



Edition 12
Autumn Term 2009

SCHOOL SUPPORT STAFF

Cambridgeshire Advisory Service

New School
Workforce Website:
www.schoolworkforce.ccceducation.net

To: **Headteachers / Support Staff / Professional Development Co-ordinators**

HLTAs lead the way

All thirteen of the Higher Level Teaching Assistants (HLTAs) who participated in the Level 2 Award in Team Leading have achieved the qualification. To mark this achievement we took a look at the career path of one of the successful candidates.

as an HLTA mentor for two other TAs.

Having achieved HLTA status Susan presented a case to the school to create her TA team

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What started as a part-time teaching assistant (TA) role for Susan Jones thirteen years ago has developed into a full-time, professional career.

During this time Susan has undertaken a great deal of professional development achieving her teaching NVQ 2 and 3, GCSE Maths, Higher Level Teaching Assistant Status (HLTA) and an Open University English Degree.

Susan achieved HLTA status in 2006 and was the first TA at Longsands College to do so. She believes whole-heartedly in the HLTA programme and has acted

leader role. Since then she has been employed as a level 4 TA and is responsible for co-ordinating the daily work of the



school's 21 TAs. Susan thoroughly enjoyed all aspects of the Team Leading Award and 'felt it was truly personal development that was developing personal skills applicable to any management role.' For more information on the HLTA programme or Team Leading Award email: anna-marie.cooper@cambridgeshire.gov.uk

Your child, your schools, our future: building a 21st century schools system

On 30th June 2009 Secretary of State for Children, Schools and Families Ed Balls wrote to heads, teachers, governors and support staff following the publication of the White Paper.

In his letter to support staff he wrote: 'I want to take this opportunity to thank you for your dedication and hard work. It is because of the professionalism and commitment shown by the wider workforce - backed up by the investment and reforms of the last decade - that we are in such a position of strength and can now be more ambitious for every single child.'

The proposals in this White Paper are underpinned by the wish for every child to succeed. The document outlines the challenges and changes that schools now face, and describes reforms that have been made to meet these.

Chapter 6 focuses on ensuring every school has a well-led and highly-skilled workforce. 'Our ambition is that all staff within a school are both trained and supported in their current role and are given the opportunity to develop their skills and progress in their careers. It is essential that schools make effective use of support staff to improve standards.'

'In the 21st century school all staff working to support pupils' learning will have, or will be working towards, a Level 3 qualification.'

'We will look to establish new and stronger expectations for the development of support staff. We shall look to the new School Support Staff Negotiating Body to develop a pay and conditions framework that contributes to the effective deployment of a school support staff workforce.'

For more information visit:

[http://
www.dcsf.gov.uk/21stcenturyschoolssystem/](http://www.dcsf.gov.uk/21stcenturyschoolssystem/)

Training Opportunities

The In School Support Team is offering the following training opportunities:

Introductory Training Session for Male Teaching Assistants

A free half-day introductory training session specifically for male teaching assistants in both primary and secondary schools.

Date: Thursday 10th September 2009
Venue: EOTAS, Ascham Road, Cambridge
Time: 1pm - 3.15 pm (lunch included)
Cost: Free

3 Day Teaching Assistant Programme

This new programme is suitable for teaching assistants in secondary schools who have attended the one day support staff induction. Topics to be included are behaviour management, active listening skills and an insight into neurological disorders.

Dates: 23 Oct 09, 4 Dec 09, 5 Feb 10
Venue: Cambridge area
Time: 9.00 am - 3.00 pm
Cost: £35 per day or £100 for all 3 days

3 Day Cover Supervisor Programme

Topics to be included are classroom management, looking after yourself, behaviour management, conflict resolution.

Dates: 18 Sept 09, 23 Apr 10, 9 Jul 10
Venue: Over Community Centre
Time: 9.00 am - 3.00 pm
Cost: £35 per day

To book a place or for further information on any of the opportunities above contact Marion Lesniak on 01223 712917

Calling all Support Staff Line Managers

Do you performance manage support staff?

Then we have a new course designed especially for you. This free half day workshop will:

- consider the challenges and benefits involved in implementing performance management for support staff.
- introduce you to the performance management cycle and processes.
- help you develop an understanding of the responsibilities of the reviewer and reviewee.
- identify links with occupational standards, CPD and school improvement.

Date: 9 October 2009

Venue: Hemingford Grey Pavilion

Time: 9.30 am - 12.30 pm

Course Code: 19277

Date: 13 October 2009

Venue: Oliver Cromwell Hotel, March

Time: 9.30 am - 12.30 pm

Course Code: 19280

To book a place telephone 01480 375485, or email sarah.wilkes@cambridgeshire.gov.uk

A Conference for Cambridgeshire Teaching Assistants

We are planning our first ever conference for teaching assistants in the Spring term 2010. This one-day event will provide an excellent development opportunity for 100 TAs from across the County. It will include a keynote speaker, a choice of interactive workshops, a CPD market place and a buffet lunch.

Date: 22nd January 2010

Time: 9.30 am - 3.00 pm

Venue: Marriott Hotel, Huntingdon

More information will be circulated to schools later in the Autumn term.

Are you considering gaining Higher Level Teaching Assistant (HLTA) Status?

Then why not come along to one of our free HLTA optional units being run by the Cambridgeshire Training Schools.

HLTAs undertake a wide variety of roles - some work right across the curriculum, some act as specialist assistants for a specific subject or department. The work varies according to the type and needs of the school, in a range of settings, working with individuals, small groups and whole classes.

Candidates must meet a set of 33 professional standards to gain HLTA status. The standards outline for teachers, parents and carers the contribution to learning HLTAs can make.

Sawtry Community College is running:

Whole Class Teaching Part 1	7 Oct 09
Whole Class Teaching Part 2	16 Oct 09

9.30 am for 10.00 am start - 3.00 pm at Sawtry Community College.

Whole Class Teaching Part 1	30 Sep 09
Whole Class Teaching Part 2	14 Oct 09

9.30 am for 10.00 am start - 3.00 pm at Thomas Clarkson CC, Wisbech.

Chesterton Community College is running a range of units throughout the Autumn and Spring terms (dates to be confirmed):

Behaviour management, equal opportunities & inclusion, SEN & inclusion, relationships with pupils, parents & teamwork, assessment for learning, ICT, curriculum knowledge, and whole class teaching.
9.15 am for 9.30 am - 3.00 pm at Chesterton CC, Cambridge.

To take advantage of these fully funded training opportunities contact Sarah Wilkes on 01480 375485 or email sarah.wilkes@cambridgeshire.gov.uk

Support Staff Induction All KS

Course code: 19139

Date: 20 Oct 09, 9.15 am - 4.00 pm

Venue: Hinchingsbrooke Country Park

Course code: 19140

Date: 24 Nov 09, 9.15 am - 4.00 pm

Venue: Over Community Centre

Cost: £80

Skills for Life Tasters All KS

Course code: 19610

Date: 21 Sept 09, 2 pm - 3 pm

Venue: Arbury Library Learning Centre

Course code: 19611

Date: 17 Sept 09, 9.30 am - 10.30 am

Venue: Huntingdon Library Learning Centre

Course code: 19612

Date: 24 Sept 09, 9.30 am - 10.30 am

Venue: Ely Library Learning Centre

Course code: 19613

Date: 12 Oct 09, 2 pm - 3 pm

Venue: March Library Learning Centre

Course code: 19614

Date: 22 Oct 09, 9.30 am - 10.30 am

Venue: St Ives Library Learning Centre

Course code: 19615

Date: 19 Oct 09, 2 pm - 3 pm

Venue: Whittlesey Library Learning Centre

Cost: No charge

HLTA Briefing All KS

Course code: 19119

Date: 14 Oct 09, 9.30 am - 10.30 am

Venue: GPDC, Godmanchester

Course code: 19120

Date: 17 Nov 09, 9.30 am - 10.30 am

Venue: Oliver Cromwell Hotel, March

Cost: No charge

Managing Challenging Interactions All KS

Course code: 19423

Date: 14 Oct 09, 9.30 am - 12.30 pm

Venue: CPDC, Cambridge

Cost: £55 - £70

Positive Behaviour Strategies for TAs KS1/2

Course code: 19597

Date: 5 Nov 09

Venue: Oliver Cromwell Hotel, March

Cost: £89 - £108

Certificate in School Business Management Briefing All KS

Course code: 19340

Venue: Over Community Centre

Date: 21 Oct 09, 1pm - 3 pm

Cost: No charge

Diploma in School Business Management Briefing All KS

Course code: 19340

Date: 21 Oct 09, 3pm - 4pm

Venue: Over Community Centre

Cost: No charge

Literacy & Mathematics for New TAs KS1/2

Course code: 19587

Date: 6 Oct 09 & 25 Nov 09, 9.30 am - 3.30 pm

Venue: Hemingford Grey Pavilion

Cost: £190 - £226

To book a place telephone 01480 375634 / 375597 or email: CAS@cambridgeshire.gov.uk

To view all CAS support staff courses visit: www.cas.ccceducation.net

CONTACT

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VISIT OUR WEBSITE

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