

anthem

Developing Great People:  
Professional Development  
Handbook 2022-23

Thriving People

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## Foreword



As your new Director of People, I am keen to ensure all Anthem staff have access to quality and inclusive career development and training opportunities. So I am delighted to be able to share with you the incredible offer of professional development we have put together for this year.

CTMM is known inside and outside Anthem as a flagship programme for teacher development. It is ambitious in scale, and quite rightly so, with delivery planned to use every evidence-based lever of effective professional development, and we are beginning to see the impact of this. Instructional coaching is following. If I were still a teacher, I would be relishing this level of quality professional development.

We also have a fantastic suite of leadership programmes, not just for education leaders, and we work collaboratively across the country to provide access to National Professional Qualifications, the Early Career Framework and apprenticeships.

Our vision is that together, we will create ambitious and successful schools in which every child thrives. For the 8,000 plus children in Anthem schools, they get one chance.

Our people are our most valuable asset, as it is the quality of teaching that makes the biggest difference to pupil achievement. Our laser-like intention should be that our resource, talent and focus should be on supporting our teachers to continually improve. The quality of our leadership, support, catering, payroll, administrative, premises and professional development should wrap around this aim, supporting the development of all adults in Anthem. That means investing in **every** individual in the team.

I hope that this Professional Development Handbook provides clarity about the different pathways of development available to all staff: teachers and support, in schools and the national team – because when our adults thrive, our children will thrive.



**Helen Barker**  
**Director of People**

## Developing Great People Framework

The Anthem Developing Great People Framework shows the themes of our approaches to developing great people, building great teams and supporting schools to be places to thrive for all.

The framework is underpinned by the evidence that the biggest impact on our children and young people happens in the classroom, in the design and delivery of the curriculum and the interaction between adults and pupils.

The second biggest factor is the quality of leadership, while the conditions, culture and climate must also be right.

Developing Great People is a three-year rolling framework of programmes and other forms of professional development. KYRA and Anthem work in partnership to bring a significant part of this offer to schools beyond the Trust, with the opportunity to work with colleagues nationally and in other organisations.



### How to use this handbook

This handbook draws together what is available under the umbrella of The Developing Great People Framework for both individuals and teams during 2022-23. This will be a tool to support your school improvement planning and performance management cycle to invest in everyone's professional development.

This handbook is your guide to what is available and how to access the Anthem professional development offer, including booking and request systems. This should be used from September 2022 and forms part of your performance management and school improvement toolkit.

Every effort has been made to ensure all information is up to date so you can print a copy should you wish, to support your professional development planning in schools. If there are any changes, we will share through the *School R.U.N* and the most up to date version available on the all staff portal.

**In the Appendices you will find a document with an overview of contact information and quick links, which you can pull out for your staff/office noticeboard.**

## Pathways for accessing professional development

Our offer for 2022-2023 is based upon the needs that our schools have identified, support School Development Priorities, the Trust Development Plan and wider requests.

Schools within the Trust can access the professional development offer through two routes as detailed below. The Core Offer begins to run early in September, and we encourage schools to explore and begin booking early in the academic year.

Booking remains open throughout the school year however by the **30 September 2022** each programme will be assessed for viability. **Therefore, we urge you to book by this date if possible.**

### Two pathways for schools to access the offer...

<p><b>ANTHEM CORE OFFER</b></p> <p>A scheduled professional development offer for 2022-23 - booking open to all Anthem colleagues and free to schools (charge of release and travel to be paid by school).</p>	<ul style="list-style-type: none"> <li>✓ Base Framework –compulsory and recommended training</li> <li>✓ Early Career Teacher Training</li> <li>✓ Suite of NPQs (National Professional Qualifications)</li> <li>✓ Apprenticeships</li> <li>✓ CTMM (Cognitive Theory Metacognition &amp; Memory)</li> <li>✓ PLNs (Professional Learning Networks)</li> </ul>	
<p><b>OTHER PROFESSIONAL DEVELOPMENT</b></p> <p>A suite of programmes and modules taken from the Developing Great People offer, can be requested on need but potentially at a charge.</p>	<p><b>Gateway Development Support</b></p> <ul style="list-style-type: none"> <li>✓ Discussed with AEDs/EDs and agreed via Gateway on a need basis</li> <li>✓ Requested and likely paid for by the school</li> <li>✓ Request form to be completed to allow ASIT to determine facilitators/viability/cost/pooling</li> </ul>	<p><b>Gateway Targeted Support</b></p> <ul style="list-style-type: none"> <li>✓ Requested by school and/or directed by AEDs &amp; EDs on a need basis via Gateway</li> <li>✓ Likely paid for by Trust due to the need</li> <li>✓ Request form to be completed to allow ASIT to determine facilitators/viability/cost/pooling</li> </ul>

**EDs** – Educational Directors

**AEDs** – Associate Educational Directors

**ASIT** – Anthem School Improvement Team

## Booking professional development

- Professional development programmes can be booked [through the BookitBee system.](#)
- To quickly access the booking for individual programmes: scan the QR codes next to each programme by opening the camera on your device and you will be able to access the relevant booking link.
- **Please ensure you use the email address for each participant when booking, not a generic email.** After booking, the participant will receive a confirmation email and will also receive pre-course information via this route, including joining instructions for online events. Therefore, **it is essential the *participant's* email address is used** to ensure they get the relevant communication and details.

## Anthem Core Offer

### In this section...

National College Resource (How to access and what it can do)

Base Framework – Anthem compulsory and recommended training (what is a must, should and could for your teams to be compliant)

Safer Recruitment

Event Visit Co-ordinator Training

Anthem Leadership Induction

Training for Support Staff on Operational Areas

Teaching & Learning Programmes

- Ingenuim Programme for Teaching Assistants
- Leading Great Practice in Early Years
- Great Primary Curriculum
- Great Curriculum Leadership in Anthem Secondary Schools

Leadership Development Programmes (including data handling)

- ALPS
- ALPS Training KS4 & KS5 Secondary Head of Year
- School Inspection Data Summary Report (IDSR) and Analyse School Performance (ASP) Training
- Fierce and Courageous Conversations
- Great Strategy
- Ethical Leadership

Wellbeing & Workload

Anthem Early Career Teachers

Anthem Leaders - National Professional Qualifications

Apprenticeships for Existing Staff in Anthem School

PLN (Professional Learning Networks)

CTMM (Cognitive Theory Metacognition & Memory)

Moderations

Digital users can **ctrl+click** on the titles to go straight to the relevant section.

## National College Resource

Anthem subscribes to [The National College](#) and all Anthem employees have access to this platform with their own username and password. The National College platform can be used to access role-specific webinars which have been designed to meet the needs of people working in schools, and because they're online, they can be accessed at a time that is convenient to the individual.

The platform can also be used to share internal and bespoke training, share new and updated policies and log details of any other external training to provide a central record of training to the user, their school and the Trust.

[Contact Lisa Yates](#) with any queries.

## Base Framework – Anthem compulsory and recommended training

All staff within Anthem need to undertake a range of mandatory training to ensure we are compliant within areas such as Safeguarding and Health and Safety. Through the National College resource many of this compliance training can be completed via webinars, accessible through an individual's National College account. Therefore, please log on to your account and access your 'watch list', where all mandatory training will be accessible. Optional training has also been suggested and we encourage staff to complete this.

For an overview of mandatory and optional training, please go to the [Base Framework 2022-23 spreadsheet](#) which gives you an overview of the Anthem compulsory and recommended training, identifying the training that each group of staff needs to complete.

[Contact Helen Barker](#) with any queries.

## Safer Recruitment – online

This training will be delivered by Anthem personnel who are qualified to deliver the session.

**Audience:** This course is suitable for all staff who are likely to be involved in recruitment, interviewing and onboarding of candidates. Examples of staff who may wish to enrol on this course are:

- Headteachers
- SLT
- Local governors and Trustees
- Middle leaders or heads of department
- HR staff
- Administration staff with a role in recruitment

The safeguarding of children and following KCSIE requirements for safer recruitment is essential for all schools and school trusts.

This is an accredited course delivered in conjunction with the Safer Recruitment Consortium.

The training comprises two half-day online sessions, on consecutive days. You only need to attend one of these dual sessions across the year.

If you need Safer Recruitment Training prior to a booked session you can access a version through the National College as an interim measure, however the accredited training through Anthem should be accessed at some point during the year for mandatory groups (please see [Base Framework for Training 2022-23](#)).

DATE	TIME	BOOKING LINK	QR CODE
<b>Option 1:</b> Tuesday 4 and Wednesday 5 October 2022	9:00 – 12:30	<a href="#">Safer Recruitment Autumn</a>	
<b>Option 2:</b> Tuesday 7 and Wednesday 8 February 2023	9:00 – 12:30	<a href="#">Safer Recruitment Spring</a>	

## Event Visit Co-ordinator Training

**Audience:** This course is aimed at new and existing EVCs in all schools

This training is a blended programme of two parts:

**Part 1** is a three-hour self-guided e-learning course, which can be undertaken at a time to suit the attendee. This will be provided two weeks prior to the session.

**Part 2** is a three-hour live remote facilitated session.

The course will enable EVCs to plan and manage their schools' educational visits and off-site activities in line with National Guidance and current good practice, and thus help fulfil their Health & Safety obligations. This course aims to equip staff with the key requirements to become a competent Educational Visit Co-ordinator. The course outlines key considerations in planning an educational visit, updating participants with current good practice in the supervision of young people. The course provides training in strategies used for risk management and risk assessment off-site.

This programme is run by an external provider Evolve Advice Ltd, the cost will be coordinated centrally and schools will be recharged at a **cost of £75 per participant**.

DATE	TIME	BOOKING LINK	QR CODE
Wednesday 28 September 2022	13:00 – 16:00	<a href="#">EVC Sept</a>	
Thursday 18 May 2023	13:00 – 16:00	<a href="#">EVC May</a>	

## Anthem Leadership Induction

**Leadership Induction is led by Helen Barker, Director of People.**

**Audience:** ALL personnel, teaching and support staff, are invited to attend within six months of stepping into a leadership or management role, where they have the responsibility for leadership or line management of others. Either before or after their start date.

**Face-to-face:** The induction includes a pre-task and a review task and evaluation, as outlined in the table below.

The induction programme is in place to support leaders to be aligned with Anthem values and be knowledgeable of leadership and management strategies and approaches. To have self-awareness, confidence, and the skills to lead and manage others effectively. The induction includes the themes; knowledge of self, leadership of others and leading in Anthem.

Contact Helen Barker with any queries.

EVENT	CONTENT
Registration and pre-task	Self-evaluation via self-reflection and MBTI assessment & a pre-reading task.
Face to face – 9:30-3:30	Choose one day from the appropriate region.
Review task and evaluation	Written reflection of first 100 days of leadership/management, feedback and reflections on the impact of the training.

**For booking, please click on link or QR code in the table below for the relevant session:**

DATE	LOCATION	BOOKING LINK	QR CODE
Monday 28 November 2022	Autumn London Thames Valley	<a href="#">Leadership Induction Autumn LTV</a>	
Monday 12 June 2023	Spring East Midlands	<a href="#">Leadership Induction Spring EM</a>	
Wednesday 21 June 2023	Spring London Thames Valley	<a href="#">Leadership Induction Spring LTV</a>	

## Training for Support Staff on operational areas

A series of webinars will be available for staff that lead or work within the school operations teams. Webinars will be delivered virtually using zoom. If appropriate, these sessions will be recorded and made available to all school operations staff.

The series of webinars include these topics:

- Risk management and school risk registers
- Governance framework of Anthem and the Scheme of Delegation
- Complaints and exclusions handling
- SEND
- Teams and SharePoint
- GDPR
- VAT
- Purchase to pay process and coding
- Finance month end and year end
- Recruitment process
- Absence management
- Procurement
- Business continuity planning
- Off payroll workers

Further information and booking can be found in the [Anthem school operations staff training programme](#).

## Teaching & Learning

### Ingenium Programme for Teaching Assistants – online



**Facilitator:** Vanessa Hopkinson, Lead Practitioner for Leading Teaching

**Audience:** Primary Teaching Assistants

This programme, delivered in five online modules, has been designed exclusively for teaching assistants.

Each two-hour online module will improve TAs' practice and increase confidence in effectively supporting learners in the primary classroom.

The key areas covered will bring a deep understanding of a strong evidence-base and will support TAs to implement the training in the classroom, working with their teachers through practical strategies.

Participants will be expected to commit to trying out some of the strategies discussed in each module.

We would recommend that participants access the full programme, although you can select to attend individual sessions at the time of booking.

Please see further detail of each session in the table below.

DATE	TIME	SESSION NAME	INFORMATION
Wednesday 11 January 2023	13:00 - 15:00	1. What Does Metacognition Look Like?	Understanding what metacognition and self-regulated learning are. Promoting pupil independence; modelling metacognitive strategies and talk.
Wednesday 8 March 2023	13:00 - 15:00	2. How Can I Use Formative Assessment and Feedback?	What is formative assessment; purposeful questioning; quality feedback to the pupil and teacher; the four levels of feedback; supporting children getting used to feedback, valuing it and responding to it positively.
Wednesday 26 April 2023	13:00 - 15:00	3. Mathematical Representations for Concept-building	Understanding the use of manipulatives and representations for specific mathematical concepts; promoting talk.
Wednesday 17 May 2023	13:00 - 15:00	4. Behaviour as Communication	Understanding why displayed behaviours are a window to what is really going on and practical strategies, including Dan Hughes' PACE, to support children so they are in a place to learn.
Wednesday 14 June 2023	13:00 - 15:00	5. Reading – It's not all about Decoding	Evidence suggests comprehension and fluency are the key to improving access to and outcomes in all subject areas – we'll look at strategies, including why reading aloud and questioning is so important to improve pupils' reading; use of primary and secondary texts to access the curriculum.

For booking, scan QR code or click on the link below, where you will be able to identify the relevant sessions you wish to attend:

[Ingenuim](#)





## Leading Great Practice in the Early Years – Blended online & face-to-face

**Facilitator:** Suzanna Oaten, Assistant Headteacher at Mount Street Academy

**Audience:** EYFS Leads

A blended programme of online and face-to-face sessions exploring: What does great practice in the Early Years actually look like? What do you prioritise? How can we make sure that adult interactions are of the highest quality? How do you use the provision as the teacher? Is your timetable restricting you?

Come and explore these questions, be part of a professional dialogue and receive a hands-on experience in school.

Please see further detail of each session in the table below.

DATE	TIME	SESSION NAME	INFORMATION
Wednesday 22 February 2023	9:30 - 12:00 Online	What does great EYFS provision look like? How can we promote self-regulation?	<ul style="list-style-type: none"> <li>• Enabling environments</li> <li>• Open ended resources</li> <li>• Communication and Language.</li> </ul>
Wednesday 14 June 2023	9:30 - 11:30 Face-to-face	Interacting or interfering?	<p>A hands-on experience within an EYFS setting, looking at high quality adult interactions.</p> <p><i>Location: Mount Street Academy, Lincoln. should a sufficient proportion of the cohort be from Anthem LTV area, an additional session will be held in an appropriate school.</i></p>
Wednesday 12 July 2023	9:00 - 12:00 Online	Reflections on the EYFS framework. What will we adapt, adopt or abandon for next year?	

**For booking, scan QR code or click on the link below:**

[Leading Great Practice in the Early Years](#)





## Great Primary Curriculum – Online

**Facilitator:** Vanessa Hopkinson, Lead Practitioner for Leading Teaching

**Audience:** For those leading curriculum or a subject within primary schools

This three-session programme will consider key elements to great curriculum leadership. This is a modular learning programme, with time to reflect on current practice in your school and actions to be taken as gap tasks.

Please see further detail of each session in the table below.

DATE	TIME	SESSION NAME	INFORMATION
Wednesday 2 November 2022	9:30 - 12:00	How do we build a curriculum on key principles and school values?	<p>How can staff be involved at all stages of the curriculum design and development process?</p> <p>How can Dylan Wiliam’s seven principles of curriculum design support the design process?</p> <p>What needs to be considered for coherent mapping and a carefully sequenced curriculum?</p> <p>How can your school’s uniqueness be reflected in its curriculum?</p>
Wednesday 30 November 2022	9:30 - 12:00	Ofsted and deep dives: How can subject leaders be prepared for Ofsted and take part in the process of deep dives with confidence and clarity?	<p>This session will consider what evidence subject leaders should be collecting for key themes in recent Ofsted reports and the evaluation of a subject’s effectiveness so subject leaders can articulate what the progression of knowledge and skills look like in their subject, with confidence.</p>
Wednesday 1 February 2023	9:30 - 12:00	‘Usualising’ diversity in an anti-racist curriculum.	<p>How can we ensure our curriculum is diverse in a meaningful and balanced way?</p> <p>This session will explore practical steps that can be taken to avoid tokenistic gestures so that your curriculum weaves diverse representation that recognises everyone’s place and contribution to Britain’s history, culture and society.</p>

For booking, scan QR code or click on the link below:

[Great Primary Curriculum](#)





## Great Curriculum Leadership in Anthem Secondary Schools – online

**Facilitator:** Martyn Cooper, Senior Vice Principle

**Audience:** Please see the table below which details the best placed audience for each session. You may wish to book onto one session or a combination of sessions

This five-session remote programme will consider key elements to great curriculum leadership and design, enabling you to improve the quality of education in your teams focusing on the following ideas:

- How do we design an effective curriculum?
- How we ensure the intended curriculum matches the enacted curriculum?
- How do we prepare for Ofsted and deep dives?
- How do we ‘visualise’ diversity, British values, and other key themes in an anti-racism curriculum?

Please see further detail of each session in the table below.

DATE	TIME	TARGET AUDIENCE	SESSION INFORMATION
Wednesday 28 September 2022	16:00 - 17:00	Anthem HoDs, who are new in post or Anthem colleagues, who are aspiring to become a HoD	Understanding what makes an effective curriculum that meets the uniqueness of your learners.  Ensuring you can articulate your curriculum and subject intent, implementation and impact that reflects what is happening in your school and dept.
Wednesday 16 November 2022	16:00 - 17:00	Anthem HoDs, who are new in post or Anthem colleagues, who are aspiring to become a HoD	Your role in designing and building an effective curriculum, based on key principles and Trust and school values.  Understanding how you can involve staff at all stages of the curriculum development process.  Know how to map a sequenced and coherent spiral curriculum.  Sharing LTP and schemes of learning.
Wednesday 18 January 2023	16:00- 17:00	All HoDs and SLT	Considering how you can prepare for Ofsted and take part in the process of deep dives with confidence and clarity.  Considering what evidence to collect and the evaluation of your subject’s effectiveness so you can articulate what the progression of knowledge and skills looks like in your subject, with confidence.

<b>Wednesday</b> <b>15 March</b> <b>2023</b>	16:00 - 17:00	All HoDs and SLT	<p>Considering how you can prepare for Ofsted and take part in the process of deep dives with confidence and clarity.</p> <p>Considering what evidence to collect and the evaluation of your subject's effectiveness so you can articulate what the progression of knowledge and skills looks like in your subject, with confidence.</p>
<b>Wednesday</b> <b>28 June</b> <b>2023</b>	16:00 - 17:00	All HoDs, those aspiring to become HoDs and SLT	<p>Ensuring your curriculum is diverse in a meaningful and balanced way.</p> <p>Exploring practical steps that can be taken to avoid tokenistic gestures so that your curriculum weaves diverse representation that recognises everyone's place and contribution to Britain's history, culture and society.</p>

For booking, scan QR code or click on the link below, where you will be able to identify the relevant sessions you wish to attend:

[Great Curriculum Leadership in Anthem Secondary Schools](#)



## Leadership Development

### ALPS – online



**Facilitator:** Mel Calder, Head of Data and Impact

**Audience:** This training is aimed at any Heads of Department or Senior Leaders in Secondary schools that are new to using ALPS Connect.

The session will cover:

- Setting up a Series
- An overview of 'Scores' and 'Grades'
- How to use ALPS to validate and spot anomalies in data
- How ALPS can be used to highlight characteristic groups to focus on
- Use of the Thermometer and 'What If' function
- How to use ALPS to create intervention groups
- There will also be a chance at the end of the session to ask questions.

Please ensure all colleagues who attend the training have an ALPS account and the ability to login.

This session will be repeated several times over the course of the year for you to access at a time most suited to you, **for dates and booking please see table below.**

DATE	TIME	BOOKING LINK	QR CODE
Wednesday 23 November 2022	16:00 - 17:00	<a href="#">Alps Nov</a>	
Wednesday 22 March 2023	16:00 - 17:00	<a href="#">Alps March</a>	
Wednesday 5 July 2023	16:00-17:00	<a href="#">Alps July</a>	

### ALPS Training KS4 & KS5 Secondary Head of Year - Online



**Facilitator:** Mel Calder, Head of Data and Impact

**Audience:** This training is aimed at any Key Stage 4 or 5 Heads of Year or Pastoral Leads in Secondary schools that are new to using ALPS Connect.

The session will cover:

- Setting up
- The use and functionality of ‘Student Analysis’
- How to use ALPS to create focus groups
- How Tutors can use ALPS.

There will also be a chance at the end of the session to ask questions.

Please ensure all colleagues who attend the training have an ALPS account and the ability to login.

This session will be repeated several times over the course of the year for you to access at a time most suited to you, **for dates and booking please see table below.**

DATE	TIME	BOOKING LINK	QR CODE
Monday 17 October 2022	16:00 – 16:40	<a href="#">Alps KS4 &amp; 5 Oct</a>	
Wednesday 11 January 2023	16:00 – 16:40	<a href="#">Alps KS4 &amp; 5 Jan</a>	

### School Inspection Data Summary Report (IDSR) and Analyse School Performance (ASP) Training - online



**Facilitator:** Mel Calder, Head of Data and Impact

**Audience:** This training is aimed at Primary School Leaders who are new to the role or would like more information on IDSR/ASP.

**Date:** Thursday, 3 November 2022, 16:00 - 17:00

The session will cover:

- An overview of what information is reported
- An explanation on some of the statistical language behind the reports
- How you can use the data to identify focus groups

This training can be adapted to specific needs. If you have any specific additional areas or questions you would like to be a focus, please submit them a minimum of two weeks prior to the training.

Please ensure all colleagues who attend the training have access to the schools most recent IDSR and a DfE login to access the school's ASP.

**For booking, please click on the link below:**

[IDSR & ASP Training](#)



### Fierce and Courageous Conversations session - online



**Facilitator:** Helen Barker, Director of People

**Audience:** Leaders and practitioners at all stages of their career

It is a critical skill of leadership to be able to develop, motivate and hold others to account. To do this, leaders at all levels need the confidence to have 'courageous' or fierce conversations, which lead to the best actions and outcomes. This seminar session will draw upon the writing of Susan Scott to explore

the reasons for avoiding or feeling anxious about potentially challenging or unwelcome conversations. We will explore how we can overcome some of the barriers to meaningful conversations, and in doing so confront tough or sensitive issues, increase clarity and understanding, and build strong relationships across a team.

This session will be repeated twice over the course of the year for dates and booking.

See next page for details.

DATE	TIME	BOOKING LINK	QR CODE
Wednesday 30 November 2022	14:00 - 16:30	<a href="#">Fierce &amp; courageous Conversation Autumn</a>	
Thursday 15 June 2023	14:00 - 16:30	<a href="#">Fierce &amp; courageous Conversation Summer</a>	

### Great Strategy - online



**Facilitator:** Helen Barker, Director of People

**Audience:** Leaders and practitioners at all stages of their career

How do leaders implement improvement effectively, so that we achieve our ambitious goals?

The Great Strategy programme provides a robust framework for highly effective strategic improvement planning and delivery. Through 15 critical elements, all with supporting toolkits and sets of resources, the programme covers: developing a foundation for improvement; understanding the challenge; planning of improvement; driving progress; and creating an irreversible improvement culture.

Sessions will draw significantly upon work by Michael Barber and the Deliverology unit, John Kotter and other theories of change, and with reference to the EEF 'Putting the evidence to work: a schools guide to implementation'.

Please see further detail of each session in the table on the next page.

DATE	TIME	SESSION NAME	INFORMATION
Thursday 2 February 2023	14:00 - 16:30	Develop a foundation	Define your intent and the change needed, and establish the 'guiding coalition'  Review the current state of delivery, and evaluate past and present performance

			Understand what drives performance and change
<b>Thursday</b> <b>23 February</b> <b>2023</b>	14:00 - 16:30	Plan for improvement (part 1)	Determine the reform strategy Set out the implementation plan Identify the active ingredients Understand the essential differences between the 'what' and 'how' of leading improvement
<b>Tuesday</b> <b>14 March</b> <b>2023</b>	14:00 - 16:30	Plan for improvement (part 2)	Understand the delivery chain, and how to lead change with people Set targets and establish trajectories Establish mechanisms for monitoring implementation and evaluating impact
<b>Tuesday</b> <b>28 March</b> <b>2023</b>	14:00 - 16:30	Drive delivery	Establish routines to drive and monitor progress Solve problems early and rigorously Sustain and continually build momentum
<b>Friday</b> <b>21 April</b> <b>2023</b>	14:00 - 16:30	Sustain the change: Establish an irreversible delivery culture	Build capacity all the time Communicate the message Unleash the alchemy of relationships

For booking, scan QR code or click on the link below:

[Great Strategy](#)



## Ethical Leadership - Online

**Facilitator:** Simon Morley, Associate Education Director

**Audience:** Headteachers, Senior Leaders and LGBs

**Date:** Tuesday, 10 January, 14:30 - 16:30

The Framework for Ethical Leadership in Education was designed to help busy school leaders to make good decisions.

The Association of School and College Leaders (ASCL) announced a commission on ethical leadership in education at their annual conference in March 2017. The commission included senior representatives across the education sector and its final report, Navigating the Educational Moral Maze, was launched. The Commission developed the Framework for Ethical Leadership in Education, which builds on the Nolan Principles of Public Service.



This single online session will introduce participants to the Framework for Ethical Leadership, exploring ways that leaders within school can make everyday decisions using the resources available. Over the session you will learn about the Ethical Leadership Framework, learn how to use and apply it in within your school team and use case studies to consider how you would approach a particular decision.

**For booking, scan QR code or click on the link below:**

[Ethical Leadership](#)



### Pharos – face-to-face including residential



**Facilitator:** Helen Barker, Director of People

**Audience:** Established headteachers

The programme begins with and concludes with a residential, in addition to five face-to-face days, spanning 10 months. The location of the programmes will be determined by the cohort.

**Cost:** There is a cost for all participants to cover the residential, this will be confirmed prior to the programme commences but will be no more than £900.

Development for established headteachers through a blended learning programme with learning, research, self-evaluation and review, gap tasks and forums, coaching, reading and reflection time, a personal action plan and time for professional networking.

Please see further detail and the programme content below.

If you are interested in this programme and would like to discuss further, please [contact Helen Barker](#).

DATE	TIME	FORMAT	INFORMATION
Thursday 4 May & Friday 5 May 2023	Day 1: 9:30- Day 2: 14:00	Residential	<ul style="list-style-type: none"> <li>• Programme welcome, overview and aims</li> <li>• Boyatzis model of learning, personal planning and commitment</li> <li>• Learning styles and values</li> <li>• Coaching models and practice, questions and contracts</li> </ul>
Friday 26 May 2023	09:00 - 16:30	Face-to- face	Drivers and personality types - MBTI®
Friday 14 July 2023	09:00 - 16:30	Face-to- face	Strategy and implementation planning, routines for driving delivery, developing people and effective teams
Friday 15 September 2023	09:00 - 16:30	Face-to- face	Responsibility for curriculum and strategy, perspectives on accountability, ethical leadership and decision making in our school communities.

Friday 13 October 2023	09:00 - 16:30	Face-to- face	Leading performance: Culture, climate and change
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Friday 12 January 2024	09:00 - 16:30	Face-to- face	Leading people: Ethos, stress and strengths
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Thursday 21 March & Friday 22 March 2024	Day 1: 9:30 - Day 2: 14:00	Residential	Leading learning: strong families of schools, spheres of influence, impact on ourselves and those we lead
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For booking, scan QR code or click on the link below:

[Pharos](#)



## Wellbeing & Workload - online

**Facilitator:** Anna Miller Lead Practitioner for Teacher Development

**Audience:** Senior leaders



Bringing the DfE Workload Reduction Toolkit to life with a strong focus on the evidence-base and school-based practice examples, this six-session programme will equip senior leaders with the tools to make changes to policy and practice, impacting positively on teacher workload and wellbeing while maintaining the core focus of improving pupil outcomes. Best-practice guidance to support effective implementation and evaluation of impact is a focus within all sessions.

The six sessions within this programme do not have to be accessed by a consistent member of your team; choose who will attend depending on the content of the session to ensure the greatest benefit to your school.

DATE	TIME	SESSION NAME	INFORMATION
Thursday 17 November 2022	9:30 - 11:30	Session 1: Identifying the issues	What is really going on with workload and wellbeing? Action planning for growth.
Thursday 12 January 2023	9:30 - 11:30	Session 2: Purposeful Assessment	What works for learners and teachers?
Thursday 23 February 2023	9:30 - 11:30	Session 3: Less marking, more feedback	Exploring the principles of effective feedback.

<b>Thursday 30 March 2023</b>	9:30 - 11:30	Session 4: Curriculum Planning	High impact, time-effective approaches.
<b>Wednesday 24 May 2023</b>	9:30 - 11:30	Session 5: Supporting children and young people's mental health and behaviour	Why getting this right is key to impacting positively on teacher wellbeing.
<b>Thursday 6 July 2023</b>	9:30- 11:30	Session 6: Staff wellbeing and workload	Promoting a work-life balance and maintaining personal boundaries. The importance of proactive, universal, and targeted approaches to promote staff wellbeing.

**For booking, scan QR code or click on the link:**

[Wellbeing & Workload](#)



## Anthem Early Career Teachers

The majority of our ECTs will work together in an Anthem cohort for the Early Career Framework Professional Development Programme (ECFPDP) and Appropriate Body (AB) Services.

This will be offered via LEAD Teaching School Hub Lincolnshire who work in partnership with Education Development Trust (EDT), a DfE-accredited Lead Provider to deliver the ECF reforms. A member of the Anthem team will be available for facilitation of the ECF face-to-face sessions, support throughout the statutory induction and available to support the ECT, mentor, induction tutor and school when any additional support is needed.

All ECTs and mentors will also have access to StepLab - a professional learning platform that will harness instructional coaching to systematically improve teaching and learning.

All ECTs should now be registered for the ECFPDP and AB services. However, if you employ an ECT after September 2022, or have any queries please [contact Lisa Yates](#).

For more information about the Early Career Professional Development Programmes please go to the [LEAD Teaching School Hub Lincolnshire website](#).

## National Professional Qualifications

NPQs will be fully funded throughout 2022-23, providing teachers and leaders with a real opportunity to develop their knowledge and skills in school leadership and specialist practice.

All participants will work in an Anthem cohort for the delivery of these programmes. A member of the Anthem team will be cofacilitating the sessions and available for support throughout.



The NPQs will be offered via LEAD Teaching School Hub Lincolnshire who work in partnership with Education Development Trust and Teacher Development Trust.

Many of the face-to-face sessions will take place in Lincolnshire, but accommodation and additional networking opportunities will be made available for those travelling.

Contact Helen Barker with any queries.

### **Registration and guidance**

Step 1: Apply for an EDT NPQ

Apply for a TDT NPQ

Step 2: Register for a NPQ via the DfE portal

### **Application deadlines:**

Deadline for October 2022 start is October 10, 2022.

Deadline for February 2023 start is February 1, 2023.

Further programme details are on the next page.

LEAD PROVIDER	PROGRAMME	WHO IS IT FOR?	START	QR CODE
Leadership NPQs with EDT	Headship (NPQH)	For <b>current or aspiring headteachers</b> to develop the skills required for the role and engage with the latest research related to learning and leadership. <a href="#">Click here for more information.</a>	February 2023	
	Senior Leadership (NPQSL)	For <b>current or aspiring senior leaders</b> to develop the skills required for the role and engage with the latest research related to learning and leadership. <a href="#">Click here for more information.</a>	October 2022	
Specialist NPQs with EDT	Leading Teaching (NPQLT)	For <b>middle or phase leaders</b> responsible for <b>subject and curriculum leadership</b> identifying approaches, tools and research for maximising your impact. <a href="#">Click here for more information.</a>	October 2022	
	Leading Teacher Development (NPQLTD)	For those <b>leaders and teachers</b> who are engaged in <b>developing other teachers</b> in their role. <a href="#">Click here for more information.</a>	October 2022 & February 2023	
	Behaviour and Culture (NPQBC)	For <b>leaders of behaviour or pastoral leads</b> . QTS is not required to engage with this programme. This qualification focuses on the tools and research related to behaviour and developing a positive school-wide culture which underpins learning. <a href="#">Click here for more information.</a>	February 2023	
Leadership NPQ with TDT	Early Years Leadership (NPQEYL)	<b>For leaders qualified to at least Level 3 with qualification 1</b> who are, or are aspiring to be, managers of private, voluntary and independent nurseries, headteachers of school-based or maintained nurseries, or childminders with leadership responsibilities.	TBC February 2023	
Specialist NPQ with TDT	Leading Literacy (NPQLL)	<b>Teachers</b> who have, or are aspiring to have, responsibilities for <b>leading literacy</b> across a school, year group, key stage or phase.	TBC October 2022 and February 2023	



## Apprenticeships for existing staff in Anthem schools

Contact [Lisa Yates](#) if you are interested in an apprenticeship and have any questions about selecting or applying for a programme.

Staff in Anthem schools and the National Team can access apprenticeships with the cost of training and assessment paid through the Anthem Schools Trust apprenticeship levy.

Any member of staff applying for an apprenticeship must complete an [Apprenticeship Approval form](#) first.

Apprenticeships can be used as a part of strategic workforce planning, to promote a diverse and inclusive workforce and support recruitment and retention.

Apprenticeships allow existing employees to:

- acquire substantive new skills relevant to their job role
- complete training that is different to any previous qualifications (even if they already hold a higher qualification).

### Apprenticeship Levels

Apprenticeships cover a number of roles and educational levels from Level 2 to Level 7:

APPRENTICESHIP LEVEL	EQUIVALENT LEVEL QUALIFICATION
Level 2	GCSE
Level 3	A Level
Level 4	HNC
Level 5	HND
Level 6	Degree
Level 7	Masters Degree

Before an apprenticeship begins, the selected training provider will conduct an initial assessment of the apprentice's prior learning to ensure they are eligible and that an apprenticeship is an appropriate programme for them.

Further information including a database signposting relevant apprenticeships and the process for application through Anthem can be found under [Apprenticeships](#) in the Thriving People section of the Anthem staff SharePoint site.

## Apprenticeships with Priory

Anthem works in close partnership with [Priory Apprenticeships](#), with practitioners from Anthem co-designing, and facilitating on some of the apprenticeships they offer. These include Level 2 and 3 apprenticeships in areas such as:

- Teaching and learning support – for TAs and lab technicians
- Childcare and early education – for nursery nurses and nursery TAs
- Business and administration – for HR, office and administrative staff
- Specialist services – for site staff and IT technicians
- Professional services – for all staff and career leads

Priory Apprenticeships are currently Lincolnshire based, but from 2022-23 will be developing a London Hub.

Please [email Helen Barker](#) if you are interested in any of the Priory apprenticeships for more information on location and start dates.

## Launch of the Priory Apprenticeship London & Thames Valley Hub

### L5 Operations or Departmental Manager

Designed for curriculum leaders, team leaders and operational leaders in schools, this programme has been written to compliment the learning gained through NPQs.

Departmental Manager will run in Lincolnshire from January 2023 and in London & Thames Valley from the Autumn term. Please [contact Helen Barker](#) for more information.

Through this 21-month programme participants will learn:

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#### KNOWLEDGE

- ✓ Organisational performance – delivering results
- ✓ Interpersonal excellence – managing people and developing relationships
- ✓ Personal effectiveness – managing self

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#### SKILLS

- ✓ Organisational performance – delivering results
- ✓ Interpersonal excellence – managing people and developing relationships
- ✓ Personal effectiveness – managing self

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#### BEHAVIOURS

- ✓ Taking responsibility
  - ✓ Being inclusive
  - ✓ Agility and flexibility
  - ✓ Professionalism
-



## Primary Curriculum PLNs

The Primary Curriculum PLNs will continue to build on the success of their first year, which focused on: curriculum design, intent, sequencing, progression, assessment, vocabulary and the role of the subject leader. Each subject network has outlined key areas they would like to focus on to continue curriculum development, strengthening collaboration, building opportunities for sharing resources, carrying out moderations and shared training opportunities.

**Audience:** Primary school subject leaders in the curriculum areas listed below.

Dates are shown below for each of the subject areas. Your PLN School Lead will receive calendar invites to each of the PLNs. **All take place at 15:45 – 17:15 online.**

**If you are a new subject leader and new to the Professional Learning Network, please join this 45-minute induction session (link below) on Monday 19 September from 15:45-16:30:**

[PLN induction meeting](#)

For any queries about the PLNs, please [contact Anna Miller](#).

SCIENCE	DT	COMPUTING
PLN Lead: Emma Barker	PLN Lead: Jade Truswell	PLN Lead: Holly Anderson
Monday 3 October 2022	Wednesday 28 September 2022	Monday 26 September 2022
Monday 3 January 2023	Wednesday 16 November 2022	Monday 14 November 2022
Monday 13 March 2023	Wednesday 18 January 2023	Monday 16 January 2023
Monday 15 May 2023	Wednesday 8 March 2023	Monday 6 March 2023
Monday 3 July 2023	Wednesday 24 May 2023	Monday 22 May 2023
	Wednesday 12 July 2023	Monday 10 July 2023



## CTMM (Cognitive Theory Metacognition & Memory)

The CTMM Programme is a two to three-year evidence-informed programme, which aims to train teachers and teaching assistants across Anthem schools in the principles of cognitive theory, memory and metacognition.

CTMM aims to build a shared understanding of how pupils know and remember more and a shared language, which is used across our schools when discussing curriculum planning, lesson delivery and when talking to children and young people about their learning. It explores key concepts such as: how we encode information into long term memory; cognitive load theory; retrieval practice, interleaving, dual-coding and spaced learning; planning for misconceptions and how different learners learn.

The programme combines theoretical teaching with practical classroom application through co-planning and sharing resources, peer-to-peer coaching and drop-ins, and the opportunity to reflect on the impact of different strategies on learners' progress.

Although it is a Trust-wide project, sessions are planned responsively - based on the knowledge and understanding gleaned from regular staff surveys, feedback, and from the EET's and headteachers'

knowledge of each school. Sessions are delivered termly with a two-hour Big Question session, followed by a one-hour responsive session, which aims to explore impact in the classroom and target misconceptions or gaps in staff knowledge.

For more information, please [contact Vanessa Hopkinson](#), Lead Practitioner for Leading Teaching.

## Primary Moderation

**Audience:** Primary Teachers

This year, we have planned face to face moderation days at the request of staff from across the primary schools in the trust. Our aim is to work with the teachers, with the assistance of Leann Lynch, to support assessment accuracy and inform next steps in teaching. The schools in the trust have requested a focus on writing this year, therefore most of the time will be spent looking at writing, however, for Year 2 colleagues we will also discuss Maths and Reading to support the external moderation process.

Please click the link below to access the schedule. To book your place for the Autumn, Spring and Summer term sessions, please click on the relevant year group booking link below.

[Anthem Primary Moderation Schedule 2022-23](#)

YEAR GROUP	BOOKING LINK
Year 2	<a href="#">Booking Form: Primary Moderation - Year 2</a>
Year 3 and 4	<a href="#">Booking Form: Primary Moderation - Year 3 and 4</a>
Year 5	<a href="#">Booking Form: Primary Moderation - Year 5</a>
Year 6	<a href="#">Booking Form: Primary Moderation - Year 6</a>

## Other Professional Development

### In this section...

#### Gateway Targeted Support Gateway Development Support

- Leading Great Teaching
- Myers-Briggs Type Indicator
- Leading Change
- Language of a Leader
- Virtual Leadership
- Managing Resources and Integrated Curriculum Financial Planning
- Agency and Advocacy Session
- Bespoke programmes/modules

### Gateway Targeted Support/Gateway Development Support

Our Gateway Targeted Support and Gateway Development Support offers schools the opportunity to access a suite of programmes and modules that may be requested to meet a specific need for a whole team or group of staff. Gateway Targeted Support and Gateway Development Support should be discussed with headteachers and AEDs/EDs to agree the need.

Once discussed with your Headteacher and AED/ED, please [complete a request form](#). Your request will then be considered and a member of the ASIT will be in touch to discuss further details. Some programmes will have a cost associated with them and this will be discussed with you.

Overview of available programmes and modules below.

<b>PROGRAMMES</b>	Leading Great Teaching	Myers-Briggs Type Indicator	Leading Change	Language of the Leader
<b>MODULES</b>	Virtual Leadership	Managing Resources and Integrated Curriculum Financial Planning	Agency and Advocacy	
<b>BESPOKE</b> Full programme or modules picked to create a bespoke offer	Effective Leadership Effective management	Maximising Team Effectiveness	Maximising Team Performance	Evidence-informed improvement

### Leading Great Teaching - programme

**Audience:** This programme is suitable for those who want to develop their teaching practice and those who support other teachers within a team.

Classroom practitioners will have the opportunity to become more reflective and creative, discussing and engaging with high quality pedagogy that has a significant impact on relationships with colleagues and pupils. It will provide opportunities to develop the mind, skill and knowledge set to make a significant impact on their pupils and inspire others to become outstanding practitioners within a coaching culture. Classroom practitioners will have the opportunity to become more reflective and creative, discussing and engaging with high quality pedagogy that has a significant impact on relationships with colleagues and pupils. This programme will consider what great teaching looks like, what tools can be used to improve it and how instructional coaching can transform practice.

### Myers-Briggs Type Indicator - programme

The Myers-Briggs Type Indicator is the world's most popular personality assessment, found in 79% of the FTS 100. It provides a robust foundation for life-long personal development, using a constructive, flexible and liberating framework for understanding individual differences and strengths. MBTI insights reveal how we see and interact with the world, our motivations and the motivations of others. This creates a strong foundation for personal growth and development, underpinning enhanced personal effectiveness.

All participants must undertake Session 1, but can chose to access any combination of Session 2 and 3.

**Session 1:** Foundation MBTI Know Your Type: The essential start to MBTI in which you identify your preferences, know your type and know yourself better.

**Session 2:** Knowing Type Dynamics and Understanding Others: learn about dominant and auxiliary functions, and the impact this has on an individual's interaction with the world and others. Foundation MBTI Know Your Type is a pre-requisite for attending this session.

**Session 3:** Knowing Great (Type) Teamwork: building capacity and highly effective teams through knowledge and exploration of type. Foundation MBTI is a pre-requisite for attending this session.

### Bespoke packages

Bespoke packages can be designed for you, your team, your department, and your school.

Individual or a series of sessions can be brokered and delivered with an SLT, staff team, or for a whole school INSET.

Topics may include:

- Understanding Self – your MBTI Type.
- Understanding Others – Type applications and understanding others.
- Applying Type to team effectiveness, including: stress & resilience, communication & change, culture and coaching, using type to consider commitment, accountability and attention to results, decision-making, problem-solving, creativity, conflict, trust, goals and vision.

### Leading Change - programme

**Audience:** Leaders and practitioners at all stages of their career

The Leading Change mini programme will explore key aspects of effective change leadership and management, including:

- Reasons for change
- Impact of and responses to change
- Resistance and overcoming this
- Overcoming resistance
- Effective implementation and sustaining of change

We will draw upon the work of John Kotter, the Kübler-Ross Change Curve model, and resources from the EEF Guide to Implementation.

### Language of a Leader - programme

**Audience:** Headteachers and Senior Leaders

Language of the Leader explores the importance of different types of conversation and interaction, great listening, and how language builds school culture.

Language of the Leader explores the real experience of leadership, and the critical incidents which shape the leaders that we are in our daily lives. The programme will pose questions about how we grow to be resilient, courageous, compassionate, and ambitious leaders, whilst rarely feeling satisfied and frequently imperfect.

Sessions will draw upon writing by Susan Scott, John Uttley, John Tomsett and Andy Buck among others.

### Virtual Leadership – module

**Audience:** Leaders and practitioners at all stages of their career

The Covid-19 pandemic has exposed us all to new ways of working remotely – either at a physical distance or conducting much of our work virtually via digital means. Building on this experience, and some of the benefits of the greater flexibility virtual working allows, this session explores some of the successful habits and practice of virtual leadership.

Areas of learning will include collaborating with and motivating others; remaining in touch and engaged; and strategies for leading virtual conversations, meetings, and training which are effective, engaging and productive.

### Managing Resources and Integrated Curriculum Financial Planning - module

**Audience:** Leaders and practitioners at all stages of their career

This session provides an introduction to the effective management of resources, at all levels of school leadership, and will walk through the Integrated Curriculum Financial Planning tool.

The guidance is based on the key elements for successful integration of financial and curriculum planning. It is based around the decisions a school makes about teaching and education support staff

resources and this simple framework helps leaders make effective decisions. It works for primary, secondary and special schools, UTCs and PRUs. It is designed to bring senior teams and decision makers together to help them manage risk and maximise opportunities for pupils.

The goal of ICFP is to design a curriculum that is cost-effective and affordable, rather than simply efficient. It is a question of delivering the best possible education with the resources available and planning for future school improvement. It is strategic, in that it starts with where you are now, is very clear about where you are aiming to get to and sets out how you will get there, over a three-to-five-year period, because big change will take several years to plan, implement, realise and embed.

The session will include consideration of income streams and expenditure, the resource available to schools, and the prudent management and deployment of these. During the seminar we will explore the principles of economy, efficiency and effectiveness, and how decision making and planning for deployment of resources needs to take all of these aspects into account.

### Agency and Advocacy Session - module

**Audience:** Leaders and practitioners at all stages of their career

This session explores two essential aspects of effective school leadership and successful improvement: agency and advocacy.

It session will include consideration of the critical role of public support by leadership for initiatives, projects and school improvement work led by team members, and what this involves in practice.

We will also consider how to enable agency and motivate others, including through developing the conditions for autonomy, mastery and purpose.

### Bespoke programmes/modules

The programmes below can be accessed as a full programme, or modules picked to create a bespoke package for your school or team's need.

TITLE	AUDIENCE	CONTENT
Effective leadership	Leaders and practitioners at all stages of their career	<ul style="list-style-type: none"> <li>Emotional intelligence</li> <li>Leadership styles</li> <li>Vision, values and culture</li> </ul>
Maximising team effectiveness	Leaders and practitioners at all stages of their career	<ul style="list-style-type: none"> <li>Facilitation</li> <li>Chairing</li> <li>Capacity building</li> <li>Diversity in teams</li> <li>Designing professional development</li> </ul>

<b>Maximising team performance</b>	Leaders and practitioners at all stages of their career	<ul style="list-style-type: none"> <li>• Drivers and motivation</li> <li>• Psychological safety</li> <li>• Talent management</li> </ul>
<b>Evidence-informed improvement</b>	Leaders and practitioners at all stages of their career	<ul style="list-style-type: none"> <li>• Implementation guidance</li> <li>• Evaluation</li> <li>• Critical decision making</li> <li>• Qualitative and quantitative evidence RCTs</li> </ul>
<b>Effective management</b>	Leaders and practitioners at all stages of their career	<ul style="list-style-type: none"> <li>• After-action review</li> <li>• Risk assessments</li> </ul>

## Appendices

### In this section...

Appendix 1: Local Governor Training 2022-23

Appendix 2: Professional Development 2022-23 contact and booking information

### Appendix 1: Local Governor Training 2022-23

The following information sets out the training available to local governors of Anthem schools.

School-based training should take place as part of the LGB meeting or at a mutually convenient time and organised through the Headteacher. Webinars will be delivered virtually using Zoom.

A series of dates will be announced so that local governors can book on to one that is most convenient to them. If appropriate, these sessions will be recorded and made available to all local governors.

#### School-based training

SUBJECT AREA	DESCRIPTION OF TRAINING AND HOW DELIVERED	WHO IT IS FOR AND HOW OFTEN
<b>Safeguarding and Prevent agenda</b>	<p>Led by the School Designated Safeguarding Lead this training will cover:</p> <ul style="list-style-type: none"> <li>• General update to child protection requirements for schools.</li> <li>• Overview of Keeping Children Safe in Education and changes since the last update.</li> <li>• Update on the Prevent agenda.</li> <li>• Overview of key elements of school processes.</li> </ul>	<p>All local governors including the Clerk.</p> <p><i>Delivered annually.</i></p>
<b>Understanding school data</b>	<p>Led by a member of the school senior leadership team this training will give a basic explanation of assessment data reported by the school.</p> <ul style="list-style-type: none"> <li>• For Primary schools will cover Phonics, Early Years and Key Stage 2 SATs.</li> <li>• For Secondary schools will cover Attainment 8, Progress 8 and Post-16 performance measures.</li> </ul>	<p>Local governors who would do not have experience of analysing school data.</p> <p><i>Delivered when needed.</i></p>

## Webinars

To book onto any of these virtual sessions, please complete a [Local Governor Training booking form](#).

SUBJECT AREA	RUN BY	DESCRIPTION	WHO IT IS FOR	AUTUMN SESSION	SPRING SESSION
<b>Introduction to Anthem (30 minutes)</b>	Sheila McKenzie, Interim CEO	Induction session, describing the Trust, its values and five-year strategy.	All new local governors	7 Sept 17:00 – 17.30	9 Jan 17:00 – 17.30
<b>Governance framework of and the Scheme of Delegation (1 hour)</b>	Sheila McKenzie, Interim CEO	A description of the governance arrangements of academies and Anthem in particular, describing the differences to those of maintained schools. Includes a discussion of the Scheme of Delegation and the role of the LGB.	All new governors and any others wishing to have a refresh	14 Sept 17.00 – 18.00	17 Jan 17.00 – 18.00
<b>Safeguarding update (1 hour)</b>	Charlotte Harrison, Head of Safeguarding	An update on Safeguarding and changes introduced by Keeping Children Safe in Education.	All local governors	19 Sept 17.00 – 18.00	12 Jan 17.00 – 18.00
<b>SEND update (1 hour)</b>	Sam Coy, Associate Education Director	An overview of SEND in schools, responsibilities, and legal requirements plus operational challenges.	All local governors	22 Sept 17.00 – 18.00	19 Jan 17.00 – 18.00
<b>The Ofsted framework and the role of local governors (1 hour)</b>	Marie-Claire Bretherton, Education Director	Understanding the framework and how it relates to local governance, including introduction to our Anthem Curriculum Framework, with a focus on the role of local governors before and during an inspection.	All local governors	19 Oct 17.00 – 18.00	8 Feb 17.00 – 18.00

<b>Complaints handling (1 hour)</b>	Claire Pannell, Head of Legal	How complaints handling works and what is expected of panel members.	Any local governor supporting the school on panels.	5 Oct 15:00 – 16:00	25 Jan 15:00 – 16:00
<b>Exclusions (1 hour)</b>	Claire Pannell, Head of Legal	How exclusions work and what is expected of panel members.	Any local governor supporting the school on panels.	12 Oct 15:00 – 16:00	1 Feb 15:00 – 16:00
<b>How to be an effective local governor and LGB (1 hour)</b>	Helen Barker, Director of People	Discussion of best practice in running and contributing to LGB meetings including asking the right questions. It will include the role of monitoring visits and how to do them, as well as how to demonstrate impact.	Any local governor wanting guidance on how they can be of greatest value to the school.	10 Oct 17.00 – 18.00	30 Jan 17.00 – 18.00
<b>Pupil and stakeholder voice (1 hour)</b>	Jane Coley, Education Director	What is meant by pupil voice and the best approaches for the LGB to connect with pupils/students and parents.	Any local governor looking for guidance on how to interact with pupils or parents.	6 October 2022 17.00 – 18.00	6 February 2023 17.00 – 18.00
<b>GDPR</b>	Anthem Data Protection Officer.	The responsibilities of local governors to ensure they act in accordance with GDPR requirements.	All local governors at least once.	17 Oct 17.00 – 17.30	9 Feb 17.00 – 17.30
<b>Financial framework of academies (1 hour)</b>	Nicki Retallic, Head of Finance	Where schools receive their funding, how it is calculated and risk factors. It will also discuss the main areas of expenditure, introduce Integrated Curriculum Financial Planning and look at ESFA reporting requirements.	Any local governor wanting to know more about school finance.	19 Oct 17.00 – 18.00	8 Feb 17.00 – 18.00

**Recordings of previous sessions not being run that may be of interest**

[Instructional Coaching \(Rachel Sewell\)](#)

[GDPR \(Claire Pannell\)](#)

## Appendix 2: Professional development 2022-23 contact and booking information

GENERAL QUERIES	NAME	EMAIL
Professional development administration	Sarah Middleton	<a href="mailto:Smiddleton@anthemtrust.uk">Smiddleton@anthemtrust.uk</a>
Professional development strategy and content queries	Helen Barker	<a href="mailto:Hbarker@kyra.anthemtrust.uk">Hbarker@kyra.anthemtrust.uk</a>
SPECIFIC AREAS	NAME	EMAIL
ECF& apprenticeships	Lisa Yates	<a href="mailto:LYates@kyra.anthemtrust.uk">LYates@kyra.anthemtrust.uk</a>
NPQs	Helen Barker	<a href="mailto:Hbarker@kyra.anthemtrust.uk">Hbarker@kyra.anthemtrust.uk</a>
National College	Lisa Yates	<a href="mailto:LYates@kyra.anthemtrust.uk">LYates@kyra.anthemtrust.uk</a>
Local Governing Body training	Nicole Fernie	<a href="mailto:Nfernie@anthemtrust.uk">Nfernie@anthemtrust.uk</a>
School operations training	Nicole Fernie	<a href="mailto:Nfernie@anthemtrust.uk">Nfernie@anthemtrust.uk</a>
PLNS	Anna Miller	<a href="mailto:AMiller@kyra.anthemtrust.uk">AMiller@kyra.anthemtrust.uk</a>
CTMM	Vanessa Hopkinson	<a href="mailto:VHopkinson@kyra.anthemtrust.uk">VHopkinson@kyra.anthemtrust.uk</a>

### Useful links

[Anthem Bookitbee](#)

[All staff sharepoint site](#)

[Gateway Targeted/Development Request Form](#)

[School R.U.N. sign up form](#)