**Bookable Courses**

**Teaching Support Service**

**Training**

**Integrated Specialist Teaching**



**Bradford Portage Service**

**Cognition and Learning Team**

**Physical and Medical Team**

**Autism Spectrum Team**



Teaching Support Service - Integrated Specialist Teaching

**Training**

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| **Bookings must be emailed directly to** [**tssadmin.team@bradford.gov.uk**](mailto:tssadmin.team@bradford.gov.uk) **using the form provided separately**   * Please use the application from provided. * Please ensure your booking form is emailed only (do not post). * By booking you have accepted that the course is appropriate for your needs regardless of the post title you have stated. * If you send a substitute delegate please establish that this course is appropriate to their needs. * Please book at least two (working) weeks in advance of the course if possible * Once we have received your application we will acknowledge the receipt of your email. * Your application will be confirmed as soon as possible or at least up to two weeks before the start date. This is to ensure we reach minimum numbers before we give a clear confirmation. * Two weeks before the start of the course our cancellation policy will be in place. Please see our booking form for cancellation terms. * All contact will be with the email address specified on the application form. * All course correspondence will be via email. * In case of any booking issues please telephone on 01274 439500. |

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| **Please choose a car park that is suitable for the timing of your course.**  **Car parks:**  ***You can park all day in these 2 car parks***   * **NCP** on Hall Ings (BD1 5SD) (**before 9.30am** **will only be £3.50** **for all day**) **Parking after 9.30am will cost significantly more**. Pay on bottom floor before leaving.   Short walk to Margaret McMillan Tower   * **Radwell Drive** (BD5 0QB) £4 all day or 70p per hr pay on arrival. Short walk to Margaret McMillan Tower.   ***Only appropriate for half day or short courses***   * **Sharpe Street** (BD5 0QJ) **max 6 hr stay** £3.60 or 70p per hr pay on arrival. This is at the back of Margaret McMillan Tower.   *NB Prices may vary* |

Teaching Support Service - Integrated Specialist Teaching

**Training**

|  |  |  |
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| **Type** | **Course title** | **Date** |
| Physical and Medical | Manual Handling training | School based trg |
| Cognition and Learning | 20:20 Reading Intervention | School based trg |
| Autism | Introduction to Autism- Beginners (KS1- 4) Twilight | School based trg |
| Autism | Introduction to Autism – Intermediate (KS1-4) Full day | School based trg |
| Autism | Assessment and delivery of well-being and engagement with learning (KS2-4) Full day | School based trg |
| Autism | Introduction to Autism – Intermediate (KS1-4) 16.10.17 (full day) | 16/10/2017 |
| Cognition and Learning | The Communication Trust Progression Tools Workshop 09.11.17 (AM) | 09/11/2017 |
| Physical and Medical | Developing your understanding of handwriting- a practical guide. 14.11.17 (AM) | 14/11/2017 |
| Cognition and Learning | How to use and interpret the GL Assessment Dyslexia Portfolio 22.11.17 (AM) | 22/11/2017 |
| Autism | Lego Based Therapy (KS2-4) 28.11.17 (PM) | 28/11/2017 |
| Cognition and Learning | Motor Skills Workshop 06.12.17 (AM) | 06/12/2017 |
| Autism | Assessment and delivery of well-being and engagement with learning (KS2-4) 06.03.18 Full day | 06/03/2018 |
| Cognition and Learning | Exam Access and TEXTHELP Read/Write Gold | up & coming |
| Cognition and Learning | Elklan Speech and Language support 5-11s - Spring term 2018 (Jan18) | up & coming |
| Cognition and Learning | Elklan Speech and Language support 3-5s (Early Years) - Summer term 2018 (Apr18) | up & coming |
| Cognition and Learning | Elklan Communication Friendly Schools Accreditation-Spring term 2018 (Jan18) | up & coming |
| Cognition and Learning | Alphabet Arc – A multi-sensory programme | up & coming |
| Cognition and Learning | SENCo Induction | up & coming |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Physical and Medical Team**

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| --- | --- |
| Title | **Developing your understanding of handwriting- a practical guide.** |
| Description of training | Handwriting is a complex process. Learn more about the physical requirements and elements that need to be developed for children to write proficiently. This course will cover:   * Handwriting development * Fine motor skills for handwriting * Gross motor skills for handwriting * How to deliver handwriting instruction * Recognising, identifying and addressing potential handwriting difficulties in the classroom * Putting together an intervention programme   Refreshments: Drinks on arrival and mid-morning.  Tutor: Deborah Craig |
| Suitable for | Sencos, class teachers and support assistants |
| Date/s, times & venue | **14.11.17** – 09.30am to 12.30pm – Sir Henry Mitchell House |
| Cost | **£50** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Physical and Medical Team**

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| --- | --- |
| Title | **Manual Handling training**  **School based training** |
| Description of training | Do you have children who need physical, hands- on assistance to access school? If so you need to be trained to do this safely for both the pupil and staff involved.  This course will give staff a basic training in manual handling and will also include time in school to draw up a written manual handling plan for individual pupil and offer problem solving support. This is a legal requirement for all schools who need to physically move children.  This course will cover:   * Back awareness * Principles and practice of safe lifting/ moving and handling * Using equipment safely e.g. hoists * Writing an individual manual handling plan   Tutor: Deborah Craig  If a refresher course is needed or if the course does not need to include hoisting a half day training session may be suitable. Please contact the Physical and Medical Team to discuss your individual needs. |
| Suitable for | All school staff |
| Date/s, times & venue | These sessions are to take place in your school. We will require a classroom.  **Please contact the Physical and Medical Team to arrange a suitable date.** |
| Cost | **£780** per school to train up to 6 members of staff |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

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| --- | --- |
| Title | **The Communication Trust Progression Tools Workshop** |
| Description of training | This workshop will show delegates how to use the Progression Tools from The Communication Trust to identify speech, language and communication needs in children and young people using case study examples. We will also look at how to use this information to inform next steps for provision in the classroom and to monitor progress. The Tools consist of a series of questions and observations that identify strengths and weaknesses in a child/young person’s speech, language and communication skills against developmental norms. Settings may wish to purchase the Progression Tools from The Communication trust prior to enrolling on this workshop.  Refreshments: Drinks on arrival and mid-morning.  Tutor: Catherine Pass |
| Suitable for | Sencos, teachers and support staff |
| Date/s, times & venue | **09.11.17** - 09.30 to 12.30 Margaret McMillan Tower |
| Cost | **£50** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **How to use and interpret the GL Assessment Dyslexia Portfolio** |
| Description of training | This workshop will involve an examination of how to use the Dyslexia Portfolio as a screening tool to inform intervention and support for pupils with dyslexic type difficulties. It will use a range of case studies to demonstrate how to interpret results and use them to inform appropriate provision.  Refreshments: Drinks on arrival and mid-morning.  Tutor: Various |
| Suitable for | Senco’s |
| Date/s, times & venue | **22.11.17** - 09.30 to 12.30 Margaret McMillan Tower |
| Cost | **£50** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **Motor skills Workshop** |
| Description of training | Schools are increasingly finding that children are struggling to record their work with fluency, speed and legibility. This difficulty relates to an immaturity in the development of their motor skills.  This workshop will look at the widespread causes and effects of motor skills immaturity in children and how to identify it.  We will look at the impact of the difficulty on learning, self-esteem and often behaviour and at ways of remediating and overcoming it.  The course is a practical one and we will look in depth at strategies to overcome the difficulties.  There will also be a focus on handwriting itself and how to improve this in children.  Refreshments: Drinks on arrival and mid-morning.  Tutor: Paula Derry |
| Suitable for | Sencos, Class teachers and support staff. |
| Date/s, times & venue | **06.12.17** - 09.15 to 12.15 Margaret McMillan Tower |
| Cost | **£50** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **20:20 Reading Intervention**  **School based training** |
| Description of training | This is a three half day course which trains TAs to deliver our successful one-to-one reading intervention. Up to 10 TAs can be trained together and it is delivered in school. The host school can offer place to other schools to make the number up to 10 making the cost £50.00 per TA.  Refreshment arrangement: Provided by host school  Tutor: Julie Wilson & Tasleem Akhtar |
| Suitable for | TA’s and Senco’s |
| Date/s, times & venue | These sessions are to take place in your school. We will require a classroom.  **Please contact the Cognition and Learning Team to arrange a suitable date.** |
| Cost | **£500** per course |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **Exam Access and TEXTHELP Read/Write Gold** |
| Description of training | This full day workshop provides an update of exam access regulations (2017 to 2018).  It will outline information about how to plan and assess for exam access arrangements. In the afternoon TEXTHELP will showcase how Read/Write Gold can support pupils in the classroom and in exams.  Refreshments are included. Lunch is provided plus drinks on arrival, mid-morning and with lunch.  Tutor: Various |
| Suitable for | Senco’s |
| Date/s, times & venue | To be arranged – please contact Cognition and Learning Team  This will be a full day course |
| Cost | **£150** per person |

Please contact Cognition and Learning Team to express an interest in the following course.

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **Elklan Speech and Language support 5-11s - Spring term 2018 (Jan18)** |
| Description of training | The courses are taught by Elklan trained Speech and Language tutors from the Cognition and Learning Team in ten sessions.  Participants learn about communication theory and are given a course book, Language Builders, full of practical interventions to use immediately in the classroom. Most importantly they understand how and why to use these strategies appropriately to help any child access the curriculum, become an independent learner and improve their social skills. A portfolio of practical work and interventions with children embeds the teaching and this is assessed and marked by the tutor enabling delegates to achieve a Level 3 qualification.  Learners will need a further half day per week in school to complete portfolio tasks  Refreshments are included. Drinks on arrival and mid-morning.  Tutor: Various |
| Suitable for | Teaching support staff and Primary Teachers |
| Date/s, times & venue | 10 sessions 09.15am to 12.30pm  To be arranged – please contact Cognition and Learning Team |
| Cost | **£400** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **Elklan Speech and Language support 3-5s (Early Years) - Summer term 2018 (Apr18)** |
| Description of training | The courses are taught by Elklan trained Speech and Language tutors from the Cognition and Learning Team in ten sessions.  Participants learn about communication theory and are given a course book, Language Builders, full of practical interventions to use immediately in the classroom. Most importantly they understand how and why to use these strategies appropriately to help any child access the curriculum, become an independent learner and improve their social skills. A portfolio of practical work and interventions with children embeds the teaching and this is assessed and marked by the tutor enabling delegates to achieve a Level 3 qualification.  Learners will need a further half day per week in school to complete portfolio tasks  Refreshments are included. Drinks on arrival and mid-morning.  Tutor: Various |
| Suitable for | Teaching support staff and Teachers in early years settings |
| Date/s, times & venue | 10 sessions 09.15am to 12.30pm  To be arranged – please contact Cognition and Learning Team |
| Cost | **£400** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title  Accreditation | **Elklan Communication Friendly Schools Accreditation -** Spring term 2018 (Jan18) |
| Description of training  Cont: | Elklan Communication Friendly Setting (CFS) accreditation is awarded to settings that have trained and supported all their staff in communication and language development. They will also have shown evidence of embedding this knowledge in targeted interventions and through the implementation of a Communication Policy. Accreditation can be achieved in one year and can be renewed after three years. It is the most cost effective strategy available for whole-setting capacity building in communication. Becoming a CFS involves three elements each of which can be commissioned separately:   1. Training Teaching Assistants and teachers 2. Training the whole setting staff through trained Lead Communication Practitioners 3. An audit of the embedding of practices and policies in the setting   Full details of the accreditation process are on the Cognition and Learning Team’s Elklan page on BSO.  **Comments from settings:**  *The Elklan course has given me the skills and knowledge I need to narrow the learning gap of a child with communication needs. I am using what I have learnt in my work everyday”*  *“I have gathered brilliant ideas and resources to help me support children with communication difficulties. I have also realised that the small things; modelling words and sentences and using more visual aids, can make a massive difference to a child. I would recommend Elklan to everyone!”*  *“What I have learnt on the course has given me the confidence to speak out and feedback to my team in the Nursery about how they can adapt their own language when working with children”*  *"Becoming a Communication Friendly School has resulted in improved learning and communication across school and in all year groups. There has also been a noticeable increase in independence."*  Refreshment arrangement: tea, coffee and water  Tutor: various  **Elklan Communication Friendly Schools Accreditation -** Spring term 2018 (Jan18) |
| Suitable for | Whole Settings: Early Years, Primary and Secondary MMT |
| Date/s, times & venue | To be arranged – please contact Cognition and Learning Team |
| Cost | **Total cost per school = £2200**  **Breakdown of costs as follows:**  **Step 1** – Training two Teachers and two TAs on Elklan Speech and Language support 5-11s   * **Cost -** £400 per person payable to City of Bradford MDC = **£1,600** (For Language builders book x 4, Accreditation fees x 4 / Elklan tutor delivery and portfolio marking (10 week course)   **Step 2 –** Communication Counts   * **Cost** - £500 payable to Elklan. (£130 per teacher plus £240 for 18 posters, 6 x colourful stories and session handouts 2 x LCP manuals)   **Step 3 -** Accrediation and audit   * **Cost** - **£100** payable to Elklan |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Introduction to Autism – Intermediate (KS1-4)** |
| Description of training | Comprehensive autism training and insight for school staff who already have a basic knowledge and experience of autism.  Staff will develop their existing knowledge of autism and gain an understanding how to meet the needs of a range of children with a diagnosis of autism in a mainstream setting at KS1-4.  The course will include the 4 areas of difference, offer strategies and approaches and opportunities to plan the implementation of these strategies.  Refreshments: Lunch is provided plus drinks on arrival, mid-morning and with lunch.  The course will be delivered by a specialist teacher. |
| Suitable for | School based staff in direct contact with CYP with a diagnosis of autism to include SENCo’s, teachers, Senior Leaders, Head Teachers, Phase Leaders, Learning Mentors KS1-4 |
| Date/s, times & venue  FULL DAY | **16.10.17** - 9.00am - 3.30pm City Hall |
| Cost | £110 |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Assessment and delivery of well-being and engagement with learning (KS2-4)** |
| Description of training | You will gain a practical approach to assessing children and young people’s skills to foster well-being, positive mental health and engagement.  Schools will learn to develop robust systems to monitor emotional development and well-being across all age ranges.  The course will include an insight into the high incidence of poor mental health in children and young people with autism.  You will learn how to develop practical tools for measuring well-being and engagement.  Refreshments: Lunch is provided plus drinks on arrival, mid-morning and with lunch. |
| Suitable for | All school staff who come in contact with children and young people with autism KS2-4 |
| Date/s, times & venue | **06.03.18** - 9.00am - 3.30pm Margaret McMillan Tower |
| Cost | £110 |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Lego Based Therapy (KS2-4)** |
| Description of training | A structured intervention to develop the social and interaction skills of children and young people with autism in mainstream settings KS2- 4.  Staff will learn what Lego-based Therapy is and how to implement and differentiate Lego-based Therapy.  The course will include practical group activities, guidance on setting up Lego based Therapy groups and highlight the benefits for children and young people with autism.  Refreshments: Drinks on arrival.  The course will be delivered by a specialist practitioner |
| Suitable for | All school staff who come in contact with children and young people with autism KS2- 4. |
| Date/s, times & venue | **28.11.17** - 1.30pm – 3.00pm Margaret McMillan Tower |
| Cost | £50 |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Introduction to Autism- Beginners (KS1- 4)**  **School based training** |
| Description of training | An introduction to autism for mainstream school staff at KS1 – 4.  Staff will gain a basic understanding of autism and how it impacts learning and living.  The course will include an introduction to the main areas of difference in autism and some strategies and approaches suitable for mainstream settings.  The course will be delivered by a specialist teacher.  We can train up to a max of 30 staff. |
| Suitable for | All school staff who come in contact with children and young people with autism KS1 - 4 |
| Date/s, times & venue | The course is 1.5 hours and will take place in the setting  Twilight – 3.30 – 5pm  Dates will be negotiated with individual schools |
| Cost | £200 |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Introduction to Autism – Intermediate (KS1-4)**  **School based training** |
| Description of training | Comprehensive autism training and insight for school staff who already have a basic knowledge and experience of autism.  Staff will develop their existing knowledge of autism and gain an understanding how to meet the needs of a range of children with a diagnosis of autism in a mainstream setting at KS1-4.  The course will include the 4 areas of difference, offer strategies and approaches and opportunities to plan the implementation of these strategies.  The course will be delivered by a specialist teacher. |
| Suitable for | School based staff in direct contact with CYP with a diagnosis of autism to include SENCo’s, teachers, Senior Leaders, Head Teachers, Phase Leaders, Learning Mentors in KS1-4 |
| Date/s, times & venue | The course is a full day and will take place in the setting.  Dates will be negotiated with individual settings. |
| Cost | **£800** for up to a max of 12 staff  **£1000** 13 to a max of 30 staff |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Autism Spectrum Team**

|  |  |
| --- | --- |
| Title | **Assessment and delivery of well-being and engagement with learning (KS2-4)**  **School based training** |
| Description of training | You will gain a practical approach to assessing children and young people’s skills to foster well-being, positive mental health and engagement.  Schools will learn to develop robust systems to monitor emotional development and well-being across all age ranges.  The course will include an insight into the high incidence of poor mental health in children and young people with autism.  You will learn how to develop practical tools for measuring well-being and engagement.  The course will be delivered by a specialist teacher and Specialist Practitioner |
| Suitable for | All school staff who come in contact with children and young people with autism KS2 - 4 |
| Date/s, times & venue | The course is a full day and will take place in the setting.  Dates will be negotiated with individual settings |
| Cost | **£800** for up to a max of 12 staff  **£1000** 13 to a max of 30 staff |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

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| Title | **SENCo Induction – 3 days** |
| Description of training | The SENCO Induction Course is a 3 day course run over three terms  Course content   * Advice on how to organise and carry out the role of the SENCO. * Provide SENCOs with up to date information on a school’s and LEA’s statutory responsibility for pupils with SEND as described in the Code of Practice. * Give SENCOs a clear overview of SEND funding arrangements in Bradford and how this relates to Bradford’s Ranges of Provision. * To provide information on the process of developing a My Support Plan, Joint Assessment meetings and Annual Reviews. * Provides guidance on the use of Provision Mapping for recording the data and progress of pupils with SEND. * Presents an overview of the teams within the Teaching Support Services and how to make referrals to them * Gives advice on the identification of pupils with SEND and support to access the information on supporting pupils available on Bradford Schools Online. * The opportunity to look at a range of resources, including ICT software to support the learning of pupils with SEND   It provides SENCOs with the opportunity to network with others who are also new to the role  Refreshments are included. Lunch is provided plus drinks on arrival, mid-morning and with lunch. |
| Suitable for | Newly appointed Senco’s |
| Date/s, times & venue | TBA |
| Cost | **£500** per person |

Teaching Support Service - Integrated Specialist Teaching

**Training**

**Cognition and Learning Team**

|  |  |
| --- | --- |
| Title | **Alphabet Arc – A multi-sensory programme (Half day training)** |
| Description of training | Alphabet Arc is a multi-sensory intervention which helps develops pupil’s fluency with letter sounds and names and alphabetical order; and also develops segmentation, blending and syllabification skills. It can be used with pupils of all ages. Alphabet arc activities can be used as a one to one intervention, pairs, group intervention/ activity, or can be used as an activity for the whole class.  Outcomes of the training:   * To look at different learning styles and how this impacts on the way we teach children * To understand the value of a multi-sensory approach * To understand the variety of learning opportunities associated with the alphabet arc * To understand how to use the alphabet arc through practical activities * To gain an understanding of how alphabet arc can relate to precision teaching   Refreshments are included. Drinks on arrival and mid-morning.  Tutor: Katy Walker and Judith Curran |
| Suitable for | Teaching Assistants, SENCOs and Class Teachers. |
| Date/s, times & venue | **TBA** |
| Cost | **£50** per person |