

Running a Primary or Secondary School

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

Introduction:

These practical training modules 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'.

Each module involves 6 three hour workshops which move 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 module will incorporate time for personal reflection and action planning, which the tutor will follow up a month later.

Modules 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 term, at our training centre in Roche.

Cost will be £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
Joy Mounter
Jo Osborne

Training Modules:

Day One - Managing Purpose – 27.01.2017

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 – 24.03.2017

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 – 19.05.2017

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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