

Details of Training and Development Opportunities for Support Staff

Higher Level Teaching Assistant (HLTA) Briefings			
Date	Time	Course Code	Venue
6 <sup>th</sup> October 2009	1.00pm – 3.30pm	09T/00229	RA&A, Gatton Park, Reigate <b>RH2 OTW</b>
22 <sup>nd</sup> October 2009	1.00pm – 3.30pm	09T/00230	St George's Christian Centre, Ashted <b>KT21 2DA</b>
2 <sup>nd</sup> February 2010	10.00am – 12.30pm	09T/00231	Guildford Children's Centre <b>GU1 1NR</b>

Higher Level Teaching Assistant (HLTA) Briefing for Specialism Training in Maths, Science & Food Technology			
Date	Time	Course Code	Venue
9th October 2009	1.30pm - 3.30pm	09T/00677	Princess Alice Conference Centre, Esher, <b>KT10 8NA</b>

Support Work in Schools (SWiS) Briefings suitable for all support staff in schools.			
Date	Time	Course Code	Venue
17 <sup>th</sup> November 2009	4.00pm – 5.30pm	09T/00255	Guildford Children's Centre <b>GU1 1NR</b>
21 <sup>st</sup> January 2010	1.30pm – 3.00pm	09T/00256	RA&A, Gatton Park <b>RH2 OTW</b>

Primary TA Induction (each cohort is a 5 day programme)			
Date	Time	Course Code	Venue
Autumn 2009 Cohort 1	09.30 am—3.30 pm	09T/00246	RA & A, Gatton Park, Reigate <b>RH2 OTW</b>
Autumn 2009 Cohort 2	09.30 am—3.30 pm	09T/00245	Various venues
Spring 2010 Cohort 3	09.30 am—3.30 pm	09T/00258	The Runnymede Centre, Addlestone <b>KT15 2EP</b>

Secondary TA Induction (each cohort is a 4 day programme)			
Date	Time	Course Code	Venue
Autumn 2009 Cohort 1	09.30 am—3.30 pm	09T/00259	The Runnymede Centre, Addlestone <b>KT15 2EP</b>
Spring 2010 Cohort 2	09.30 am—3.3.0 pm	09T/00260	Reigate Baptist Church <b>RH2 7LR</b>

Support Staff Induction (a 1 Day Induction workshop)			
Date	Time	Course Code	Venue
21st October 2009	09.30 am—3.30 pm	09T/00261	The Runnymede Centre, Addlestone <b>KT15 2EP</b>

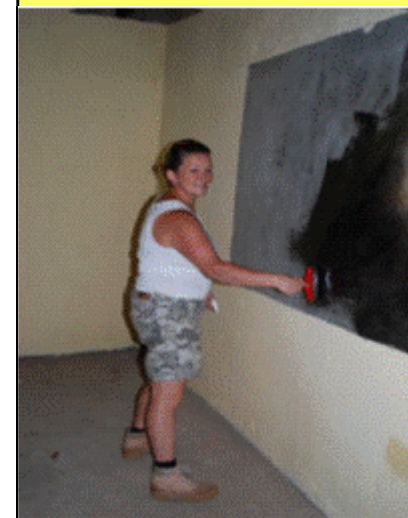
The above briefings and training events are fully funded and available to staff in Surrey Maintained Schools. To book your place on any of the above training and development sessions visit [www.vtfours.co.uk/cpdonline](http://www.vtfours.co.uk/cpdonline) and search by title or date.

**Editorial and contact details** - TA News is produced and distributed by the Workforce Development Team, VT Group Ltd. For information, enquiries and to send in your contributions, please contact the Workforce Development Team on 0800 0734444 ext 835011 or [wd@vtplc.com](mailto:wd@vtplc.com).

# Teaching Assistant News

## Memories of Summer 2009

Now back at school, many of us may view the summer holiday as a long distant memory. For one Surrey HLTA, summer 2009 was one to remember. Amanda Hawkins (*photographed doing some work in a classroom*) an HLTA at de Stafford School in Caterham spent an exciting summer holiday doing voluntary work in Kenya. Here is Amanda's account of her adventure:



### Where it all began.....

I am an ex pupil of de Stafford School where the founder of the Kimilili and TEMAK (Teenage Mothers and Girls Association of Kenya) Mr Geraint Jenkins taught me. I was always interested in the charity work he and many of the volunteers did, but whilst at school I never had the opportunity to attend any of the trips to Kenya.

### Planning for the trip to Kenya

In 2007 I got involved with the numerous fund raising events and even organised a couple of them myself. Jumble sales, sponsored walks, an auction, a line dance evening and concerts were just some of the ways we used to raise money. We had planned to visit Kenya in 2008, but due to the trouble in Kisumu our trip was postponed until this year. As a result of this it was decided that the young people of de Stafford would not accompany us this year but many of them still helped with the fund raising. We are hoping in the future it will be safe for students to

enjoy the experience of Kenya as they have in previous years. We have already started planning our 2011 trip and hope that many more volunteers will be able to join us.

The rescheduling of the trip enabled us to organise many more events and to raise an amazing £22,000. The total amount of money raised was used for projects in Kenya and each of us funded our own trips. This year's group consisted of 14 people from England and 3 from New Zealand.

### Our time in Kenya

We worked on building a new clinic at TEMAK, digging and placing foundations for the generator which we bought for St Luke's Secondary Boys School, foundations for an additional dormitory for the boys, painting and decorating 2 nursery classrooms for Kimilili Boys Primary School and building a cow shed. The remaining money was donated to the local hospital for much needed equipment, the local church for homeless and needy people and to buy cows for the schools.

At the beginning of the trip I was dubious of what to expect and a little home sick. We went on safari for the first 4 days in the Masai Mara and Lake Nakuru which was lovely, but personally the time we spent staying and working in the compound at the school was one of the most amazing times that I have ever experienced. I was surprised at how cheery the people were, they have so little yet they are so full of joy all the time. All they want to do is host you, make you welcome, talk to you and make you happy. I was overwhelmed at this and the way a complete stranger could make you feel so at home.

When Mr Jenkins spoke of Kimilili and how he left part of his heart there I appreciated it but could not fully understand his feelings. Today I feel privileged to have had the opportunity to have visited Kenya and its amazing people and can't wait to go back. Part of my heart is also left there!



Children in their garden

### Cover Supervisors

The role of Cover Supervisor is becoming a well established one in many Secondary Schools, with many large Secondary Schools now employing up to 6 Cover Supervisors. Cover Supervisors manage the class when teachers are absent and ensure that pupils undertake the work planned by the teacher.

They come from a wide variety of backgrounds, and bring a wealth of experience to our schools. VT Group, along with its partner schools, has developed a 3 Day training programme for Cover Supervisors which is being delivered at various schools throughout Surrey. To access this fully funded training you must be employed as a Cover Supervisor in a Surrey Secondary School, or in a Secondary Phase in a Special School.

This photograph shows the summer cohort with their tutor Helen Ely from Thamesmead School. For further information about this training offer please email [wd@vtplc.com](mailto:wd@vtplc.com)



### Surrey Primary Graduate Teacher Programme Information Event

(Graduate Teacher Programme)

15th October 2009

Reigate Priory School, Bell Street, Reigate RH2 7RL

*We invite graduates to attend a seminar on how you might train to become a primary teacher whilst earning an unqualified teacher's salary within Surrey schools!*

**Seminars are at 2pm and repeated at 6pm, lasting approximately 1 hour with time for questions!**



If you are thinking of working in Surrey as a primary teacher we would like to meet you! We have excellent schools and are a top performing Local Authority. We offer first rate training and structured career development with high levels of support. There's no better place than Surrey! Come and find out more at Reigate Priory School on Thursday, 15<sup>th</sup> October 2009. We would like to meet graduates interested in training whilst earning.

**Seminars on training and learning will be run at 2pm and repeated at 6pm. There will be input from the GTP Manager, programme support tutors and trainees past and present to talk about this route into teaching.**

[www.vtfours.co.uk/gtpevent](http://www.vtfours.co.uk/gtpevent)

### Performance Management

#### Introduction to Performance Management – Supporting Teaching & Learning

Do you need to find out more about performance management? VT Group are able to offer an introductory course on performance management for staff in schools who support teaching and learning. The course is suitable for both reviewers and reviewees, and provides information about the performance management process and the National Occupational Standards for Supporting Teaching and Learning. Delegates will have the opportunity to gain skills in writing and reviewing performance objectives, and to practice coaching skills.

The next course is on **Wednesday 11th November (Course Code 09T/00556)** at the Princess Alice Hospice in Esher. To book a place please go to [www.vtfours.co.uk/cpdonline](http://www.vtfours.co.uk/cpdonline)

### Secondary Higher Level Teaching Assistant (HLTA) Specialism Training in Maths, Science or Food Technology

#### An opportunity for all secondary TAs, LSAs, technicians and existing HLTAs

The Workforce Development Team would like to invite you to the above briefing on:

**Friday 9th October 2009, 1.30pm to 3.30pm at the Princess Alice Hospice, Esher**

This event will be of interest to those colleagues wishing to develop subject expertise in Maths, Science or Food Technology and leading to HLTA status. Heads of Department, CPD and other senior leaders may be interested in finding out the benefits of HLTAs with subject expertise.

To attend this briefing, view [www.vtfours.co.uk/cpdonline](http://www.vtfours.co.uk/cpdonline) and book your place online.

#### TA Champions Meeting

TA network meetings continue to be successful across Surrey. Each term TA Champions meet to share ideas and discuss ways of developing networks in their area. TA Champions are invited to attend our meetings listed below.

TA Champions Network Meetings			
Date	Time	Course Code	Venue
12th November 2009	2.30pm — 4.30pm	09T/00761	St Georges Christian Centre, Ashtead, KT21 2DA
3rd March 2010	2.30pm - 4.30pm	09T/00762	St Georges Christian Centre, Ashtead, KT21 2DA
10th June 2010	2.30 — 4.30pm	09T/00763	St Georges Christian Centre, Ashtead, KT21 2DA

New champions will be made very welcome. To book your place at any of these meetings, please visit :

[www.vtfours.co.uk/cpdonline](http://www.vtfours.co.uk/cpdonline)

Please contact [wd@vtplc.com](mailto:wd@vtplc.com) for further information about the TA Networks

#### Behaviour Management for Teaching Assistants.

This programme will be delivered in the Spring and Summer terms 2010. For full details including costs visit [www.vtfours.co.uk/cpdonline](http://www.vtfours.co.uk/cpdonline)

#### Subscribe to TA News

If you would like to receive your own E copy of the TA News, please contact [wd@vtplc.com](mailto:wd@vtplc.com)

The TA News is published once every term. You may have new members of staff joining your school who may like their own copy.

#### Do you have news for TA News?

Do you have a news item that you think might be suitable for the TA News? If you do, we would like to hear from you. Please email [wd@vtplc.com](mailto:wd@vtplc.com) with some information about your topic or

Tel 0800 073 4444 ext 835011.

#### Teachers TV Newsletter

An HLTA from Surrey features in the first edition of the *TA Newsletter for TAs and HLTAs* published by Teachers TV.

Theresa Donnelly works as a TA and Welfare Assistant at Linden Bridge School in Worcester Park. Theresa gives her top tips for working with ASD pupils. To read the full article go to:

[www.teachers.tv/ta/asd-feature](http://www.teachers.tv/ta/asd-feature)

