




Leadership and Management

training courses

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Developing the Role of the Subject Leader in Special Schools

How to succeed in this challenging and specialist role

Course reference: 7580ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course is designed for those working in special education who are new to leading a subject, or wishing to develop their role. It includes all the usual educational headings and also a section on successful parental partnerships. You will leave feeling confident in your role and with ideas.

Course content

- Attainment and progress and personal development
- Teaching and learning – support assistants
- The curriculum, planning and organisation
- Assessment and recording
- Leadership and management

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Special school heads of department looking for new ideas for learning and managing their department.

“

The course was tailored to my individual needs - very pleasing.

Caroline Wagner - Springwell School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7580 | Fax: 020 7190 5853

Effective Recruitment and Interviewing

An objective and practical overview of the recruitment process from profiling the job through to making a job offer including safeguarding precautions

Course reference: 8293ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Selecting the right people for the job is crucial, especially in schools. This course will provide a practical blueprint to make sure that you get it absolutely right from the outset. Essential guidance and useful tips will be provided on all aspects of the process from identifying the vacancy in the first place to a successful offer of the job, ensuring a robust recruitment process.

Course content

- Profile a job by defining accountabilities, standards and competencies
- Write an advert which will attract the right candidates
- Prepare effectively for the interview and selection process
- Make an informed selection based on objective criteria
- Ensure that all aspects of safeguarding and equality are compliant
- Identify key interview skills and techniques

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

This course will benefit senior leaders and managers in helping them to make the right choices when choosing staff. Governors will also benefit and gain useful insight.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8293 | Fax: 020 7190 5853



Preparing for Headship

Proven strategies for excelling as a deputy headteacher in your school

Course reference: 8294ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Senior management is a challenging and rewarding role that if done well, can lead to a change of ethos, raised standards and success throughout the school. This course offers practical tips and examples of good practice that will help both new and experienced deputy heads from primary, secondary and special schools to feel empowered and inspired.

Course content

- Understanding your role
- Supporting your headteacher
- Deputising for your headteacher – Legally where do you stand?
- Using your management release time effectively
- Record keeping
- Teaching and management – managing the two roles
- Inspiring your colleagues – theories of management

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

This course is suitable for all newly appointed or experienced deputy heads.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8294 | Fax: 020 7190 5853

Effective Performance Management that Raises Achievement

The essential guide for middle and senior leaders

Course reference: 6993ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This intensive course is for leaders from all phases. Middle leaders, and those appraising staff, will get an understanding of the current framework as well as learning the skills to lead the performance management process in a professional manner. Senior leaders will get a complete understanding of the latest guidance and develop effective criteria for linking pay progression and performance.

Course content

- The legal framework for performance management and what Ofsted are looking for
- Linking pay to performance - how to set and apply fair criteria and examples of models that work
- Setting meaningful objectives that motivate staff and identifying the support they need to achieve them
- Developing the key skills to lead effective appraisal meetings
- How to have difficult conversations without damaging working relationships
- Monitoring and evidencing progress throughout the year

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Senior and middle leaders looking to understand and implement effective performance management procedures.

“

A very useful and thought provoking day. I have definitely been given some useful ideas to take back to my school.

Jane Moulder - Monks Walk School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/6993 | Fax: 020 7190 5853

Second in the Maths Department: Maximising your Potential

Ideas to stretch and challenge you in your role

Course reference: 7867ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course looks at ways of developing the role of the second in maths in order to stretch and challenge you. In addition to reviewing the skills required to fulfil the role effectively, you will consider areas within your department in which you could take leadership and use your initiative in order to stretch you within your current role.

Course content

- Working with the head of department: creating a shared vision
- Identifying key priorities for development
- Providing direction, vision and support for staff
- Promoting effective teaching and learning
- Effective organisation and administration of the department
- Inducting and mentoring new staff
- Ways to stretch and challenge yourself

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Current or aspiring seconds in the maths department in UK secondary schools keen to develop the skills needed to maximise their impact in the role.

“

Excellent course. One of the best I've been on. Excellent trainer.

Jon Agar - Bishop Hedley High School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7867 | Fax: 020 7190 5853

Aspiring to the Role of Head of Science

How to prepare yourself to become the leader of a successful science department

Course reference: 7881ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Aspiring to be head of science or second in department? This wide-ranging course has been designed to prepare you for your new responsibilities. Tone up your leadership skills, strengthen your curriculum planning and learn how to build the foundations of an outstanding department.

Course content

- Working with the team: creating a shared vision
- Identifying key priorities for development
- Providing direction, vision and support for staff
- Promoting effective teaching and learning
- Effective organisation and administration of the department
- Inducting and mentoring new staff
- Maximising your potential – ways to stretch and challenge yourself

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

New and aspiring heads of science who want to develop the skills and knowledge to run the department effectively.

“

I found the course gave me a lot of new ideas to think about when I move forward in my career.

Kirsty McQueen - Moorside High School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7881 | Fax: 020 7190 5853

Strategies for Success for First-Time Managers

All the practical skills you need to develop a strong management style

Course reference: 7673ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

The shift from managed to manager is a time of great change. New skills must be learned quickly and applied. Changing relationships will need to be managed and a newly-increased workload will need to be handled effectively. This course offers both teaching and non-teaching staff an overview of proven strategies for preparing for, settling into and succeeding in their first management role.

Course content

- Meeting the common challenges of being a new manager
- Management styles - key qualities of effective managers
- Motivating your team and dealing with change
- From colleague to manager: handling relationships with other staff in light of your new role
- Dealing with your new workload effectively - time management and delegation skills
- Monitoring your progress, and that of your team, and tackling poor performance

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Teaching and non-teaching support staff team leaders in primary, secondary and special schools or FE colleges aiming to build on their leadership skills.

“

Very useful course, informal but informative. Lots of useful tips, very inspiring.

Samantha Slim - Clacton Coastal Academy

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7673 | Fax: 020 7190 5853

Provide Your Staff the Tools to Tackle Challenging Student Behaviour

Explore pragmatic approaches to lead your team to manage difficult behaviour

Course reference: 8295ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Draw on real life examples of outstanding practice, as well as focusing on strategies for team leaders to ensure their own survival and well-being when leading teams under pressure. This course will focus on successful practice in promoting improved behaviour, learning progress, key strands in self-evaluation and the Ofsted framework and supporting colleagues in finding practical ways to develop their practice.

Course content

- Identify strategies for leading staff to manage behaviour
- Establish how to ensure your own well-being whilst supporting and leading your team
- Identify ways to empower your staff to use pro-active approaches
- Reduce the frequency of upward referrals and issues
- Develop a usable model to train staff in de-escalation skills
- Produce an action plan to further develop and reinforce best good practice

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

This course is for all senior leaders who have responsibility for, or support, colleagues who face challenging behaviour

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8295 | Fax: 020 7190 5853



Senior Technicians: Supervisors' Course

Learn the essentials of people management to better support learning

Course reference: 7002ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course is suitable for all supervising technicians or those aspiring to become senior technicians. It will provide a practical guide to achieving targets and managing the team.

Course content

- Getting the balance right - supervising others
- How your job relates to the team and the 'whole school'
- Skills required for management responsibility
- Getting jobs done - setting priorities, targets and standards
- Motivating the team and leading by example
- Delegating work
- Monitoring and reviewing performance

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Current and aspiring senior technicians who want to build on their management and team leadership skills in order to maximise their effectiveness.

“

A very worthwhile day - going back to school with new ideas and strategies.

Fran Baker - Philip Morant School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7002 | Fax: 020 7190 5853

Leading a Successful Department

The essential skills and techniques for leading an outstanding department

Price: £299+VAT **Timings:** 10am - 4pm

Heads of department and curriculum leaders working in schools and colleges carry out a critical role in the management of schools and learning. The DfE has rightly championed the role and formalised the standards that those carrying it out should reach. This course aims to give you practical advice that will enable you to ensure that your department is playing a full part in transforming learning and teaching in your school.

Course content

- Understand what it means for leadership and management to be successful according to Ofsted
- Learn how to truly lead the learning, creating an environment and curriculum that supports outstanding learning and progress
- Develop pupil-centred strategies to ensure you can engage your learners to maximise student achievement
- Motivate and manage your colleagues effectively, developing them into a strong teaching team

Suitable for

Subject leaders and aspiring subject leaders looking for new ideas for leading and managing a successful department that will drive outstanding levels of learning.

Subject	Dates
Art	view dates
Computing	view dates
Design Technology	view dates
Drama	view dates
English	view dates
Geography	view dates
History	view dates
Languages	view dates
Maths	view dates
Music	view dates
PE	view dates
RE	view dates
Science	view dates

Call: 0800 881 8185 | www.creativeeducation.co.uk | Fax: 020 7190 5853



Leading Professional Development in your School

Professional development is critical for school improvement and raising pupil achievement

Course reference: 8299ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course will explore the responsibilities, effects and impact of professional development in your school. By organising and establishing cost-effective professional development, understand how schools can make it an effective tool in school improvement and ensuring a positive impact on school performance and pupil achievement.

Course content

- Identify how professional development makes a significant contribution to school improvement
- Ensure professional development, performance management and school improvement work together
- Explore how you can make professional development sustainable and cost-effective
- Recognise areas to prioritise, and how they can be tackled within budget
- Decide how to monitor, evaluate and report on the effectiveness of professional development

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Senior staff who have a responsibility for professional development

“
99% of delegates rate our courses as ‘Good’ or ‘Outstanding’
”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8299 | Fax: 020 7190 5853

Second in the PE Department: Maximising your Potential

Stretch and challenge yourself as you reach towards the head of department post

Course reference: 7898ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course looks at ways of developing the role of the second in PE in order to stretch and challenge you. In addition to reviewing the skills required to fulfil the role effectively, you will consider areas within your department in which you could take leadership and use your initiative in order to stretch you within your current role.

Course content

- Working with the head of department: creating a shared vision
- Identifying key priorities for development
- Promoting effective teaching and learning
- Effective organisation and administration of the department
- Inducting and mentoring new staff
- Maximising your potential – ways to challenge yourself

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Current or aspiring seconds in the maths department in UK secondary schools keen to develop the skills needed to maximise their impact in the role.

“
A very thought provoking course. Walking away with a clear vision of where to go from here and what I want to achieve!
”

Luke Fuller - The High Arcal School

Call: 0800 881 8185 | www.creativeeducation.co.uk/7898 | Fax: 020 7190 5853

Understanding and Making Effective use of RAISEonline

Using this powerful tool effectively to drive student achievement

Course reference: 8254ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Making good use of data and the pupil premium is now at the centre of many middle and senior leaders' roles. This course will help you not only understand the data but also explore appropriate interventions that improve performance for a range of pupils including the more able, as well as showing value for money.

Course content

- Become confident in your understanding of RAISEonline, interpreting data with accuracy
- Use data to evidence pupil progress and identify areas for intervention to improve performance
- Explore and use essential intervention strategies for all groups of students
- Understand the data and use it effectively as part of the evaluation of progress

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Senior and middle leaders from primary, secondary and special schools who want to get the most from RAISEonline.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8254 | Fax: 020 7190 5853

Effective Personal Management – Getting the Most Out of Your Day

The essential personal skills-building course for reducing stress and getting things done

Course reference: 8278ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

With the demands on schools ever increasing it sometimes feels like you need 25 hours in the day just to keep up. In a supportive, small-group atmosphere, this course is packed with ideas and proven practical tips to help you reduce stress and enhance your personal skill set; enabling you to squeeze every last drop out of the working day. Your performance will improve, leaving more time to enjoy life outside school!

Course content

- Identify and deal with the causes and effects of stress
- Explore proven techniques for getting more out of your time
- Discover the power of effective prioritisation and forward planning
- Embrace the art of delegation and building a supportive team ethic
- Understand and manage the energy-sapping effects of constant change
- Enhance communication and reduce conflict with all levels of the staffing structure

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Anyone who works in an educational setting - teachers, leaders or support staff – will benefit from these powerful techniques for getting more out of each day and improving their work/life balance.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8278 | Fax: 020 7190 5853

Outstanding Leadership in EYFS

Gain confidence in your leadership ability as an EYFS practitioner and capacity to take others with you on an improvement journey

Course reference: 1168ZUG **Price:** £269+VAT **Timings:** 10am - 4pm

Through practical activities, self reflection and analysis, combined with the latest research and Ofsted requirements, identify the strengths of your own practice, your team and your learning environment and formulate a precise action plan for targeted improvement.

Course content

- Fully understand what makes strong and effective leadership in the early years foundation stage
- Recognise what outstanding settings and good leaders do well and why it has impact and success
- Become familiar with the key benefits to pupils and staff of outstanding leadership in EYFS
- Have the tools to audit and alter your own practice resulting in maximum impact for all those within your early years setting

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

This course is suitable for EYFS teachers and current and aspiring EYFS leaders. This course will provide you with a guide to what Ofsted are looking for and how the best settings are led and managed.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/1168 | Fax: 020 7190 5853

Managing Conflict and Dealing with Difficult People

How to confidently deal with difficult behaviour by developing effective strategies and skills

Course reference: 4753ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Most people have at some time had to deal with difficult behaviour from colleagues at work. This course will help individuals to develop positive strategies for managing negative behaviour. The day will involve a balanced mix of tutor input, group discussion and tactful proactive strategies for managing conflict and difficult situations. This course is ideal for those staff from primary, secondary and special schools, as well as FE colleges.

Course content

- Handling colleagues who exhibit negative behaviour
- Recognising the causes and consequences of conflict
- Managing anger and manipulative behaviour
- Minimising disruption when dealing with 'problem people'
- Managing your own behaviour to avoid negativity
- Strategies to nurture healthy inter-personal relationships
- Developing self-esteem and the 'feel good' factor

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Any member of teaching or non-teaching or college staff looking for practical strategies for managing behaviour and resolving conflict.

“

Fantastic course! The course leader made a difficult subject approachable and enjoyable. Very thought provoking!

Jonathan Sanderson - Nab Wood School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/4753 | Fax: 020 7190 5853

How to be an Effective Head of Key Stage

Everything you need to make a real impact on your key stage group

Course reference: 8017ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

The role of head of key stage is a challenging and varied one, and ultimately very rewarding as you see the students you are responsible for learn and flourish. The content of this course, suitable for both aspiring and existing heads of key stage, is wide ranging and designed to give a complete overview.

Course content

- Tracking and monitoring student progress: making the numbers meaningful
- Leading, managing, inspiring and motivating heads of year
- Running effective meetings with SMART outcomes
- Developing and delivering PSHE and citizenship programmes
- Dealing with and following up disciplinary issues
- Monitoring and improving punctuality and attendance
- Forming effective working relationships with external agencies

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Current or aspiring heads of key stage 3, 4 or 5 who want to maximise their effectiveness in their role.

“

Everything was great; very informative and well presented.

Caroline Horner - Woodford County High School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8017 | Fax: 020 7190 5853

School Office Reception Skills for Frontline Staff

Developing communication and management skills to convey a professional image for your school

Course reference: 4771ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

As they are frequently the first point of contact with the outside world, frontline staff play a vital role in shaping the image and reputation of their school or college. This course will help office staff from primary, secondary and special schools, as well as FE colleges, to maximise their potential in these areas.

Course content

- Giving a professional and courteous impression to visitors and callers
- Becoming a vital link in the school's management chain
- Developing key skills for running reception successfully
- Improving communication and listening skills
- Handling difficult people, coping with crises and conflict
- Projecting a professional image
- Promoting co-operation amongst colleagues

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

School or college office staff and managers who want to give the best possible first impression to visitors and callers and to fulfil all aspects of their role effectively.

“

I found today's course very good. It was nice to meet other people who share the same responsibilities and problems.

Maureen Hopton - York College

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/4771 | Fax: 020 7190 5853

Improving the Quality of your CPD with The CPD Mark

Accredit your school's approach to CPD

Course reference: 7844ZUG **Price:** £199+VAT **Timings:** 10am - 4pm

The CPD Mark is a national quality mark designed to improve CPD standards within the profession covering primary, secondary and special schools as well as FE colleges. Under the supervision of an assessor, delegates will work collaboratively in identifying and recording appropriate evidence for the successful completion of the CPD Mark framework. At the end of the workshop, delegates will have a completed framework of evidence to take away with them, to adapt to reflect the work of their own school or college.

Course content

- Conducting your initial self review - completing the 'starting points' element
- The 'big picture' - the significant sources of evidence
- Compiling your portfolio of evidence
- Understanding the criteria and preparing for a successful assessment
- Where you can find help and support throughout the process
- How to ensure you are ready for assessment

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

CPD co-ordinators and senior leaders who are interested in learning more about and taking the first steps towards being awarded the CPD Mark.

“

A lot of information, I feel very prepared to continue with the mark.

Sarah Bond - Eccleston Lane Ends Primary School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7844 | Fax: 020 7190 5853

The Art of Effective Leadership

From the essentials to advanced strategies for effective leadership

Course reference: 7980ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course is designed to improve the self-awareness of school leaders and to give them the context and confidence to develop a leadership style and process which delivers success. Using academic research from the commercial world, school leaders will learn of the impact of their strengths and of the processes they might need to employ to complement their weaker areas. This course is suitable for anyone who is serious in their desire to lead whether from primary, secondary or special schools, or FE colleges.

Course content

- What is leadership?
- The habits of effective leadership
- Walking the talk
- Building effective teams
- Leading through strengths and weaknesses
- Distributing leadership
- Measuring self-performance

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Middle or senior leaders in primary, secondary or special schools who want to build on their leadership and management skills in order to maximise their effectiveness in their role.

“

Well prepared and planned. A useful course for anyone considering a position in leadership.

Mark Wilkinson - City of London School for Girls

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7980 | Fax: 020 7190 5853

Cutting Through Self-Evaluation

Enabling school leaders to undertake a probing analysis of school performance to evaluate the impact of provision on pupil outcomes

Course reference: 8289ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

The course will explore the current expectations for schools to provide easily accessible information for stakeholders and Ofsted and provide practical examples for developing best practice. This course will look at how documentation can be developed to achieve a consistent, joined up thread to avoid leaders spending hours producing the SEFs.

Course content

- Identify key information to include in a self-evaluation that succinctly summarises the impact of the school improvement work
- Develop models of improvement planning, budget planning and self-review that show school leaders and the school community how close they are to achieve their objectives
- Enable colleagues to create a clear timeline for self-evaluation linked to key events in the school year
- Develop clear, transparent guidelines and models for recording and sharing monitoring findings with different stakeholders including governors and teachers

Call: 0800 881 8185 | www.creativeeducation.co.uk/8289 | Fax: 020 7190 5853

New to Headship

A course for newly appointed headteachers, preparing you for the expected and unexpected

Course reference: 8290ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

One's first headship always poses exciting pitfalls and triumphs. Academies, free schools and independent schools provide both similar and different challenges from maintained schools. Equally, governance in these schools assumes a new importance, the interface between the governing body, especially the chair and the head must be carefully crafted for the school to achieve the best for its students. This course addresses many of these issues in a constructive way.

Course content

- Take up your post with confidence
- Develop skills in handling the key players; the leadership team, staff and students
- Understand the relationship between the leadership teams and the governing body
- Identify the tasks and responsibilities that lie ahead including finance, media and legal matters
- Explore what 'independence' means in education, and how this leads to school improvement

Call: 0800 881 8185 | www.creativeeducation.co.uk/8290 | Fax: 020 7190 5853

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Middle and senior leaders who need a clearer understanding of how to effectively carry out monitoring and evaluation activities.

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

All headteachers new to the position, to understand what is expected of them, and learn how to tackle the pace of this role

“

99% of delegates rate our courses as 'Good' or 'Outstanding'

”

Aspiring to the Role of Head of Physical Education

How to develop your professional knowledge and expertise to manage good systems and sustain quality teaching and learning in the department

Course reference: 7401ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Aspiring to be head of department? This wide-ranging course has been designed to prepare you for your new responsibilities. Tone up your leadership skills, strengthen your curriculum planning and learn how to build the foundations of an outstanding department.

Course content

- Application process
- Leadership, management and accountability
- Meeting the needs of groups of students
- Curriculum - schemes of work and lesson planning
- Standards of achievement, assessment and use of data
- Resources, budgeting and health and safety
- Monitoring, evaluation and inspection

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

New and aspiring heads of PE who want to develop the skills and knowledge to run the department effectively.

“

Absolutely super day, lots to take away and put into practice.

Michael Walsh - Leyland St Mary's Catholic Technology College

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7401 | Fax: 020 7190 5853

Securing Success in Your First Senior Leadership Role

Develop the skills to overcome the challenges of leadership

Course reference: 8117ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This very practical course will support colleagues in developing the new skills that they will need to succeed in their new and developing role within school leadership. Whether your title is assistant head, senior teacher or deputy head, this course will offer many practical ideas that, once applied, should make an instant impact within your school setting. This course covers all the essentials for new senior leaders from primary, secondary and special schools, as well as those from FE colleges.

Course content

- The challenge of new leadership
- Developing the necessary distance to lead
- The time management challenge of a teaching leader
- Examples of good practice
- Communication and developing 'your style'
- Dealing with difficult colleagues

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

New or aspiring senior leaders within primary, secondary or special schools looking to develop their leadership skills and maximise their impact in their new role.

“

A really well managed and useful course. The content was affirming but challenging. Potentially career transforming.

Ian Peters, Penn School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8117 | Fax: 020 7190 5853

Essential Skills for the SENCO

Develop the practical skills you need to give SEN children all they need to achieve

Course reference: 7541ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This course provides both an introduction to the broad remit of the SENCO and opportunities for experienced SENCOs to develop their skills.

Course content

- The current legislation and its implications for the SENCO
- Developing effective individual education plans for students
- Meaningful target setting that is both motivational and challenging
- The role of other agencies and how they can support you in your drive to improve provision
- Practical guidance for support staff - managing them to the best effect
- Resources and useful links

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Current and aspiring SENCOs who want to maximise their performance in the role and ensure that they are fully up to date.

“

Very enjoyable and informative - thank you.

Jane Wrighton - Newcastle-Upon-Tyne Church High School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7541 | Fax: 020 7190 5853

Developing and Leading an Outstanding Sixth Form

Develop successful skills and strategies to lead your sixth form

Course reference: 8119ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This highly participatory course is aimed at developing leadership skills within colleagues who are responsible for this crucial area of school performance. With so many different options, pathways and models available, this course will give delegates a clear evaluative process for developing provision that would be graded outstanding within the inspection framework. Delegates will leave the course with the outline of development plans which will deliver real and noticeable improvement within their school.

Course content

- Models of successful provision
- Developing a provision within a school's ethos
- Leading school aspiration through sixth form success
- Securing the correct support processes
- Maintaining and sustaining challenge
- Making the right choices for learners

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Sixth form leaders who want to ensure that their provision is reaching its potential.

“

Excellent - advice was fantastic. This course has really motivated me.

James Coltella - The Skinners' School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8119 | Fax: 020 7190 5853

Leading Outstanding Teaching Within Your School

Lead your staff to deliver outstanding teaching through practical skills and strategies

Course reference: 8120ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This 'hands-on' course looks at the criteria and processes that school leadership will need to both understand and apply to be graded outstanding within the Ofsted framework. The course highlights and explores many of the features of outstanding provision and will offer delegates practical and applicable examples to make an instant impact within their own schools. Delegates will leave the course with development plans which will deliver sustainable and measureable improvement in teaching and learning.

Course content

- What Ofsted requires to grade as outstanding
- The development of a culture of expectation
- Securing quality teaching through leadership and management
- Leading learning – the art of outstanding teaching
- Processes that evidence outstanding teaching (including observation)
- Models of outstanding practice

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Teachers and heads of department working at secondary or FE who want to aspire to an outstanding level of teaching and learning in their school or college.

“

Excellent opportunities to share ideas and think about implementing change within our school to move school forward.

Angela Milne, Barlby High School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8120 | Fax: 020 7190 5853

Leadership Skills for New and Aspiring Middle Leaders

Develop strong leadership skills to raise achievement

Course reference: 8060ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

Moving from a teaching role to head of department or other middle leadership role is a big step. This course takes a very practical approach to making the move seem less daunting by helping you to develop your existing skills to facilitate your new role. This course is suitable for teachers from primary, secondary, and special needs schools as well as FE colleges.

Course content

- Understanding the role of the middle leader
- Applying skills from the classroom to your middle management role
- Identifying your strengths and areas for development
- Making your strengths work for you
- Leading and managing your team effectively
- Maximising performance through effective appraisals and feedback

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

New or aspiring middle leaders keen to maximise their effectiveness in their role.

“

Relevant and useful information. Quality training, excellent pace.

Chichi Opara - The Chafford School,
A Specialist Business and Enterprise
College

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8060 | Fax: 020 7190 5853

Coaching and Mentoring Skills for School Team Leaders

How coaching and mentoring can revolutionise performance

Course reference: 8063ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

During this course you will develop the coaching and mentoring skills needed to develop your staff team and enable each individual to fulfil their potential. You will learn how to develop and implement either a formal or informal programme of coaching for your team and how to embed mentoring techniques into your regular interactions with staff to keep them motivated and engaged. This course is ideal for those staff from primary, secondary and special schools, as well as FE colleges.

Course content

- Understanding the principles of coaching and mentoring and the difference between the two
- Informal and formal models of coaching teams or individuals
- Questioning technique - the key questions to assess your staff's skills and ability
- Listening actively and communicating positively
- Creating goals that drive action and motivate
- Delivering difficult feedback and motivating staff for change

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Middle and senior leaders who want to maximise their team's potential using one to one or team coaching and mentoring.

“

Excellent dissemination of information, very clear and to the point.

Rachel Lee - Chellaston Academy

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/8063 | Fax: 020 7190 5853

Leading a Team: a Course for Support Staff Team Leaders

How to proactively lead your team through effective people management strategies and communication skills

Course reference: 6890ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

This highly participatory course is aimed at support/associate staff team leaders in mainstream and special schools. It will better equip you to develop team working, improve leadership skills, enhance communication and interpersonal skills, and augment levels of assertiveness and performance-monitoring. This course is ideal for those staff from primary, secondary and special schools, as well as FE colleges.

Course content

- Getting the job done
- Improving team-working
- Setting work standards and monitoring performance
- Managing the people - team leadership behaviour
- Understanding the team's needs - giving credit and encouragement
- Disciplining members of the team

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Teaching and non-teaching support staff team leaders in primary, secondary and special schools or FE colleges aiming to build on their leadership skills.

“

A very empowering experience which gave me clear strategies to be more assertive and manage my role more productively.

Susan McLaughlin - River House School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/6890 | Fax: 020 7190 5853

Leading your Key Stage – A Guide to Leading from the Middle

Proven skills and strategies to maximise your abilities as a middle manager

Course reference: 1129ZUG **Price:** £269+VAT **Timings:** 10am - 4pm

No matter what your key stage, leading from the middle is not easy. This course offers a range of practical suggestions for new middle managers and key stage leaders. Written by experienced school leaders, its practical theory and people / time management advice will prove an invaluable part of your managerial development.

Course content

- Understanding your role
- Your new management role – What can you expect?
- Managing organisational change
- Managing your time and tasks effectively to maximise your abilities
- Your changed status – managing colleagues effectively

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Primary middle leaders

“ *Very practical and reflective. Lots of opportunities for personal discussions. Very relevant.*

Lisa Guy - West Thornton Primary School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/1129 | Fax: 020 7190 5853

Preparing for Deputy Headship

How to develop practical strategies and techniques to successfully prepare for an advanced leadership role

Course reference: 7575ZUG **Price:** £299+VAT **Timings:** 10am - 4pm

It is sometimes said that achieving a deputy headship is more difficult than actually being appointed as headteacher. A clear grasp of the role of the former – and an informed view on leadership – are clearly vital. A very sound grasp of interview technique, and how to avoid the legendary pitfalls of this experience is also vital for success. This course is ideal for aspiring deputy heads from primary, secondary and special schools, as well as FE colleges.

Course content

- The role of the deputy headteacher in moving a school forward
- Leadership – models and issues
- The letter of application and CV compilation
- Interview technique
- Practical tips to deal with the challenges facing the newly-appointed deputy headteacher

Course dates

We run courses in 11 cities across the country

[view dates](#)

Suitable for

Middle leaders and aspiring deputy heads who want to understand and prepare for the role of deputy head teacher.

“ *An excellent day, lots of interactive activities and practical help.*

Mark Wilkinson - Penn Hall School

”

Call: 0800 881 8185 | www.creativeeducation.co.uk/7575 | Fax: 020 7190 5853

Reasons to choose Creative Education

20 years of experience delivering high quality CPD training to teachers and senior leaders.

Over 300 courses aimed at teachers, heads of department, middle and senior leaders and school support and premises staff.

Our courses are rated “Good” or “Outstanding” by 99% of delegates.

Courses held in 11 convenient locations across the country.

Our courses provide you with practical advice and strategies that can be used immediately.

In-house Training can be delivered throughout the year to provide you with the training you want, when you want it.

Our ready-made, tried and tested courses can be tailored to meet the needs of you and your staff in an In-house Training session.

An ever growing range of e-Learning training flexible to fit around the busy schedules of school staff.



| creativeeducation.co.uk/leadership-and-management



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