exploring curriculum intent, sequencing, planning and delivery
- ⇒ Pedagogy and research underpinning teaching and learning

Date	Time	Presenter
Monday 05 December 2022	3:30pm	Ben Garner

Seminar 3: Leading Change & Effective Project Management

- ⇒ Designing a highly impactful Action Research Project
- ⇒ Change management and implementation
- ⇒ Measuring impact

Date	Time	Presenter
Thursday 19 January 2023	3:30pm	Chloe Bateman

Seminar 4: Effective Workload Management

- ⇒ Managing your workload as a Middle Leader
- ⇒ Effective prioritisation
- ⇒ Short, medium and long term planning

Date	Time	Presenter
Thursday 02 February 2023	3:30pm	Emma Bliss

Seminar 5: Quality Assurance from Above & Below

- ⇒ The Standards Strategy – the role of data, development observations and quality assurance in Middle Leadership
- ⇒ How to use data, what the data tells us and what we can do with that knowledge
- ⇒ Effective standardisation and moderation

Date	Time	Presenter
Tuesday 07 March 2023	3:30pm	Sian Young

Seminar 6: Difficult Conversations & Problem Solving

- ⇒ Accountability – holding others and yourself to account
- ⇒ Meetings, record keeping and effective line management
- ⇒ Exploring difficult conversations and complex discussions with colleagues
- ⇒ Problem-solving strategies

Date	Time	Presenter
Thursday 18 May 2023	3:30pm	Paul Gibson

Seminar 7: Securing your first Curriculum Leadership Post

- ⇒ Applying for Curriculum Leadership posts – what is involved and how should you approach it
- ⇒ Standout applications
- ⇒ Interviewing for Curriculum Leader posts
- ⇒ The importance of evidencing impact

Date	Time	Presenter
Thursday 15 June 2023	3:30pm	Andy Johnson



Senior Leader Development Programme (SLDP)

The work of Senior Leaders is vital to the success in delivering the desired outcomes for young people. It is vital therefore, that our senior leaders are equipped with suitable experience, skills and attributes, and that they receive excellent training. Our Senior Leader Development Programme (SLDP) is designed to offer aspiring or new-to-role Senior Leaders the opportunity for high quality, personalised development and the opportunity to reflect and review.

A place on the SLDP course will allow trainees the opportunity to attend SLT meetings, shadow various key aspects of the role e.g., having difficult conversations with a parent, and carry out a formal whole school improvement action research project. Trainees will also have other exposure to leadership opportunities as agreed with the Headteacher.

Training Overview

The training programme (SLDP) consists of a total of approximately 20 learning hours spread out across an academic year. The programme consists of 7 face-to-face training seminars, professional learning such as reading and an ongoing whole school improvement action research project over the lifetime of the course. The programme will include the following learning opportunities:



The seminar learning will consist of:

- Seminar 1:** The Core Principles of Ethical Leadership and Integrity
- Seminar 2:** Leading Change and Effective Project Management
- Seminar 3:** Managing Workload Strategically
- Drop in/Action Research Project review (if requested)**
- Seminar 4:** Engaging with the Holistic Standards Strategy
- Seminar 5:** Engaging with the Holistic Pastoral Strategy

Seminar 6: Developing a Shared and Consistent Teaching & Learning Vision

Seminar 7: Securing your first Assistant Headteacher post

COURSE COST

£120.00

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SENIOR LEADER SEMINARS

Seminar 1: The Core Principles of Ethical Leadership and Integrity

- ⇒ Introduction to the course – aims and requirements
- ⇒ Action research set up, objectives, quality standards,
- ⇒ Personal leadership principles – the role of leaders, who we are as leaders and creating leaders in others. What kind of leader do I wish to be?

Date	Time	Presenter
Wednesday 23 November 2022	3:30pm	Jonathon Peck & Andy Johnson

Seminar 3: Seminar 3: Managing Workload Strategically

- ⇒ Managing workload strategically, including multi-task prioritisation
- ⇒ Managing middle leaders effectively and handling difficult conversations
- ⇒ Establishing yourself as a senior leader

Date	Time	Presenter
Monday 23 January 2023	3:30pm	Will Graham

Seminar 5: Engaging with the Holistic Pastoral Strategy

- ⇒ Engaging with the holistic pastoral strategy
- ⇒ Managing behaviour effectively at senior leader level, including processes for exclusions, admissions, safeguarding, parental engagement, and complaints
- ⇒ Liaising effectively with external agencies and stakeholders

Date	Time	Presenter
Tuesday 14 March 2023	3:30pm	Alison Walker

Seminar 7: Securing your first Assistant Headteacher post

- ⇒ Applying for Senior Leadership posts – creating the standout application
- ⇒ Interviewing for Senior Leader posts
- ⇒ The importance of evidencing impact

Seminar 2: Leading Change & Effective Project Management

- ⇒ Designing a highly impactful Action Research Project
- ⇒ Change management and implementation
- ⇒ Measuring impact

Date	Time	Presenter
Tuesday 13 December 2022	3:30pm	Isobel Pravda & Tom Stewart

Seminar 4: Engaging with the Holistic Standards Strategy

- ⇒ Engaging with the holistic standards strategy
- ⇒ Understanding the role of data within the School Improvement Plan and School Evaluation Form
- ⇒ Roles and responsibilities of Senior Leaders within the OFSTED agenda

Date	Time	Presenter
Wednesday 08 February 2023	3:30pm	Alison Morgan

Seminar 6: Developing a Shared & Consistent Teaching and Learning Vision

- ⇒ Developing and delivering a shared and consistent teaching and learning vision that motivates and inspires all stakeholders
- ⇒ Evaluating the effectiveness of teaching and learning at whole school level and how this informs the planning of future CPD
- ⇒ Ensuring high quality outcomes for all

Date	Time	Presenter
Tuesday 16 May 2023	3:30pm	Sara Elliss

Date	Time	Presenter
Thursday 15 June 2023	3:30pm	Steph Bendall



SEND Development Programme

This course has been devised to provide current SEND classroom practitioners, Teaching Assistants working with SEND children and aspiring SENDCOs with the relevant skills and knowledge to successfully meet the needs of SEND learners.

This is a **virtual course** of 6 key seminars.

Training Overview

The training programme consists of a total of approximately 8 learning hours spread out from January to June. The programme consists of 6 virtual training seminars, professional learning such as reading and a small school improvement action research project over the lifetime of the course. The programme will include the following learning opportunities:



The seminar learning will consist of:

- Seminar 1:** Understanding ADHD, ASD, Dyslexia and Dyscalculia
- Seminar 2:** Understanding Speech, Language and Communication needs
- Seminar 3:** Meeting SEND classroom needs
- Seminar 4:** Working with Teaching Assistants in the classroom
- Seminar 5:** Understanding the Statutory Framework e.g. the Annual Review Process
- Seminar 6:** A day in the life of a SENDCO.

COURSE COST:

£100.00

Includes Course Materials

CONTACT

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Mr Rob Buck

Director of Maiden Erlegh Institute and Trust Professional Learning

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Designated Safeguarding Lead Programme

This course has been devised to equip Designated Safeguarding Leads with the knowledge and skills they need to successfully discharge their duties.

This is a **face-to-face 3 hour** interactive course.

Training Overview

- What is child abuse
- Signs and symptoms of child abuse
- What to do in response to concerns about a child
- Statutory requirements for Safeguarding leads
- KCSiE 22 – Latest updates
- Documentation, reporting strategies and sharing of information
- When and how to share information.
- How to take action, should you disagree with actions or decisions made.
- Understand the importance of recording and storing information.
- Case discussions

Course Date

Tuesday 10 January 2023

Venue

To be confirmed



Completion

Delegate will receive a certificate of attendance.

DSL Training should be repeated every two years.

COURSE COST:

£50.00

Includes Course Materials

CONTACT

Mrs Alison Walker
Director of Inclusion and Safeguarding

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Youth Mental Health First Aider Programme

The Youth Mental Health First Aid (MHFA) course is for everyone who works with, lives with or supports young people aged 8-18. They will teach you the skills and confidence to spot the signs of mental health issues in a young person, offer first aid and guide them towards the support they need. In doing so, you can speed up a young person's recovery and stop a mental health issue from getting worse.

The course will teach you to listen, reassure and respond, even in a crisis and even potentially stop a crisis from happening. But more than that, we aim to give you the information and skills to look after your own mental health so that you can set an example for young people. By giving you the tools to have these conversations, we hope to empower you to create a mentally healthy, supportive environment in your family, school, peer group or community.

Two Day Training Programme

Everyone who completes the course gets:

- A certificate of attendance to say you are a Youth Mental Health First Aider
- A Youth MHFA manual to refer to whenever you need it
- A workbook including some helpful tools to support your own mental health

Course Dates

Friday 04 November 2022

Friday 11 November 2022

Venue

Maiden Erlegh School
Silverdale Rd, Earley, RG7HS

Course Cost

£300.00

Includes Course
Materials

This in-person course qualifies you as a Youth Mental Health First Aider, giving you:

- An in-depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help a young person recover their health by guiding them to further support – whether that's through self-help sites, their place of learning, the NHS, or a mix – engaging with parents, carers and external agencies where appropriate.
- Ability to support a young person with a long term mental health issue or disability to thrive

CONTACT

Mrs Alison Walker
Director of Inclusion and Safeguarding

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How to apply for a programme?

If you are interested in signing up to one of our Training Programmes, please complete form below.

Please ensure that you have gained line manager approval and have agreed funding (if applicable).

SIGN UP HERE



Please complete the application form no later than

Friday 21 October 2022

If you would like more information please email
MEIOffice@maidenerleghtrust.org

CONTACT

Mr Rob Buck

Director of Maiden Erlegh Institute and Trust Professional Learning

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