

Running a Primary or Secondary School

A series of tailor made training days designed to further develop leadership and management skills

Introduction:

These practical training days are intended for those aspiring to 'Run a School'; about to take up a leadership role in a school and those currently engaged in the business of 'Running a School'.

Taking place over a term and a half each day workshop moves from a theoretical perspective, through a consideration of issues to practical solutions. Participants will have an opportunity to reflect on the efficiency and effectiveness of their current organisation and consider ways of improving how it is managed. There will also be opportunities to share practice with other schools participating.

Each workshop will incorporate time for personal reflection and action planning.

The workshops have been designed around three themes, Managing Purpose, Managing People and Managing Place. Each workshop can be 'stand-alone' or taken as a series.

Duration:

Workshops will run over 3 days one at the beginning of each half-term, at A12, Advent House, Victoria Offices, Victoria, PL26 8LG.

Costs:

£250 per day.
CAPH members £200 per day.
CAPH members all three days £500.
Minimum of 10 participants per workshop required.

Tutors:

Dr. Pat McGovern
Karen Brokenshire
Robin Cowen

Day One - Managing Purpose – 26.01.2018

1. Mission, Values, Vision and Leadership
2. Planning – Annual Cycle, Daily Round, Term by Term
3. Data and Returns
4. Quality Assurance
5. Curriculum and Learning Organisation
6. School Improvement – Governors, Inspections

Day Two - Managing People – 23.03.2018

1. Recruitment, Appointment, Induction and Development
2. Structure, Performance and Appraisal
3. Communication 1 – Paper and Electronic including Headteacher's Report and Prospectus
4. Communication 2 - Meetings
5. Time – Delegation, Distributive Leadership
6. Voice – Students/ Pupils, Parents, Community

Day Three - Managing Place – 18.05.2018

1. Learning Environment
2. Resources – Finance, P.P, Estate, Equipment
3. Calendar
4. Events
5. Health and Safety
6. Safeguarding and Well-being

Interested?

For further information or an initial discussion

Contact Ian Bruce:

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