



# **Continuous Professional Development**

## 2022/23

## Content enquiries

If you have specific CPD requirements, please let us know

Contact **Angela Cass:**

Email: [acass@efspt.org](mailto:acass@efspt.org)

Telephone:  
07793 555315  
020 8508 2521 (option 4)

## Administrative enquiries including bookings

Contact **Daniella Smith:**

Email: [dsmith@efspt.org](mailto:dsmith@efspt.org)

Telephone:  
077890 38783  
020 8508 2521 (option 4)

Please use the [booking form](#) to make bookings in the first instance.

**Please note that prices in brackets are for non-EFSPT schools**

# NOTICES

## COSTS:

We offer incredibly good value for money and excellent provision, local to you. Courses can only run if minimum numbers are met. Some training has been funded by the Trust for EFSPT schools.

Please contact Daniella if you'd like to enquire about whole school / group training on site at your school or a bespoke package.

Cancellations: No refund on cancellation, if notice is received less than 5 working days before the event. This includes 'no shows' on the day of the course.

## COVID-19:

Face-to-face courses continue in September 2022 in our training room at Alderton Junior School. We will continue to follow guidance from the government regarding COVID measures and therefore reserve the right to make changes to these arrangements at short notice. Some courses will continue to be online as we have found in some cases this is the most efficient use of time and other resources.

Hand washing and sanitising facilities are available in the room, and in the school generally. Refreshments and lunch will be available in alignment with the RA of Alderton Junior School.

Unless stated otherwise, lunch is included in the price of a paid, full day course. Refreshments are included for all shorter courses / sessions including tea, coffee, hot chocolate, squash and biscuits.

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### Governors' Training

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\*\* Relevant HR courses- please see above\*\*

### London Grid for Learning:

All schools in the EFSP Trust are able to access a range of funded CPLD through the LGfL. This training relates to various areas, not only ICT. It includes Safeguarding, SEN, IT, well-being, Inclusion and much more.

You can sign up to these newsletters [here](#).

An enormous range of sessions is available through the portal [here](#).



# Teaching & Leadership Development Programmes

## Early Career Professional Development Programme

### Epping Forest Cluster

**Mentors:** 22nd September 2022, 2-4pm  
Davenant IG10 2LD

**ECTs:** 13th October 2022, 2-5pm  
Alderton Junior IG10 3HE

**Further dates TBC**

It is a statutory requirement (from September 2021) for ECTs (Early Career Teachers) to receive a training programme based on the Early Career Framework as part of Statutory Induction.



This programme is offered by Saffron Teaching School Hub.

<https://www.saffronteachingschoolhub.net/>

There is a cluster per LA district (our district is Epping Forest) and our facilitators are part of the delivery team.

The programme is from Education Development Trust.

**Book via your own login to the EDT platform.**

You must be registered as an ECT or an ECT mentor with DfE.

Contact Martin Green [mgreen@efspt.org](mailto:mgreen@efspt.org) for support.

Fully funded

**Safeguarding Level 3  
for DSLs and Deputy  
DSLs**

Alderton Junior School  
IG10 3HE

Tuesday 22 November 2022

**OR**

Thursday 8th June 2023

9:30 - 3:30pm

Level 3 Safeguarding for Designated Safeguarding Leads  
and their deputies

Essex CC will be expecting Designated staff to have a full day training every two years from September 2021, irrespective of whether they are refreshing or new to role, as they believe a half day is insufficient for such an important subject. Therefore this course is relevant to DSLs and depDSLs new to post needing their level 3 award as well as for those who need a refresher.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£120  
(£145)

**Safer Recruitment  
(in Education  
Settings)**

Alderton Junior School  
IG10 3HE

Tuesday 8th November 2022

9:30 - 4pm

Presented by Tara Bristow and Renette Fourie, Headteachers within the EFSP Trust and qualified Safer Recruitment trainers, this course gives participants the information and understanding they need to recruit safely and comply with relevant statutory guidance. It is suitable for head teachers, safeguarding staff, school governors and all others in the education sector who are involved in staff selection.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£120  
(£145)

<b>Trauma Perceptive Practice</b>	<p>West Essex Golf Club</p> <p>Wednesday 21st September 2022</p> <p><b>OR</b></p> <p>Tuesday 7th March 2022</p> <p>9:30 - 4:30pm</p>	<p>Susan Marbe, Heidi Davis and Caroline Hilton are offering this funded training to all EFSPT staff members who are new to the Trust or have previously missed the TPP training. Currently this is being offered to teachers and TAs.</p> <p><b>BOOK HERE:</b> <a href="https://forms.gle/BSCWSkn9ikKqkvNu8">https://forms.gle/BSCWSkn9ikKqkvNu8</a></p>	<p>Funded (for EFSPT schools)</p> <p>Lunch is NOT included... bring your own or buy on site.</p>
<b>TPP for Therapists</b>	<p>Alderton Junior School, IG10 3HE</p> <p>Monday 10th October 2022 Monday 17th October 2022</p> <p>4:15 - 5:45pm</p>	<p>Susan Marbe is offering this funded training for all EFSPT therapists.</p> <p>This will be split over 2 Monday evenings.</p> <p><b>BOOK HERE:</b> <a href="https://forms.gle/BSCWSkn9ikKqkvNu8">https://forms.gle/BSCWSkn9ikKqkvNu8</a></p>	<p>Funded (for EFSPT schools)</p>
<b>Trauma Perceptive Practice Refresher</b>	<p>TBC- Summer Term</p>		<p>Funded (for EFSPT schools)</p>

## Unconscious Bias

Zoom

Date: Wednesday 22nd March 2023

Time: 4-5:30pm

Facilitators: Rev Lee Batson

A twilight session on Wednesday 22nd March 2023  
4pm - 5.30pm on Zoom

**BOOK HERE:** <https://forms.gle/a6xjgEkJ7TjHcDAS7>

Funded  
by the  
Trust

## Leading a Network

Alderton Junior School,  
IG10 3HE

Date: Tuesday 13th  
September 2022

Time: 4-5pm

Facilitators: Peter Tidmarsh, Angela Cass and Matthew Harrison

This programme is aimed at teachers who lead a network, eg Subject Groups and would like to hone their skills in effectively running their groups.

Chairs of SLNs for 22/23 are expected to attend. Also open to those interested in assuming this role in the near future.

Areas covered will include:

- Setting up a Google Meet
- Setting an agenda
- Enabling collaborative working

**BOOK HERE:** <https://forms.gle/a6xjgEkJ7TjHcDAS7>

Funded  
by the  
Trust

## National Professional Qualifications (NPQs)

The NPQs are being delivered through our partner, **Saffron Teaching School Hub** working with Lead Providers: Teach First and Church of England. For more information visit their website:

<https://www.saffronteachingschoolhub.net/>

NPQs will continue to be **fully funded** until 2023. If you are in a state-funded school or 16-19 setting with between 1 and 600 pupils your school will be paid **£200 for each teacher or leader who participates in an NPQ**.

Click on the links below for more information.

**Teach First** offer the following:

- **Early Headship Coaching Offer** - NEW FOR 2022
- **NPQ Executive Leadership**
- **NPQ Early Years Leadership** - NEW FOR 2022
- **NPQ Headship**
- **NPQ Senior Leadership**
- **NPQ Leading Behaviour and Culture**
- **NPQ Leading Literacy** - NEW FOR 2022
- **NPQ Leading Teacher Development**
- **NPQ Leading Teaching**

**Church of England** offer the following:

- **NPQ Leading Behaviour and Culture**
- **NPQ Leading Teaching**
- **NPQ Leading Teacher Development**
- **NPQ Senior Leadership**
- **NPQ Headship**



**Primary  
statutory  
assessment  
subscription  
training  
package  
(September  
2022/23)**

Virtual  
1 hour  
Dates to be advised

To support schools to carry out all statutory primary assessments in the 2022/23 academic year the Local Authority is offering a full programme of training that will cover Key Stage 1 and Key Stage 2 assessment and moderation, administration of the phonic screening check and the year 4 multiplication tables check.

The programme of training is offered to schools and academies on an annual subscription basis.

Subscribing to the training programme would enable up to 2 members of staff to attend all of the following events that will be held throughout the year. These will be for one hour and will be held virtually. Sessions will start in the second half of the Autumn term.

- Termly Primary Statutory Assessment Briefings
- Administering the phonic screening check
- Managing the statutory assessment process for KS1 and KS2
- Administering the year 4 multiplication tables check
- Understanding the KS1 Teacher Assessment Framework
- Understanding the KS2 Teacher Assessment Framework
- Assessment and moderation refresher in Year 2 for experienced teachers in year 2
- Assessment and moderation refresher in Year 6 for experienced teachers in year 6

<https://consultations.essex.gov.uk/workforce-development-1/19138e05/>

Annual  
Subscription  
for 2 people to  
attend each  
event:  
£395

Before Friday  
30th  
September  
2022, receive  
a 5%  
discount.

Non  
subscribers:  
£65 per event

# Big Topics in Education

## Big Topic 1:

### A model of the mind

Online via Zoom

Join Zoom Meeting  
[here.](#)

Tuesday 20th  
September 2022

4-5pm

Presented by Susan Marbe, Scitt director and School Improvement Lead

A model of the mind - How people learn and remember information:

- Common learning myths about how people learn and why they are not correct.
- How learners use encoding and retrieval to retain and build on knowledge, skills and understanding.
- How you might use this knowledge in your teaching to support ALL students and improve outcomes

Funded  
by the  
Trust

## Big Topic 2:

Online via Google  
Meet

Tuesday 17th  
January 2023

4-5pm

Funded  
by the  
Trust

## Big Topic 3:

Online via Google  
Meet

Tuesday 2nd May  
2023

4-5pm

Funded  
by the  
Trust



## Subject Courses

### Phonics for All

Alderton Junior  
School, IG10 3HE

Thursday 10th  
November 2022

**OR**

Friday 7th July 2023

9:30- 11:30am

Course Leader: Kate Mortimer

A 2 hour course for teachers and LSAs / TAs who would like a session on how to teach phonics and the value of embedding phonics with lots of top tips and ideas from Kate Mortimer, Head of School at High Beech Primary.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£55  
(£70)

## **Specialist Knowledge for Teaching Mathematics**

Venue & Dates: see VENN Maths Hub website

There are 4 programmes: Teachers, Teaching Assistants, Early Career Teachers and EYFS.

Each programme has 4-6 workshops:

- Number Sense
- Additive Reasoning
- Multiplicative Reasoning
- Fractions

These will develop mathematical subject knowledge in conjunction with understanding the pedagogy that underpins the teaching of it. Understanding of mathematical structures will be explored so participants gain a detailed understanding of how children learn early mathematical concepts.

Classroom practice will develop through gap tasks where participants try out activities to promote the depth of understanding, reasoning and fluency, including pupil interviews and work scrutiny.

**Book through Venn Maths Hub:**

**<https://vennessexmathshub.co.uk/professional-development/work-groups/>**

Funded  
  
(funded by Venn Maths Hub)

**DT  
Development  
Day-  
Computer  
Control**

Alderton Junior  
School, IG10 3HE

Thursday 6th October  
2022

1:30 - 4pm, followed  
by the network  
meeting until 4:30pm

There is an  
expectation that each  
EFSPT school is  
represented at this  
session.

Facilitated by Susan Marbe and Matt Harrison.

A whole day training session for Design and Technology subject leads of  
schools within the EFSPT.

DT Leads will learn how to:

- understand and use electrical systems in their products [for example, series circuits incorporating switches, bulbs, buzzers and motors]
- apply their understanding of computing to program, monitor and control their products

**DT**

-understand and use mechanical systems in their products [for example, gears, pulleys, cams, levers and linkages]

-understand and use electrical systems in their products [for example, series circuits incorporating switches, bulbs, buzzers and motors]

-apply their understanding of computing to program, monitor and control their products

**Computing**

-design, write and debug programs that accomplish specific goals, including controlling or simulating physical systems

-solve problems by decomposing them into smaller parts

-use sequence, selection, and repetition in programs

-work with variables and various forms of input and output

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

Funded  
(for  
EFSPT  
schools)

## Safety in PE

Alderton Junior  
School, IG10 3HE

Friday 20th January  
2023

9:30 am - 3:30pm

Facilitator: Anthony Seaman of Active Essex

This training is provided by Active Essex and conforms to national guidelines. It is especially recommended for all Early Career teachers. We are aware that many teachers in their third or fourth year may have missed their slots owing to Covid restrictions and therefore we are offering this to all teachers who need to catch up and would benefit from the enthusiastic training offered by the Active Essex team. This training is also suitable for HLTAs.

**\*\* Teachers should not be teaching certain aspects of gymnastics without having completed this training!\*\***

Delegates will have a theory session, followed by a practical session. Lunch is included.

Please come dressed appropriately for light activity.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£120 (£145)

<b>Charanga Musical School training sessions</b>	New dates to be confirmed	Funded music training organised by Essex Music Service. Information will be added regularly and can also be found in the weekly Education Essex newsletter.	Funded
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## Talk for Writing

West Essex Golf Club

Wednesday 29th  
March 2023

9:30 - 3:30pm

Course Leader: Maria Richards from the Talk for Writing Team

The day is intended for School Direct Trainee teachers, NQTs or new members of staff who are not familiar with the Talk for writing (T4W) approach to Literacy, or for those wishing to refresh their knowledge and understanding of the approach.

The impact of Talk for Writing has been outstanding. Typically, schools have found that children initially double their rate of progress and, where the approach has been applied systematically across a school, many schools have moved from only a third of Year 6 achieving level 4 to over 90%.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£120 (£145)

( West Essex  
SCITT trainees  
already  
booked)

## Science

Various- click link for further info

### Science Learning Partnership primary offer

<https://www.hertsandessexsciencehub.co.uk/primary-science-cpd2/452.html>

2022-23 programme due to be released

Various

## **Raising Attainment and Engagement in History in the Primary Curriculum**

Alderton Junior School,  
IG10 3HE

Date to be confirmed,  
subject to interest

9:30 - 3:30pm

Email Daniella on  
[dsmith@efspt.org](mailto:dsmith@efspt.org) to  
register your interest

Offered by TT Education: Highlights of this one day course include:

- Ensuring you have progression in history skills, and 'substantive' and 'disciplinary' knowledge
- Helping you to design and implement a purposeful history curriculum that is right for your school
- Implementing cross-curricular approaches that do not compromise on standards
- Suggesting a range of exciting and inspiring approaches that will engage your children
- Understanding what 'greater depth' might look like in history

Email Daniella on [dsmith@efspt.org](mailto:dsmith@efspt.org) to register your interest

£120  
(£145)



**My New EAL  
Student: A Ten Point  
Plan**

Alderton Junior  
School, IG10 3HE

Date to be confirmed-  
Autumn Term, subject  
to interest

9:30 - 3:30pm

Email Daniella on  
[dsmith@efspt.org](mailto:dsmith@efspt.org) to  
register your interest

Offered by TT Education:

Many of our learners have English as another language, but the terms EAL and ESOL cover such a wide range of experiences and needs that it's sometimes difficult to know how to support them. This course will help you understand what it feels like to be in their shoes, avoid assumptions, and recognise that language may not be their only barrier.

Highlights of this one day course include:

- Developing a toolbox of practical strategies
- Finding strategies to stretch and challenge EAL / ESOL learners
- Unpicking the barriers to learning that EAL students face

Email Daniella on [dsmith@efspt.org](mailto:dsmith@efspt.org) to register your interest

£120  
(£145)

## Teaching Support Staff

### Expert TAs

Alderton Junior School  
IG10 3HE

Thursday 26th January 2023

Tuesday 21st February 2023

Tuesday 18th April 2023

All 9:30 - 12pm

Facilitators: Angela Cass, Susan Marbe, Jonathan Bond  
3 morning sessions

Suitable for all teaching support staff, this programme has been amended to reflect the recommendations of the EFF's recent guidance "Making best use of Teaching Assistants".

#### Programme content

1. Helping pupils develop independent learning skills and manage their own learning
2. Planning for all learners
  - Differentiation
  - Questioning techniques
  - Scaffolds and Challenges
  - Effective Feedback
3. Collaborative Learning
  - Practical strategies to get pupils learning together

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£165  
(£210)

## Autism Awareness Training

Alderton Junior School,  
IG10 3HE

### Group one:

Friday 16th September 2022  
Friday 30th September 2022  
Friday 14th October 2022

### Group two:

Tuesday 20th September 2022  
Tuesday 4th October 2022  
Tuesday 11th October 2022

All 9:30- 11:30am

Course Leaders: Claire Moore and Leila Afshar

A fine collaboration between our lead for Autism, Assistant Headteacher Claire Moore from Oak View Special School and the Trust's Speech and Language Therapist Leila Afshar, means that we are able to offer an exciting 3 morning training programme for teaching support staff on Autism Awareness.

As schools may have multiple members of staff who need this essential training, we are running 2 cohorts simultaneously to minimise disruption to staffing and to your vulnerable students. Sessions are only 2 hours allowing staff plenty of time to return to school for lunch shifts if need be.

Group one: 3 Fridays and Group two: 3 Tuesdays.

Each group will cover the following:

Day 1: Overview and Helping in the Classroom

Day 2: Communication

Day 3: Sensory Processing & Practical strategies

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£120  
(£150)

## Phonics for All

Alderton Junior  
School, IG10 3HE

Thursday 10th  
November 2022

**OR**

Friday 7th July 2023

9:30- 11:30am

Course Leader: Kate Mortimer

A 2 hour course for teachers and LSAs / TAs who would like a session on how to teach phonics and the value of embedding phonics with lots of top tips and ideas from Kate Mortimer, Head of School at High Beech Primary.

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£55  
(£70)

## **Specialist Knowledge for Teaching Mathematics**

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- Fractions

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Classroom practice will develop through gap tasks where participants try out activities to promote the depth of understanding, reasoning and fluency, including pupil interviews and work scrutiny.

**Book through Venn Maths Hub:**

<https://vennessexmathshub.co.uk/professional-development/work-groups/>

Funded

(funded by Venn Maths Hub)

**Please scroll through the compliance section below for further relevant courses such as First Aid and Well-being.**

## Other Courses /H&S / Compliance

### Emergency First Aid at Work for Schools Certificate

12 spaces available each course

Alderton Junior School,  
IG10 3HE

Monday 3rd October  
2022

OR

Thursday 1st December  
2022

**OR**

Friday 3rd February  
2023

**OR**

Tuesday 25th April 2023

All 9:30 to 4:00pm

A 6 hour Emergency First Aid at Work for Schools course from Emergency First Aid Limited.

**This course is HSE, DfE and Ofsted compliant. The certificate is valid for 3 years.**

Contents:

First aid priorities, managing incidents, causes of unconsciousness, care of an unconscious casualty, basic life support and choking - adult, child and baby, AED, asthma - including the use of inhalers, anaphylaxis - including administering auto-injectors, control of bleeding, burns and scalds, fractures, dislocations, sprains and strains, shock, first aid kits, rules and regulations

[For the EYFS and Ofsted requirements, schools should have at least one 12 hour full paediatric first aid qualified member of staff available at all times including cover for sickness, holidays and trips. The 12 hour paediatric first aid trained staff can be supported by one day Emergency First Aid at Work trained staff.

This is also the criteria for Millie's Mark.]

If you would like to **upgrade to the Paediatric First Aid** certificate by completing the online element afterwards (within 2 weeks), this is possible for a small additional fee- please be sure to click yes on the booking form.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£105 inc lunch  
(£125)

Upgrade to Paediatric course (online addition) for £20 extra

**Arbor - Preparing  
for the new school  
year**

Alderton Junior School, IG10  
3HE

Tuesday 28th February 2023

1-3pm

Facilitator: Matthew Harrison, Central Team

Aimed at those who lead on preparing their schools for the new academic year including all the steps and tips needed to have a successful roll-over onto Arbor.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

Funded  
(for  
EFSPT  
schools  
only)

**Arbor - Helpdesk  
session**

Alderton Junior School, IG10  
3HE

Tuesday 15th November 2022

10 - 12:00pm

Facilitator: Matthew Harrison, Central Team

Aimed at office teams in supporting with the use of Arbor including handy tricks, a look at basic and advanced settings and getting the most out of the MIS.

**BOOK HERE:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

Funded  
(for  
EFSPT  
schools  
only)

<b>Catering Staff Development</b>	<p>Alderton Junior School IG10 3HE</p> <p>Monday 31st October 2022</p> <p>9:15 - 1:30pm</p>	<p>An engaging and informative half day hosted by LBA Safety, which focuses on the development of all catering staff in schools. Teams will move between the kitchen and the training rooms to maximise learning (and fun) throughout the morning. The agenda can be viewed <a href="#">here</a>.</p> <p>This event is open to ALL Trust schools, including those not currently supported by LBA Safety.</p> <p><b>BOOK HERE:</b> <a href="https://forms.gle/tSyroFeCyGJjYCMn6">https://forms.gle/tSyroFeCyGJjYCMn6</a></p>	<p>Cost shared pro-rata between EFSPT schools</p>
<b>Asbestos Briefing</b>	<p>Alderton Junior School IG10 3HE</p> <p>Thursday 20th October 2022</p> <p>9:30 - 11am</p>	<p>Hosted by the CFO of EFSPT Karen Salmons as well as Dannii Carter, Operations manager and Peter Tidmarsh, CEO.</p> <p>A briefing session for site managers of the EFSPT as well as headteachers</p> <p><b>BOOK HERE:</b> <a href="https://forms.gle/BSCWSkn9ikKqkvNu8">https://forms.gle/BSCWSkn9ikKqkvNu8</a></p>	<p>Funded (for EFSPT schools only)</p>



**Google Training**

**TBC**

**(all presented by Matthew Harrison)**

Watch this space...

**HR Courses**

**TBC**

**(all presented by Tula Smith)**

Watch this space...

# Governors' Training

<b>New Governor Induction</b>	<p>Online via ZOOM</p> <p>Tuesday 11th October 2022</p> <p>6 - 7:30pm</p>	<p>Course Leader: Elisabeth Nunn</p> <p>The session will cover:</p> <ul style="list-style-type: none"> <li>- The key roles and responsibilities of your Local Governing Body</li> <li>- How to fulfil your obligations as a Governor</li> <li>- Key documentation</li> <li>- The importance of communication and collaboration</li> </ul> <p>During the session you will:</p> <ul style="list-style-type: none"> <li>- Capture any key questions you may need to ask when returning to your LGB.</li> <li>- Record any personal actions which will enable you to become an effective governor.</li> <li>- Identify any personal future training needs.</li> </ul> <p><b>BOOK Here:</b> <a href="https://forms.gle/BSCWSkn9ikKqkvNu8">https://forms.gle/BSCWSkn9ikKqkvNu8</a></p>	<p>Funded for EFSPT governors</p>
<b>Chairs &amp; Vice chairs training</b>	<p>Alderton Junior School, IG10 3HE</p> <p>Thursday 13th October 2022</p> <p>6 - 8pm</p>	<p>Course Leader: Julie Taylor, NLG</p> <p>This session is aimed at existing Chairs who are looking for a refresher course and also at Vice-Chairs and other Governors who are interested in the role and responsibility of being a Chair of a LGB.</p> <p><b>BOOK Here:</b> <a href="https://forms.gle/BSCWSkn9ikKqkvNu8">https://forms.gle/BSCWSkn9ikKqkvNu8</a></p>	<p>£40 (£50)</p>

## **Exclusions Training for Governors**

Online via Zoom

Thursday 17th  
November 2022

6:30 - 8:30pm

Course Leader: Pam Langmead

A two-hour training course aimed at Governors who sit on the school's Pupil Discipline (Exclusions) Committee.

It will cover your role and responsibilities in line with the new DfE guidance which came into effect on September 1st 2022.

**BOOK Here:** <https://forms.gle/BSCWSkn9ikKqkvNu8>

£40 (£50)