Staff Development Update – November 2023

INSET Days

INSET Day 1: Monday 4th September 2023 - School Matters

- The Year Ahead
- Results/Sixth Form Admissions
- Teaching and Learning – Ofsted, Marking/Feedback and CPD Priorities
- Curriculum – SIMS Update, KS5 Focus, Results Review
- Pastoral
- SEND
- Premises and IT Update
- HR – An Introduction to SAMPeople
- Time allocated to department meetings.

INSET Day 2: Tuesday 5th September 2023 - Student Matters

- PPG and Fair Access
- Safeguarding
- Change@CCHS
- Entrance Test Training
- Pastoral meetings
- School Development Leader Meetings

INSET Day 3: Friday 6th October 2023 - Performance Management

- Performance Management Meetings

INSET Day 4: Monday 12th February 2024 – School Development Day

- Adaptive Teaching Inset Day:
    - Colleagues from Inner Drive will join us to review the following adaptive teaching practices: Cognitive Load Theory; Checking for Understanding; Participation Ratio; and Questioning for Learning.

INSET Day 5: Thursday 4th July 2024 – School Development Day

- The focus of the Inset day will be around Girls' Education, with sessions inspired by our work with the International Coalition of Girls' Schools.

The inset programme this academic year has been tailored to provide colleagues with CPD relating to areas identified in our School Development Plan, with a specific CPD focus of Adaptive Teaching. We have been able to provide colleagues with time dedicated to the Curriculum, SEND, Academic, Leadership as well as important Pastoral matters. We have also been able to allocate time to Departments and Year Leaders.

Our Continued Professional Development has so far focused on internal specialists delivering sessions designed to share insight and research as well as allowing colleagues to work in groups and departments to strengthen practice. All topics were selected to address key areas of our SEF and SDP.

Our INSET and Continued Professional Development Programme will continue throughout the year, with a key focus on evidence informed practice; specifically focusing on using Adaptive Teaching in the classroom. This has been informed by our work centred around the CCHS Achievement Strategy.

Moreover, as outlined above, we plan to hold a day dedicated to our core values of educating young women to be the 'leaders of tomorrow'.

Sessions throughout our Twilight CPD will focus on the following areas in relation to Adaptive Teaching: Adaptive Teaching as an Academic Concept; Adaptive Teaching for the More Able; Adaptive Teaching for SEND Students; Adaptive Teaching across the Curriculum; Key Strategies for Adaptive Teaching.

School Development Leaders

School Development Leaders continue to have one assigned area of focus, allowing for a more sustained and consistent approach for school development. These colleagues, act as senior middle leaders, and members of the extended senior leadership team, to support and lead on key areas of school development.

With a key focus on teaching and learning the school development leaders take accountability for developing the practise of colleagues and impacting on the educational progress for our students beyond their immediate departments.

The roles and responsibilities of School Development Leaders are outlined below:

- Creativity (Arts Mark)
- SEND
- Teaching Standards (Classroom Practice)
- Learning Standards (Observations and Reviews)
- Assessment for Learning
- Data Literacy

School Development Leaders contribute to CPD at various intervals throughout the year, both during INSET, Twilight CPD Sessions, Staff Meetings and our Professional Studies sessions.

School Development Leaders have so far continued to:

Professional Studies:

- 11th October 2023 – *SEND* (Heidi Pocock)
- 15th November 2023 – *Marking Strategies* (Emily Manning)

INSET:

- 4th September 2023 – SIMS Update (Mark Rowell)
- 4th September 2023 – SEND Update (Heidi Pocock)

Curriculum/ Teaching and Learning

This year, considering the success of our Achievement Strategy, and moreover, driven by the need to ensure that all students achieve their full potential, we have focused our whole school CPD priority around the concept of Adaptive Teaching. This is where colleagues make small adaptions to their lessons to support students who require additional scaffolding, but furthermore, make an adaption to stretch the most able. Our first Twilight CPD session of the year centred around the academic concept of Adaptive Teaching, while also beginning to introduce colleagues to key research informed strategies. As previously cited, Adaptive Teaching will provide the sole focus of our Twilight CPD calendar, this year.

In addition to the outlined focus, we have decided to allocate a School Development Inset day to the focus of Girls' Education. The Assistant Headteacher, Teaching & Learning and Staff Development, prepared for this by attending the International Coalition of Girls' Schools' Education Symposium at

Benenden School, Kent. Research and ideas from this symposium will be shared with colleagues later in the year.

Furthermore, Amy Cutmore, Teacher of English attended Research Ed's National Conference in London and cascaded ideas from this conference to the school and English Department more specifically.

Teaching School Alliances

We remain strategic partners with three teaching school alliances: the Billericay Teaching School Alliance (BTSA), the Chelmsford Teaching School Alliance (CTSA) and the Saffron Teaching Schools Hub (STSH). Moreover, we continue to engage with the International Coalition of Girls' Schools (ICGS), The National Association of More-Able Children in Education (NACE), The Association of Secondary Headteachers in Essex (ASHE) and the Successful Selective Girls' Schools (SSGS). Colleagues continue to engage with research and training provided by these organisations. The Assistant Headteacher, Teaching & Learning and Staff Development attended a CTSA Headteacher's conference, on behalf of the Headteacher. Moreover, the SENDCo attended a SEND Course with the ASHE. Chelmsford County High School for Girls will also play host to the SSGS Headteacher's Conference on Friday 17th November 2023.

Virtual CPD

We continue to maintain and develop resources available on our Microsoft Teams CPD, expanding the topics available to ensure we are addressing the needs of our colleagues. This allows information to be shared in a timely fashion and provides a quick reference point for key information. To date we have shared information, training videos and research on many topics including:

- Mental Health
- Change@CCHS
- HR
- IT
- Medical Information – Diabetes, Allergic Reactions and Anaphylaxis
- Teaching and Learning
- SEN
- Remote Schooling
- SIMS
- Digital learning

Furthermore, colleagues continue to be provided with a range of CPD advertisements and information through our staff briefing. As a school, we have also invested in an online CPD portal through the Times Educational Supplement. This allows colleagues to engage online with key resources and compliments our in person CPD provisions, as a school.

Change@CCHS

We remain committed to our Change@CCHS initiative and continue to be members of Equality and Diversity UK's school's network. As members of their network, we are able to access their expertise and benefit from their research, factsheets and quarterly newsletter on key issues and current topics. Previously, Heidi Pocock and Jonathan Harvey led on areas of Diversity, which formed their School Development Projects. While they have now moved away from these roles to focus on other areas of Teaching and Learning, they continue to contribute to this by sharing resources and delivering CPD as part of the Professional Studies Programme. Moreover, as a school we have signed up to a professional development platform, TES Develop. There are a range of resources around equality and diversity on this platform, that will be shared with staff throughout the year.

Meetings continue to be held regularly with the Change and Diversity prefects, supported by the Deputy Headteacher (Pastoral) and the Deputy Headteacher (Academic), and contributed to by staff and students. These meetings are vital in shaping the focus and direction of our Change@CCHS project. Furthermore, our Deputy Headteachers now work with an additional colleague to pioneer our work in this area, Sheri Watt.

This term, our change Change@CCHS project has focused on the following key areas. We held our annual Culture Fest in October. This celebrated the diversity across our school community across the second week in October. This all led to a range of performances inspired by culture across the world and a cultural dress day. Moreover, also in October, we celebrated Black History Month. Our Change and Diversity Prefects led an assembly on the theme of 'Saluting our Sisters'. Again, we celebrated the end of Black History Month with 'Black Excellence Fest'. This was a combination of cultural food, performances and spoken word poetry.

Leadership Development

The CCHS Leadership Programme continues this academic year welcoming nine colleagues in developing key leadership skills. SLT continue to be involved in delivering the six modules, which are framed by our CCHS Leadership Profiles. As stated in the training section of this document, many colleagues continue to utilise the government funded National Professional Qualifications to support their own leadership development; these sessions should complement key ideas covered in these qualifications. Resources on mental health and staff well-being continue to be provided for line managers on our Teams CPD and through our staff briefing. Additional leadership opportunities are available, such as, leading research projects within departments and shadowing senior colleagues.

Mental Health

We continue to develop our staff Mental Health First Aider team. We now have a team of six colleagues who hold fortnightly Mental Health First Aid (MHFA) drop-in sessions.

Weekly Mental Health First Aid Sessions are offered to our students and are run by colleagues with the MHFA qualification. As a growing school, we recognise a need to enhance this provision, by training additional staff to support this important work. This training will continue over the next year, with Brad Copper, Claire Fairchild and Charlotte Burnham currently enrolled to undertake this course later in the year. In addition to our MHFA provisions, around the areas of trauma and bereavement have also taken place this year, to ensure colleagues are able to support students in these areas.

Early Career Teachers

Last year saw a transition from the ECT services provided by the Harris Federation and UCL, to a service offered by Saffron Teaching Schools Hub and the Education Development Trust. Early Career Teachers now use this agency as their training, development and accreditation provider.

The colleagues undertaking provisions in relation to Early Career Teaching, this year, are: Kathryn Hunt (Year 2) and Amanda Guilloux (Year 2) and Emma Lewis (Year 1). We have also welcomed Marnie Guy (Teacher of Chemistry and Geography) in September 2023, who commenced her ECT years with us (Year 1).

Initial Teacher Training

Due to our ambition to grow our training provisions as a school, Initial Teacher Training provisions are now being overseen by Jo Broughton. She manages the day-to-day running of ITT, including mentoring, observations and recruitment.

We continue to work with Cambridge University's PGCE programme, with Emma Cope mentoring a student, successfully, through her second placement, here at CCHS. She has successfully secured a position at an independent school in London for September.

We continue to develop a strategic partnership with Essex School Direct. We welcomed an English ITT colleague to train with us in September 2023. We currently have two colleagues, one in English and one in Religious Studies, signed up to train with us, through this provider in 2024.

In additional to our relationship with Essex School Direct, we are happy to welcome trainees in the following subjects from Mid-Essex ITT: Drama and German/Spanish.

Training

The direct links between departments and SLT continue to allow us to engage directly with the needs of individuals and departments to ensure that money is being spent on key training priorities across the year in support of the School Development Plan. Where appropriate subject and course related training is taking place to strengthen our provision.

Key areas of training that have taken place this term include introductory sessions for colleagues on their National Professional Courses. These are nationally recognised, industry based, professional qualifications. Colleagues who have enrolled onto a NPQ this term, are: Amy Cutmore, Emma Hiett, Jo Broughton, Jo Cross and Fiona Harrison. Colleagues who continue their qualifications into this year, are: Sheri Watt and Emily Manning. Moreover, Designated Safeguarding Leaders in the school also updated their appropriate qualifications to ensure that staff and students remain safe in the school. Our language colleagues have enrolled onto a variety of courses to prepare for new specification content, which will begin in September 2024.

We continue to promote training opportunities to our colleagues on a regular basis. The Assistant Headteacher, Teaching and Learning & Staff Development populates the Staff Briefing Minutes with courses and training that may be interested to colleagues across the school.

Support Staff Training

We have now embedded support staff CPD in our training plans, which allows us to look across all areas of staff training and determine professional development needs across the whole staff body. We used time allocated on our previous INSET Day to consult with support and teaching staff in relation to our SEF; it is vital that contributions from this important area come from the entire staff body. Colleagues in the support staff team, also continue to use professional development to enhance their practices. For example, ten support staff colleagues attended online seminars for 'administering medication in schools' and two further colleagues attended a recent 'first aid at work' training session. Claire Fairchild, our SEND assistant has also enrolled to attend a Mental Health First Aid for Students course later in the year. Moreover, our Site Manager has also attended training centred around IPAF operation and a member of our Education Support Team attended training around Trip and Visits.

Staff Training Courses - September 2023 – November 2023

Date	Duration (Hours)	Name	Course Code	Course Title	Course Provider
09.09.2023	all day	Amy Cutmore	HUM	ResearchED National Conference	ResearchED
11.09.2023	2hrs	Julie Bennett	LAN	Mid Essex ITT mentor training	Mid Essex ITT
14.09.2023	2hrs	Jo Broughton	CRE	Mid Essex ITT mentor training	Mid Essex ITT
18.09.2023	3hr	Lena Madle	GEN	EVC Training (Blended Remote)	Evolve

21.09.2023	2hours	Emily Manning	SCI	NPQSL - Session 6 online	UCL
27.09.2023	all day	Alex Hiner	GEN	Careers Leader Training CDI level 6	CDI
28.09.2023	all day	Marion Chumbley	GEN	Senior Leadership Course - Virtual Masterclass	Educational Conferences
29.09.2023	all day	Adam Selby	GEN	Educating Girls Symposium	ICGS
29.09.2023	2hrs	Heidi Pocock	HUM	A course for SENDCOs	ASHE
05.10.2023	all day	Stephen Lawlor	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
05.10.2023	all day	Fiona Harrison	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
05.10.2023	all day	Marion Chumbley	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
10.10.2023	all day	Georgie Sales	CRE	First Aid Training	EFAW Bruce
10.10.2023	all day	Paul May	CRE	First Aid Training	EFAW Bruce
10.10.2023	all day	Sarah Clements	CRE	First Aid Training	EFAW Bruce
10.10.2023	all day	Amy Hopkins	HUM	First Aid Training	EFAW Bruce
10.10.2023	all day	Julie Bennett	LAN	First Aid Training	EFAW Bruce
10.10.2023	all day	Sue Gilbert	LAN	First Aid Training	EFAW Bruce
10.10.2023	all day	Tina Cannon	LAN	First Aid Training	EFAW Bruce
10.10.2023	all day	Mark Rowell	SCI	First Aid Training	EFAW Bruce
10.10.2023	all day	Smita Kempster	GEN	First Aid Training	EFAW Bruce
10.10.2023	all day	Marion Chumbley	GEN	LGBTQ+ training for Senior staff.	Essex CC
10.10.2023	all day	Fiona Harrison	GEN	LGBTQ+ training for Senior staff.	Essex CC
12.10.2023	all day	Kathryn Hunt	HUM	ECT Development	Saffron Teaching Hub
12.10.2023	all day	Amanda Guillioux	LAN	ECT Conference	Saffron Teaching Hub
12.10.2023	all day	Nina Lewis	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
12.10.2023	all day	Jo Cross	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
12.10.2023	all day	Michael Palmer	GEN	Designated Person for Child Protection in Education - Safeguarding Level 3	Juniper Education
17.10.2023	1 hour	Emma Hiett	GEN	NPQSL Face to face introduction seminar	Saffron Teaching Hub
17.10.2023	1 hour	Jo Cross	GEN	NPQH Introduction Seminar	Saffron Teaching Hub

19.10.2023	all day	Kathryn Hunt	HUM	Early Career Development Programme	Historical Ass
19.10.2023	6hrs	Smita Kempster	GEN	New to the Role Attendance Officer	Education Conference UK
19.10.2023	2hrs	Tom Hughes	HUM	Reflections on Summer Exam 2023 (Politics)	Pearson
19.10.2023	2hrs	Terry Warner	HUM	Reflections on Summer Exam 2023 (Politics)	Pearson
31.10.2023	1hr	Emma Hiett	SCI	NPQSL Seminars 1-5	Saffron Teaching Schools Hub / Teach First
09.11.2023	6 hrs	Virginie Caffier	LAN	Edexcel GCSE French, German and Spanish 2024: Getting Ready to Teach new specification	Edexcel
09.11.2023	6 hrs	Julie Bennett	LAN	Edexcel GCSE French, German and Spanish 2024: Getting Ready to Teach new specification	Edexcel
09.11.2023	6 hrs	Karen Greenland	LAN	Edexcel GCSE French, German and Spanish 2024: Getting Ready to Teach new specification	Edexcel
09.11.2023	6 hrs	Celia Santos	LAN	Edexcel GCSE French, German and Spanish 2024: Getting Ready to Teach new specification	Edexcel