

Staff Development Update – November 2024

INSET Days

INSET Day 1: Monday 2nd September: School Matters

- The Year Ahead
- Results/Sixth Form Admissions
- Teaching and Learning
- Curriculum
- Pastoral
- SEND
- Premises and IT Update
- Enrichment
- Behaviour for Learning
- Time allocated to department meetings.

INSET Day 2: Tuesday 3rd September - Student Matters

- Leaders of Tomorrow Programme Update
- Safeguarding
- Change@CCHS
- Entrance Test Training
- Pastoral meetings
- School Development Leader Meetings

INSET Day 3: Friday 4th October - Performance Management

- Performance Management Meetings

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 on: Teaching and Learning fundamentals; the fundamentals of effective Pastoral Care; and Digital Learning. We have also been able to allocate time to Departments and Year Leaders. We continue the trend of offering departments time to run their own CPD programmes. Subject Leaders spent time at the end of the last academic year formulating a three-hour programme of tailored and subject specific professional development. Programmes this year are exploring: questions and assessment for learning in Chemistry and lesson studies in Drama (to name just a few examples).

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 and Learning
- Challenge and Ambition
- Assessment for Learning
- Data and Analytics

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 contributed to:

Professional Studies:

- 11th October 2023 – *SEND* (Heidi Pocock)
- 15th November 2023 – *Marking Strategies* (Emily Manning)
- 10th January 2024 – *Values and Controversial Issues, Schooling, Recent Policy Changes and change @ CCHS* (Jonathan Harvey)
- 24th January 2024 – *Observing Teaching* (Graham Lodge)
- 24th April 2024 – *Effective Assessment Feedback* (Emily Manning)
- 15th May 2024 – *Resilience* (Matt Carter)

INSET:

- 2nd September – SEND Update (Heidi Pocock)
- 4th October - Performance Management Day (Graham Lodge)

Curriculum/ Teaching and Learning

As stated above, our CPD programme has a three-strand focus for this academic year, exploring the fundamentals of: Teaching and Learning; Pastoral Care; and Digital Learning. During our first Twilight CPD session of the academic year colleagues collaborated across departments to identify and explore the fundamentals of an impactful lesson, exploring: questioning, assessment for learning, cognitive load theory, retrieval practice, metacognition and self-regulation. Colleagues have now gone away to implement key areas of these foci in their practice for reflection in future CPD sessions and department meetings.

We are proud to offer many strands of our CPD programme, including offering colleagues the opportunity to attend external training and self-selected CPD sessions. At present colleagues have tended to focus their self-selected professional development around examination feedback and course content for the coming year. This includes our own Subject Leader of Economics (and Lead Examiner for AQA) devising her own feedback course for colleagues in her department.

Teaching School Alliances and Professional Partners

We remain strategic partners with 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. Our ECT colleagues and their mentors have attended training this term through the STSH. Moreover, the Headteacher has attended an SSGS conference; the notes from which were shared and discussed at SLT meetings. In the autumn term, we were also privileged to welcome our partners from NACE who undertook a review of our challenge provisions. Two colleagues spent a day in school visiting lessons; speaking to teachers, parents, students, staff and governors; and reviewing key frameworks with the Challenge Coordinator and other members of the SLT. At the end of this day, we were proud to be awarded the NACE Challenge Award.

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. Planning is currently in place for a host of activities celebrating diversity across the next academic year.

Courses relevant to equality and diversity continue to be shared with staff in our weekly briefing minutes. For example, the Assistant Headteacher (Teaching and Learning & Staff Development).

Leadership Development

Another cohort of four colleagues began the CCHS Leadership Programme this term. SLT deliver six modules, across the year, which are framed by our CCHS Leadership Profiles. In addition to the in-house leadership development offering, many colleagues continue to utilise the government backed National Professional Qualifications to support their own leadership development. These sessions aim to complement key ideas covered in our own professional development training. To note, colleagues across the school are engaged with the following NPQ leadership programmes: Headship, Senior Leadership, SEND, Leading Teaching and Leading Teacher Development.

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. Sidnie Sales, Year Leader for Year 10 trained to be a Mental Health First Aider this term.

The following colleagues have undertaken professional development this term to support the mental health and wellbeing of our students: Emma Hiatt, Year 13 Leader, and Sidnie Sales, Year 9 Leader, attended training around spotting the signs of Eating Disorders and Hayley Barker and Sarah Clements, both with TLR projects to support Mental Health attended training centred around anxiety and stress in young people.

Early Career Teachers

We continue to work with our ECT providers Saffron Teaching Schools Hub and Teach First for this academic year.

The colleagues undertaking provisions in relation to Early Career Teaching, this year, are: Marnie Guy (ECT2) and Eve Percival (ECT1). They engage with regular online training in addition to attending course seminars centred around the Early Career Framework.

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 welcomed five trainees to train at our school in September. They are training in the following areas: Physics, English, Religious Studies, History and Psychology.

All trainee colleagues complete our Professional Studies Programme as part of their in-school training with CCHS. In addition to this trainee colleagues also attend, wherever possible, our whole school programme of professional development (Twilight CPD, Inset Training etc.).

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.

Colleagues who are undertaking training through the National Professional Qualification (NPQ) programme are now fully enrolled in their courses and continue to attend monthly seminars. As stated above our programmes for Twilight CPD and Department CPD are now well underway, with our next sessions building on pastoral work started on our July Inset Day.

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, Maria Mears and Laura Nursey, are now both First Aid trained to support their roles as Office Support. Gary Jones and Kevin Clark are attending training to support their work maintaining our school pool.

The Assistant Headteacher (Teaching and Learning & Staff Development) also met with the HR Manager this term talk about ways in which we can facilitate leadership development among our support staff. A plan is being developed, with intended implementation, from January 2025.

Staff Training Courses – September 2024 – December 2024

Date	Duration (Hours)	Name	Course Code	Course Title	Course Provider	Venue
12.09.2024	3 hrs	Rhiannon Connolly	SCI	Mentor Meeting	MEITT	Notley High School
16.09.2024	3 hrs	Angela Brown	SUP	EVC Revalidation - Zoom	Evolve	online
16.09.2024	2 hrs	Marion Chumbley	GEN	Attendance-Leads and Attendance Officer Training for new framework	BAP	local tbc
17.09.2024	3 hrs	Michelle Davis	SUP	Canva for School Library Staff: Taking it to the Next Level	School Library Ass	online
18.09.2024	1hr 30min	Andrew Woodward	SCI	Industrial Cadets Gold teacher briefing.	EDT	online
19.09.2024	All Day	Natalie Day	CRE	NPQSL Day 2	Best Practice Network	Ray Lodge Primary School Snakes Lane East Woodford Green IGB 7JQ
26.09.2024	All Day	Ashleigh Cullum	CRE	WFAW	ProTrainings	in school
		Debbie Vaughn	SCI			
		Scott Coleman	MAT			
		Jane O'Reilly	MAT			
		Laura Nursey	SUP			

		Maria Mears	SUP			
10.10.2024	All Day	Amy Cutmore	HUM	NPQLT Conference Day #2	Saffron Teaching Hub	SWCHS
14.10.2024	1hr 30min	Preena Kurian	SCI	Exam Review: AS and A Level Physics A H156, H556	OCR	school
14.10.2024	1hr 30min	Rhiannon Connolly	SCI	Exam Review: AS and A Level Physics A H156, H556	OCR	school
14.10.2024	1hr 30min	Tom Hughes	HUM	Reflections on Summer Exam 2024 (politics)	Pearson	online
17.10.2024	All Day	Marnie Guy	SCI	Year 2 Secondary ECTs Induction	Saffron Teaching School Hub	tbc
18.10.2024	3hr 30min	Jo Broughton	CRE	Professional Tutors' Conference	Cambridge University Faculty of Education	Cambridge University Faculty of Education, Hills Road, Cambridge
24.10.2024	All Day	Emma Hiett	GEN	Spotting the Signs (Eating Disorder training)	Beat	KEGS
08.11.2024	All Day	Adam Selby	GEN	ICGS Educating Girls Symposium at Wimbledon High School GDST	ICGS	Wimbledon High School, GDST.
08.11.2024	All Day	Jo Cross	GEN	ICGS Educating Girls Symposium at Wimbledon High School GDST	ICGS	Wimbledon High School, GDST.
19.11.2024	4 hours	Jonathan Harvey	CRE	Artsmark Module 3: Impact of Change training	Goldsmith Artsmark	online
20.11.2024	4 hours	Jane Dixon	MAT	Economics CPD - Commonality of assessment language	internal	V14
20.11.2024	4 hours	Jane O'Reilly	MAT	Economics CPD - Commonality of assessment language	internal	V14

20.11.2024	4 hours	Scott Coleman	MAT	Economics CPD - Commonality of assessment language	internal	V14
20.11.2024	all Day	Sidnie Sales	CRE	Spotting the Signs (Eating Disorder training)	Beat	KEGS
27.11.2024	2hr 30mins	Radhika Pillai	MAT	Exploring the NEA	OCR	online
27.11.2024	5 hrs	Emma Cope	LAN	Mentor Training	University of Cambridge	Cambridge Faculty of Education
28.11.2024	1hr 40min	Hayley Barker	HUM	Understanding Anxiety and Stress in young people	The National College	online
28.11.2024	1hr 40min	Sarah Clements	CRE			
28.11.2024	All Day	Sidnie Sales	CRE	Youth MHFA	Transpire	online
29.11.2024	All Day	Sidnie Sales	CRE	Youth MHFA	Transpire	online
03.12.2024	All Day	Natalie Day	CRE	NPQSL Day 3	Best Practice Network	Ray Lodge Primary School Snakes Lane East Woodford Green IGB 7JQ
06.12.2024	All Day	Jonathan Harvey	CRE	Heads of Art Winter Conference	Specialist Art Conferences - Mandy Mills	Chippenham, Wiltshire.
16.12.2024	All Day	Adam Selby	GEN	Assessment Standardisation	Anglia Ruskin University	ARU Chelmsford
17.12.2024	All Day	Sidnie Sales	CRE	AQA A Level PE Achieving Success in the NEA	AQA	London