



Newly Qualified Teacher Induction

Secondary 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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Secondary Professional Development Programme

Welcome to the Enfield Secondary 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 subject specific and themed sessions that are offered throughout the year and are designed specifically for NQTs. They cover a range of topics including:

- Teaching methodology, being a Reflective Practitioner
- Inclusion and Equality of Opportunities
- Differentiation
- Equal Opportunities
- Health and Safety
- Classroom Organisation
- Behaviour Transformation
- Assessment

Evaluations of previous induction provisions show that NQTs value these sessions and welcome the opportunity to meet other NQTs and the experienced teachers who deliver the Programme. Each session enables the NQTs to see what resources are available to support beginning teachers as well as broadening and deepening the pedagogical skills and subject knowledge acquired during Initial Teacher Training.

You should decide with your Induction Tutor/School whether you are attending the training sessions from the core programme and subject based provision. This will form part of the discussion you have regarding your personalised training programme. These sessions are not charged for if your school has bought back into the Enfield PD package - please check with your Induction Tutor.

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 Adviser
School and Early Years Improvement Service

Sarah Fryer

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

The Programme

The programme offers subject specific provision and core theme provision to support professional development.

Subject Specific Provision within the Programme

There are several subject specific sessions during the course of the year which are sited in venues across Enfield. Please check details of venues carefully.

These sessions are led by Enfield's Learning Consultants and other leading practitioners from Enfield schools. The sessions are designed to address current developments and areas pertinent to your learning as an NQT. There will be opportunities for networking, sharing resources, and you should come away with practical ideas that you can use in your daily practice.

You will be emailed about Secondary Subject Sessions via NQT Bookings and then can book onto courses or training events through Enfield NQT Manager. Click on Courses and register your interest in attending sessions in a specific subject area or core theme. We will also email you during the year to alert you to the sessions in your subject and others that you may be interested in attending.

NQTs who do not see a course directly related to their subject area – we will facilitate an opportunity for you to link to an experienced teacher of your subject in another school. This will enable you to broaden your subject knowledge, pick up ideas and strategies as well as reflect on your own practice. Please email michelle.williams@enfield.gov.uk if you are looking for a subject which does not appear in this brochure or on Enfield NQT Manager/Courses as your sessions will be arranged on a more individualised basis.

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 link below:

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

Other Sessions within the Programme

These sessions are delivered as twilight (after school) sessions and only occasionally as afternoon sessions.

These sessions also contribute to the evidence you have to demonstrate against the Teacher Standards.

**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

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

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

Practicalities

Professional development sessions are run on differing afternoons/days to allow minimum disruption to any one of your classes. Some sessions are run after school (twilight).

Access Information

Access is at the centre of the Schools and Early Years Improvement Services 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 michelle.williams@enfield.gov.uk and we will be happy to make any reasonable adjustments we can to ensure accessibility for all.

Timings:

All subject specific courses will either run in the afternoon from 1.45pm until 4.30pm or as twilight sessions which run from 4.30pm – 6.00pm. Please ensure that you arrive at the venue in good time for a prompt start. Expect that the course will not finish until the stated time – please consider this when arranging any other commitments you may have. The Child Protection Awareness training runs from 1.30pm-4.30pm.

Signing in:

It is important that you sign in to all the courses as a record of attendance 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

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.

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
- LA Maintained schools who have not bought back into the SEYIS SLA for CPD including the NQT programme will be charged £125 per attendee per session attended.
- Academies & free schools and out of Borough schools who have not bought back into the SIS SLA CPD including the NQT programme will be charged £125 per attendee per session.
- Un-notified non-attendance will incur charges of no less than £50 per non-attendee unless as a 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.

SECONDARY, PRIMARY AND 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**

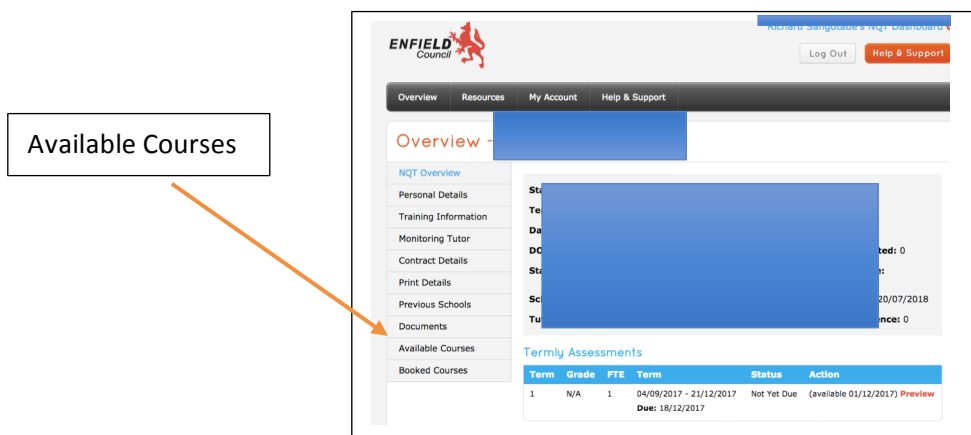
Date: Wednesday 22 April 2020

Time: 4:30pm – 5:30pm

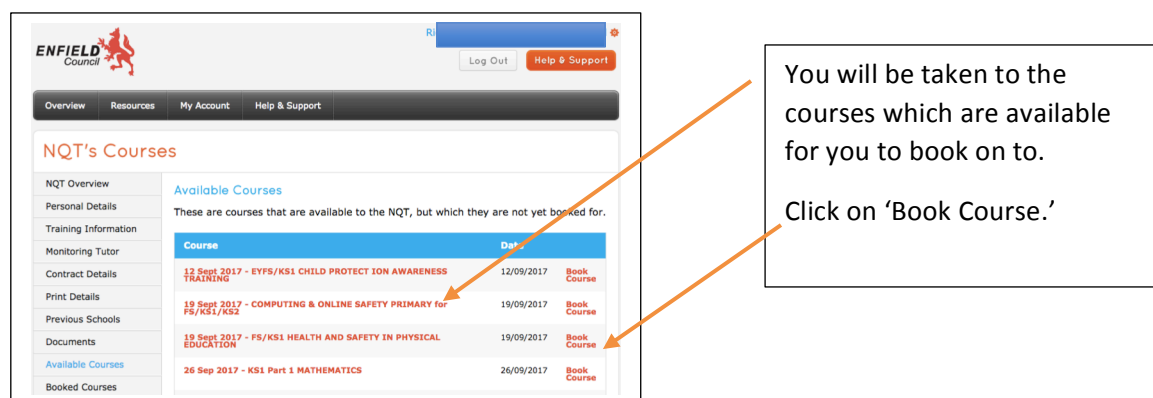
**Venue: Dugdale Centre
Thomas Hardy House
39 London Road, Enfield, EN2 6DS**

Booking onto Enfield NQT Courses

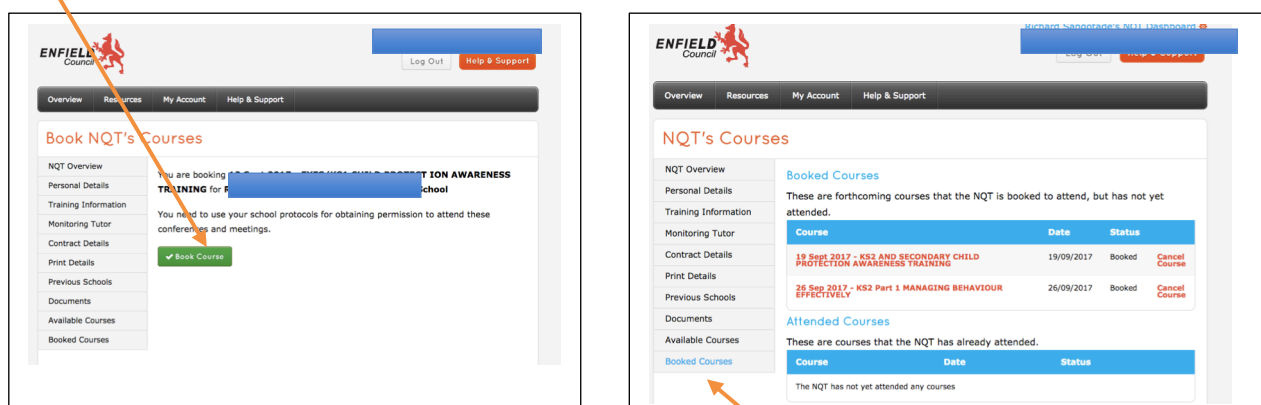
1. Log on to NQT manager (You should get your login when your school has registered you.)



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.

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Thomas Hardy House
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Summary of Core Theme Sessions (Alphabetical listing)

All NQTs are encouraged to attend the following:

Child Protection Awareness

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	24/09/2019	Child Protection	1.30 - 4.30pm	Millfield House	Sue Manning ECP Ltd
Tue	07/01/2020	Child Protection	1.30 – 4.30pm	Millfield House	Sue Manning ECP Ltd

Engaging with Young People on Sensitive Topics

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	29/10/2019	Engaging with Young People on Sensitive Topics	1.30 - 4.00pm	Millfield House	Sam Howe

E-Safety

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	04/11/2019	E-Safety	1.30 - 4.00pm	St Andrews Primary School, Enfield	Angela Poplar

Inclusion – Autism

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Thu	05/03/2020	Inclusion – Autism	1.30 - 3.30pm	Durants Special School	Rachel Carli

Inclusion Strategies

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	07/01/2020	Inclusion Strategies 1	4.30 - 6.30pm	Dugdale Centre	Lynne Davies
Wed	26/02/2020	Inclusion Strategies 2	4.30 - 6.30pm	Dugdale Centre	Lynne Davies

Transforming Behaviour

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Wed	16/10/2019	Transforming Behaviour	1.45 – 3.45pm	Chace Community School	Pritam Vekaria
Wed	15/01/2020	Transforming Behaviour	4.30 – 6.30pm	Chace Community School	Pritam Vekaria

NQT Celebratory Event

<u>DAY</u>	<u>DATE</u>	<u>COURSE</u>	<u>TIME</u>	<u>VENUE</u>	<u>TUTOR</u>
Tue	07/07/2020	NQT Celebratory Event	1.30pm – 5.30pm	Millfield Theatre	Michelle Williams

You will be notified of any additional core courses by email.

Training Venues Addresses

Transport for London link :

<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

Bishop Stopford's CE School
Brick Lane
Enfield
EN1 3PU

Broomfield Secondary School
Wilmer Way
Southgate
N14 7HY

Chace Community School
Churchbury Lane
Enfield
EN1 3HQ

Durants Special School
4 Pitfield Way
Enfield
EN3 5BY

Enfield County Upper School
Holly Walk
Enfield
EN2 6QG
(Postcode for satnav systems: EN1 3EJ)

Highlands School
Worlds End Ln,
London
N21 1QQ

Lee Valley Athletics Centre
61 Meridian Way
Edmonton
N9 0AR

Southgate School
Sussex Way
Barnet
EN4 0BL

St Andrews Primary School Enfield
116 Churchbury Lane,
Enfield EN1 3UL

The Latymer School
Haselbury Road
London
N9 9TN

Winchmore School
Laburnum Grove
London
N21 3HS

**School and Early Years
Improvement Services**

Enfield CLC
113 Parsonage Lane
Enfield
EN2 0AB

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

