



Newly Qualified Teacher Induction

Primary Professional Development Programme

Delivered in Partnership with Enfield Schools

2019 – 2020

School and Early Years Improvement Service

www.enfield.gov.uk



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All sessions in the NQT Professional Development Programme are delivered by Enfield's Learning Consultants and other leading practitioners from a wide range of Enfield schools

Primary Professional Development Programme

Welcome to the Enfield Primary Professional Development Programme which provides an important contribution to your development during your time as a Newly Qualified Teacher (NQT). In Enfield we are proud of the support that we provide for NQTs. Our aim is that the professional development programme you attend guarantees that you have a firm foundation on which to build the rest of your teaching career.

This booklet outlines the range of induction sessions that are offered throughout the year and are designed specifically for NQTs. They cover a range of subject areas relevant to the Primary curriculum as well as general topics such as Behaviour, Inclusion and Autism, etc. Evaluations of previous induction provisions show that NQTs value these sessions and welcome the opportunity to meet other NQTs, Local Authority personnel, the experienced teacher who lead the sessions, seeing what resources are available to support beginning teachers whilst broadening and deepening the pedagogical skills acquired during Initial Teacher Training.

You should decide, with your induction tutor/school, which of the sessions you would like to attend. This will form part of the discussion you have regarding your personalised training programme which needs to take place in September.

Sessions address the relevant Teachers' Standards against which you are judged during your Induction period of employment. All the course descriptions contained within this Programme make reference to the current Teachers' Standards in England. See the link below:

<https://www.education.gov.uk/publications/eOrderingDownload/teachers%20standards.pdf>

We look forward to welcoming you to Enfield and wish you a productive and successful start to your teaching career.

Michelle Williams

Michelle Williams
School Professional Development Advisor
Partnership and Professional Development
Enfield School and Early Years Improvement Service



Sarah Fryer, Induction Co-ordinator
Head of Schools' Personnel Service

**IF YOU HAVE ANY QUERIES OR PROBLEMS
REGARDING INDUCTION YOU CAN CONTACT:**

Sarah Fryer
Induction Co-ordinator
Head of Schools' Personnel Service

Email: sarah.fryer@enfield.gov.uk
Tel: 020 8379 3372

Schools' Personnel Service
Civic Centre
Silver Street
Enfield
EN1 3XQ

Or

Michelle Williams
School Professional Development Advisor
Enfield School and Early Years Improvement Service
Email: michelle.williams@enfield.gov.uk
Tel: 07983540184

**IF YOU HAVE ANY QUERIES REGARDING THE NQT
PROGRAMME YOU CAN CONTACT: Michelle Williams**

GENERAL INFORMATION

All the professional development sessions run on a **Tuesday afternoon**.

Access Information

Access is at the centre of the School and Early Years Improvement Service vision of inclusive training and development for all those who work in Enfield Schools.

If you have any particular access needs you would prefer to discuss with us before booking your place on any of our training or events please email

nqtbookings@enfield.gov.uk and we will be happy to make any reasonable adjustments we can to ensure accessibility for all.

Timings:

All courses (apart from Safety in Science, Child Protection and the Special School Visits) run from 1.30pm until 4.00pm. Please ensure that you arrive at the venue by 1.30pm for a prompt start.

Expect that the course will not finish until 4.00pm – please consider this when arranging any other commitments you may have. The Child Protection Awareness Training is a longer session **1.30 - 4.30pm or 1.15 - 4.15pm**.

Signing in:

It is important that you sign in to all the courses which you attend as a record for both you and your school.

How to make your bookings:

Simply log on to <https://enfield.nqtmanager.com> enter your username and password. This will bring you to the home page where you will see Available Courses and then chose Book Courses.

Your induction coordinator has all the information you will need to access NQT Manager and you will receive your login when your school has registered you as an NQT.

Please ensure you use your school email address and not your own personal email. We advise you to make your bookings as soon as you have discussed your training programme with your tutor. Do however review your booking on a regular basis.

GUIDANCE ON CHARGING POLICY

The detail for each course contains information about the charges for each course. These charges can be summarised as:

- Schools and Academies that have bought back into the SEYIS SLA for CPD including the NQT programme will not be charged for attending sessions
- Schools and Academies who have not bought back into the SEYIS SLA for CPD including the NQT programme will be charged £125 per attendee per session attended
- Un-notified non-attendance will incur charges of not less than £50 per non-attendee unless the non-attendance is the result of OFSTED or unforeseen circumstances

CHANGES TO THE PUBLISHED PROGRAMME

On the rare occasion that we may have to postpone a course due for example to severe weather conditions, or the tutor having to withdraw due to illness, every effort will be made to reschedule the event. You will be informed of the details of the rescheduled event in due course. We will update the Programme published on NQT Manager when these changes occur and it is therefore essential that School based colleagues check the Programme on NQT Manager in the unlikely event there are any last minute changes. Occasionally a previously advertised venue may need to be changed due to circumstances beyond our control. We will always notify **by email** those booked on to a course when there are changes to the venue.

CHARGES FOR NON-ATTENDANCE AT EVENTS

It is expected that if you cannot attend a course - for any reason other than Ofsted or personal illness - please give at least two working days' notice and log on to <https://enfield.nqtmanager.com> in order to cancel your booking.

We will issue invoices to any schools who have not advised us in advance of withdrawal of previously booked colleagues from any of our programmes, courses or events. In such cases the charge per non-attendee will be no less than £50. We value greatly our partnership with schools but un-notified non-attendance is not only wasteful but unfairly penalises other schools who could have taken your allocated place(s) had NQT bookings been notified of your withdrawal(s) from any programme. This is not a punitive measure taken lightly but a means to compensate the service and all Enfield Schools for the waste of valuable resources when colleagues fail to attend without giving notice of their changed intention. We thank all our schools in advance for their cooperation and professionalism regarding this matter.

PRIMARY & SPECIAL NQT WELCOME EVENT

Course outline and purpose:

- This event gives you the opportunity to meet with other NQTs, Local Authority personnel and other parties who can support you during your induction period. It will also include information about statutory regulations and a session on wellbeing to ensure that your induction period is completed as smoothly and successfully as possible. Any questions that you have regarding your induction period will be dealt with.

Key Objectives:

- To provide a clear understanding of the statutory induction requirements for both you and your school
- To provide a clear understanding of the support available to you during your induction year
- To ensure that you are correctly registered for your induction period

Dates, Venue and Booking Information

Date: **Tuesday 10 September 2019**

Time: **4.30pm (Afternoon tea, coffee and cakes from 5 pm)**

Venue: Millfield House, Silver Street, Edmonton, London, N18 1PJ

Course Organiser(s): Michelle Williams

Cost: No charge – provided as a statutory function

Booking: No booking required, please turn up from 4:00pm for a prompt 4:30pm start

Parking is limited so please allow plenty of time in order to find parking in the nearby streets. The Millfield will be open from 3:30pm and you are most welcome to arrive early.

NQTs starting in January or April 2020 Welcome Event:

Date: **Wednesday 08 January 2020**
Time: 4:30pm – 5:30pm
Venue: Dugdale Centre
Thomas Hardy House
39 London Road, Enfield, EN2 6D

Date: **Wednesday 22 April 2020**
Time: 4:30pm – 5:30pm
Venue: Dugdale Centre
Thomas Hardy House
39 London Road, Enfield, EN2 6DS

DATES AT A GLANCE

Autumn Term 2019

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	10-Sep-19	FS/KS1/KS2	Primary, Special & Secondary Combined Welcome Event	Registration from 4.00pm to begin promptly at 4.30 - 5.30pm	Millfield Theatre	Sarah Fryer & Michelle Williams
Tue	10-Sep-19	EYFS/KS1	Child Protection Awareness	1.15 - 4.15pm	Millfield House	Sue Manning ECPLtd
Tue	17-Sep-19	KS2	Managing Behaviour Effectively Part 1	1.30 - 4.00pm	Millfield House	Judith Chant/ Laine Nicolaou
Tue	17-Sep-19	FS/KS1	PE – Safe Practice in PE	1.30 - 4.30pm	Millfield House	PE Team
Tue	24-Sep-19	KS2/Sec	Child Protection Awareness	1.15 - 4.15pm	Millfield House	Sue Manning ECPLtd
Tue	24-Sep-19	KS1	Maths 1	1.30 - 4.00pm	Millfield House	Maths Team at Eversley Primary

DATES AT A GLANCE

Autumn Term 2019 Continued

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	01-Oct-19	FS/KS1	Managing Behaviour Effectively Part1	1.30 - 4.00pm	Millfield House	Judith Chant/ Laine Nicolaou
Tue	01-Oct-19	KS2	PE – Safe Practice in PE	1.30 - 4.30pm	Millfield House	PE Team
Tue	08-Oct-19	KS2	Computing E- Safety	1.30 - 4.00pm	St Andrews Primary School Enfield	Angela Poplar
Tue	08-Oct-19	KS1	Language and Communication Development Welcome to the Early Years-Introduction and Understanding the EYFS - Session 1	1.30 - 4.00pm	Millfield House	Anshoo Kapila – O`Shea/ Gina Andreou
Tue	8-Oct-19	FS		1.30 - 4.00pm	Millfield House	Ellie Pashourtides
Tue	15-Oct-19	FS/KS1	Working with Support Staff/ Additional Adults	1.30 - 4.00pm	Millfield House	Michelle Williams/ Theresa Watts
Tue	15-Oct-19	KS2	Maths 1	1.30 - 4.00pm	Millfield House	Maths Team at Eversley Primary

DATES AT A GLANCE

Autumn Term 2019 Continued

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	29-Oct-19	KS1	Managing Behaviour Effectively Part 2	1.30 – 4.00pm	Millfield House	Judith Chant/ Laine Nicolaou
Tue	29-Oct-19	KS2	Language and Communication Development	1.30 - 4.00pm	Millfield House	Anshoo Kapila – O`Shea/ Gina Andreou
Tue	29-Oct-19	KS2	Engaging with young people on sensitive topics	1.30 - 4.00pm	Millfield House	Sam Howe
Tue	29-Oct-19	KS1	Computing E- Safety	1.30 - 4.00pm	St Andrews Primary School Enfield	Angela Poplar
Tue	05-Nov-19	KS1/KS2	Safety in Science (CLEAPSS)	9.30am 4.00pm	Broomfield Secondary School	Gwyneth Hamand/ CLEAPSS
Tue	05-Nov-19	KS2	Managing Behaviour Effectively Part 2	1.30 - 4.00pm	Millfield House	Judith Chant/ Laine Nicolaou
Tue	05-Nov-19	KS1	PE – Body Management Gymnastics	1.30 - 4.00pm	Carterhatch Infant	PE team
Tue	12-Nov-19	FS	Foundation Stage Enabling Environments – Session 2	1.30 - 4.00pm	Millfield House	EYFS Team

DATES AT A GLANCE

Autumn Term 2019 Continued

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	12-Nov-19	KS2	Literacy 1 Year 5&6	1.30 - 4.00pm	Millfield House	Christine Graham
Tue	12-Nov-19	KS2	Inclusion – Strategies	1.30 - 4.00pm	Millfield House	Smeeta Vaghela
Tue	12-Nov-19	KS1	Science Year 1&2	1.30 - 4.00pm	Lavender Primary School	Gemma Whiteoak
Tue	19-Nov-19	FS/KS1	Inclusion/Strategies	1.30 - 4.00pm	Millfield House	Smeeta Vaghela
Tue	19-Nov-19	KS2	PE – Body Management Gymnastics	1.30 - 4.00pm	Carterhatch Junior Primary School	PE Team
Tue	26-Nov-19	KS2	Literacy 1 Year 3&4	1.30 - 4.00pm	Millfield House	Christine Graham
Tue	26-Nov-19	KS1	Literacy 1	1.30 - 4.00pm	Millfield House	Marie Lowen
Tue	26-Nov-19	FS	Foundation Stage Gathering Evidence for the EYFSP Session3	1.30 - 4.00pm	Millfield House	EYFS Team
Tue	26-Nov-19	KS2	Science Y5 & Y6	1.30 - 4.00pm	Merryhills Primary School	TBC

DATES AT A GLANCE
Autumn Term 2019 Continued

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	03-Dec-19	FS/KS1	Phonics	1.30 - 4.00pm	Millfield House	Jo Childs
Tue	03-Dec-19	KS2	Science Y3&4	1.30 - 4.00pm	Merryhills Primary School	TBC
Tue	03-Dec-19	KS2	Inclusion Y5 & Y6	1.30 - 4.00pm	Millfield House	Smeeta Vaghela
Tue	10-Dec-19	KS1	Introduction to Autism	1.30 – 4.00pm	Millfield House	Chris Japal/Maria Vassiliou Varney
Tue	10-Dec-19	KS2	Literacy 2	1.30 - 4.00pm	Millfield House	Chris Graham

DATES AT A GLANCE

Spring Term 2020

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	07-Jan-20	FS/KS1/KS2	Child Protection Awareness	1.30 - 4.30pm	Millfield House	Sue Manning ECPLtd
Tue	07-Jan-20	KS2	Mindfulness	1.30 - 4.00pm	Millfield House	Danielle Smith
Wed	08-Jan-20	FS/KS1/KS2	Primary & Secondary Welcome Event	4.30 - 5.30pm	Dugdale Centre	Sarah Fryer/Michelle Williams
Tue	14-Jan-20	KS2	Maths 2	1.30 - 4.00pm	Millfield House	Maths Team at Eversley Primary
Tue	14-Jan-20	KS1	Literacy 2	1.30 - 4.00pm	Millfield House	Marie Lowen
Tue	14-Jan-20	FS	Introduction to Autism	1.30 – 4.00pm	Millfield House	Chris Japal/Maria Vassiliou Varney
Tue	21-Jan-20	KS2	Introduction to Autism	1.30 – 4.00pm	Millfield House	Chris Japal/Maria Vassiliou Varney
Tue	21-Jan-20	FS/KS1	Music (1 of 2)	1.30 - 4.00pm	Hazelbury Primary School	Elena Browne
Tue	28-Jan-20	KS2	Computing - Getting Creative	1.30 - 4.00pm	St Andrews Primary School Enfield	Angela Poplar
Tue	28-Jan-20	FS/KS1	Music (2 of 2)	1.30 - 4.00pm	Hazelbury Primary School	Elena Browne

DATES AT A GLANCE

Spring Term 2020

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	04-Feb-20	KS2	Music (1 of 2)	1.30 - 4.00pm	Hazelbury Primary School	Elena Browne
Tue	04-Feb-20	FS/KS1	PE-Dance	1.30 - 4.00pm	Raglan Primary School	PE Team - Bobbie Gargrave
Tue	11-Feb-20	KS2	Music (2 of 2)	1.30 - 4.00pm	Hazelbury Primary School	Elena Browne
Tue	11-Feb-20	KS1	Maths 2	1.30 - 4.00pm	Millfield House	Maths Team at Eversley Primary
Tue	11-Feb-20	FS	PE – Body Management Gymnastics	1.30 - 4.00pm	Worcesters	Angela Poplar
Tue	25-Feb-20	KS2	Art	1.30 - 4.00pm	Hazelbury Primary School	Michelle Williams
Tue	25-Feb-20	FS/KS1	Computing - Getting Creative	1.30 - 4.00pm	St Andrews Primary School Enfield	Angela Poplar
Tue	03-Mar-20	KS2	Humanities	1.30 - 4.00pm	Millfield House	Caroline Freeman
Tue	03-Mar-20	FS	Foundation Stage Book Event – Session 5	1.30 – 4.00pm	Millfield House	EYFS
Tue	03-Mar-20	KS1	Mindfulness	1.30 – 4.00pm	Millfield House	Danielle Smith

DATES AT A GLANCE

Spring Term 2020

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	10-Mar-20	KS2	PE - Dance	1.30 - 4.00pm	Carterhatch Junior Primary School	PE Team - Bobbie Gargrave
Tue	10-Mar-20	FS/KS1	Humanities	1.30 - 4.00pm	Millfield House	Caroline Freeman
Tue	17-Mar-20	KS2	Modern Foreign Languages (MFL)	1.30 - 4.00pm	Millfield House	Maggie Allen
Tue	17-Mar-20	FS/KS1	RE	1.30 - 4.00pm	Millfield House	Sabah Raza
Tue	24-Mar-20	KS1	Raising Achievement of EAL Learners	1.30 - 4.00pm	Millfield House	Linda Stone
Tue	24-Mar-20	KS2	RE	1.30 - 4.00pm	Millfield House	Sabah Raza
Tue	31-Mar-20	KS2	Supporting Children with Dyslexia and Persistent Literacy	1.30 – 4.00pm	St Michael's CE Primary School	Ann Rolland/ Carol Russell
Tue	31-Mar-20	FS/KS1	PE-Games	1.30 – 4.00pm	Tottenham Infant Primary School	Angela Poplar

DATES AT A GLANCE

Summer Term 2020

<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	21-Apr-20	KS2	PE - Games	1.30 – 4.00pm	Eversley Primary School	PE Team
Tue	21-Apr-20	KS1	Art	1.30 – 4.00pm	Millfield House	Michelle Williams
Wed	22-Apr-20	FS/KS1/KS2	Primary & Secondary Welcome Event	4.30 - 5.30pm	Dugdale Centre	Sarah Fryer/Michelle Williams
Tue	28-Apr-20	KS1	Questioning	1.30 – 4.00pm	Millfield House	Michelle Williams
Tue	28-Apr-20	KS2	Raising Achievements of EAL Learners	1.30 – 4.00pm	Millfield House	Linda Stone
Tue	05-May-20	KS1	TBC	1.30 – 4.00pm	Millfield House	Michelle Williams
Tue	05-May-20	FS	Foundation Stage Paired Visits Session 6	1.30 – 4.00pm	Schools	EYFS Team
Tue	05-May-20	KS2	PE – Outdoor and Adventurous Activities	1.30 – 4.00pm	Capel Manor Primary School	PE Team – Paula Felgate

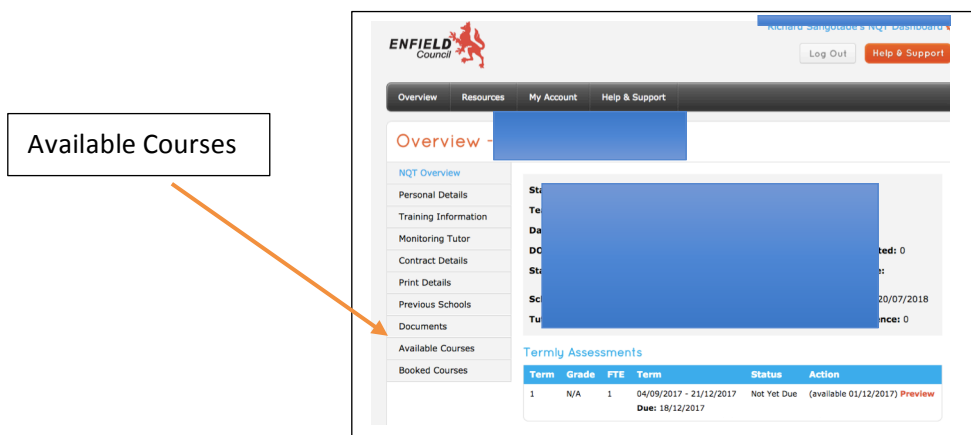
DATES AT A GLANCE

Summer Term 2020

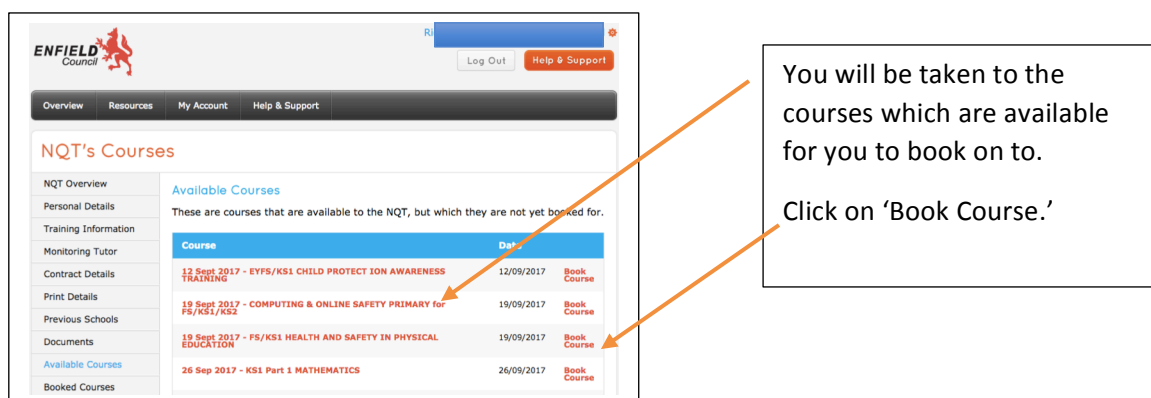
<u>DAY</u>	<u>DATE</u>	<u>FOCUS</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	19-May-20	KS1	Supporting Children with Dyslexia and Persistent Literacy	1.30 - 4.00pm	St Michaels CE Primary Schools	Ann Rolland/ Carol Russell
Tue	19-May-20	KS2	Questioning	1.30 – 4.00pm	Millfield House	Michelle Williams
Tue	02-Jun-20	KS1/KS2	Mindfulness Repeat	1.30 - 4.00pm	Millfield House	Danielle Smith
Tue	02-Jun-20	FS/KS1/KS2	Special School Visit	1.30 – 4.00pm	Special Schools by arrangement	Michelle Williams
Tue	09-Jun-20	FS/KS1/KS2	PE Athletics	1.30 – 4.00pm	Prince of Wales Primary School	PE Team –Paula Felgate/ Sally Porter
Tue	16-Jun-20	FS/KS1/KS2	Special School Visit	1.30 – 4.00pm	Special Schools by arrangement	Michelle Williams
Tue	23-Jun-20	FS/KS1/KS2	PE - Including students with SEN	1.30 - 4.00pm	TBC	PE Team - Marion Coram-Ware
Tue	07-Jul-20	FS/KS1/KS2/	NQT Celebratory	1.30 – 5.30pm	Millfield Theatre	Michelle Williams

Booking onto Enfield NQT Courses

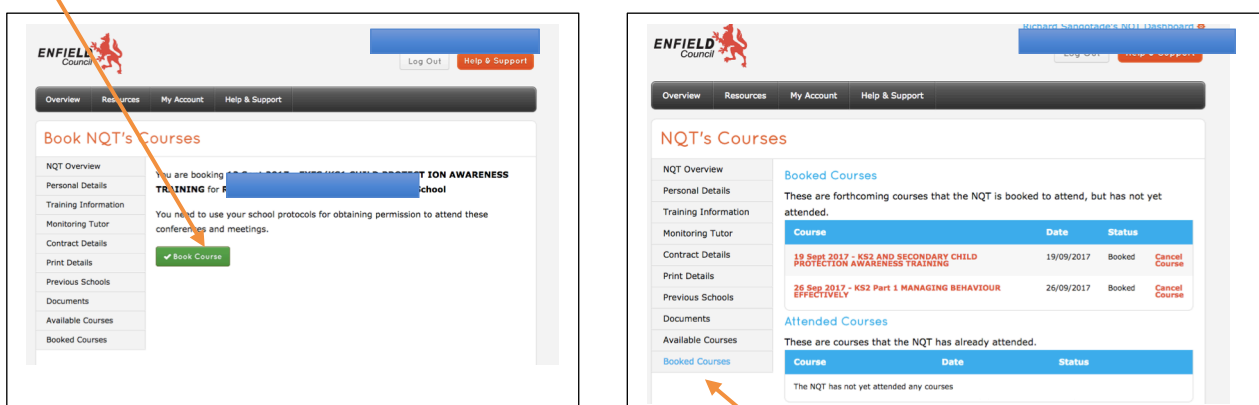
1. Log on to NQT manager (You should get your login when your school has registered you.)



2. Click on the 'Available Courses' tab on the left hand side of your home page.



3. Book onto the courses you wish to attend. You can view the information about the course in the booklet you have been sent with this email or by clicking on the course title.



4. You can view the courses you are booked onto in the 'Booked Courses' tab also on the left hand side of your home page.

Training Venues – For Special School Visits

Durants School
4 Pitfield Way
Enfield
EN3 5BY

Oaktree School
Chase Side
London
N14 4HN

Russet House School
11 Autumn Close
Enfield
EN1 4JA

Waverley School
105 The Ride
Enfield
EN3 7DL

West Lea School
Hazelbury Campus
Hazelbury Road
London
N9 9TU

West Lea School
Meridian Campus
Dysons Road
London
N18 2DG

Training Venue Addresses

Transport for London link below: <http://www.tfl.gov.uk/>

Training Venue – Dugdale Centre

Thomas Hardy House
39 London Road Enfield Middlesex
EN2 6DS

Training Venue – Millfield House

Silver Street
Edmonton London N18 1PJ

Training Venues - Schools

Brettenham Primary School
Brettenham Road
Edmonton
London
N18 2ET

Broomfield Secondary School
Wilmer Way
Southgate
N14 7HY

Carterhatch Infant Primary School
Carterhatch Ln
Enfield
EN1 4JY

Cuckoo Hall Academy,
Cuckoo Hall Ln,
Edmonton
London

Capel Manor Primary School
Bullsmoor Lane
Enfield
EN1 4RQ

Chace Community Secondary School
Churchbury Lane
Enfield
EN1 3HQ

Churchfield Primary School
Latymer Rd
London
N9 9PL

Chesterfield Primary School
Chesterfield Rd
Enfield,
EN3 6BG

Eversley Primary School
Chaseville Park Road
London
N21 1PD

Freezywater St George's CE Primary School
Hertford Road
Enfield
EN3 6NR

Grange Park Primary School
Worlds End Ln,
London,
N21 1PP

Highfield Primary School
Highfield Road
Winchmore Hill
London
N21 3HE

Hazelbury Primary School
Hazelbury Rd,
Edmonton
London,
N9 9TT

Hadley Wood Primary School
27 Courtleigh Ave
Barnet
EN4 0HT

Lavender Primary School
Lavender Road
Enfield
EN2 0SX

Merryhills Primary School
34 Bincote Rd,
Enfield,
EN2 7RB

Our Lady of Lourdes Primary School
The Limes Avenue
London
N11 1RD

Prince of Wales Primary School
Salsbury Road
Enfield
EN3 6HG

Raglan Primary School
Wellington Road
Bush Hill Park
EN12NS

St Michael's CE Primary School
Brigadier Hill
Enfield
EN2 0NB

Suffolks Primary School
Brick Ln,
Enfield
EN1 3PU

Tottenham Infant School
Tottenham Road
Palmers Green
London,
N13 6HX

Worcesters Primary School
Goat Lane
Enfield
EN1 4UF

Wilbury Primary School
Wilbury Way
London
N18 1DE

**School and Early Years
Improvement Service**

Enfield CLC
113 Parsonage Lane
Enfield
EN2 0AB

Tel: 020 8379 3204
www.enfield.gov.uk

