

Continuing Professional Development Brochure



At the Bolton Impact Trust we believe in offering our staff the opportunity to continually develop their practice throughout the academic year.

We offer opportunities for training, access to professional qualifications and memberships of our Professional Hubs to all of the staff across our Trust.

This brochure contains information about our CPD programme for the 2023-24 academic year.

CPD Credit System

The CPD credit systems has been introduced for September 2023 and will work in the following way:

- All staff across the trust will have to earn 16 CPD credits across the year (this is 16 hours of training outside of normal working hours) this is instead of working 4 additional days in school over the academic year;
- Staff will be able to choose some of their CPD sessions from a range of options;
- Some CPD sessions will be mandatory dependent on the individual need of your academy (e.g. you may be required to complete the CPI refresher training worth 10 credits);
- Your academy lead will decide if you have the option to complete any of the mandatory training (bottom section) during twilight time. This will be individual to each academy;
- Sessions will be a mix of face to face, live Teams and pre-recorded/online sessions. Pre-recorded/online training can be completed any time outside of your contracted/directed hours;
- CPD credits will only be earned for training attended outside of contracted hours (For teachers these will be part of your 1265 directed hours);
- The twilight CPD credit system will not replace additional CPD or directed activities within your contracted hours/directed hours
- 1 hour of CPD will equal 1 CPD credit;
- Staff will only be able to use a maximum of 8 credits for pre-recorded sessions and must provide a certificate on completion;
- Staff must keep a log of the CPD credits they have accumulated and share them with the office supervisor before the end of each term;
- Staff are encouraged to attend a mix of sessions from a variety of categories and a variety of delivery methods;
- In collaboration with your academy lead, staff select the sessions they will be attending a term in advance via the online CPD form as follows:
 1. Wednesday 19th July for autumn term 2023
 2. Monday 4th December for spring term 2024
 3. Monday 26th February for summer term 2024
- In some cases courses may not be able to run due to low numbers, in these instances you will be asked to make another choice;
- If staff do not choose any CPD twilight sessions you will be directed to sessions with availability;
- Staff must complete all CPD hours before the end of the summer term 2024 and they must be spread out over the 3 terms.

CPD Training Sessions with CPD credits

Autumn 1					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour, Attitudes and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
Preparing for a curriculum conversation (Face to Face 1.5 credits 3.45 – 5.15pm 25 th Sept)	What does it mean to be a BIT leader (Face to Face 1.5 credits 3.45 – 5.15pm 28 th Sept)	Understanding the absence management processes (Live Teams 1.5 credits 27 th Nov 3.45- 5.15pm)	Adverse Childhood Experiences (TES Pre-recorded 2 Credits)	Any 1 hour of TES training (1 credit)	Initial Training (13 hours full classroom based over 4 sessions 13 credits) Wednesday 13 th & 20 th September and Thursday 14 th & 21 st September 3.15-6.15pm (Required to attend all 4 sessions)
			Raising awareness of LGBT (TES Pre-recorded 1 credit)		Online module (Pre-recorded 3 credits)

Autumn 2					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour, Attitudes and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
The role of the in class support (Face to face 1.5 credits 27 th Nov 3.45- 5.15pm)	Effective school evaluation (Face to face 1 credit 27 th Nov 4-5pm)	Managing difficult conversation/nipping it in the bud (Face to Face 3.45 – 5.15pm 25 th Sept 1.5 credits)	The window of tolerance (Live Teams 1 credits 29 th Nov 4-5pm)	Any 1 hour of TES training (1 credit)	Online module (Pre-recorded 3 credits)
Understanding the different types of knowledge and how to ensure that you focus on delivering that key knowledge in your lessons (Live teams 1.5 credits 5 th Dec 3.45- 5.15pm)		Excel training (Live Teams 1 credit 28 th Nov 4-5pm)	Adverse Childhood Experiences (TES Pre-recorded 2 Credits)		
			Raising awareness of LGBT (TES Pre-recorded 1 credit)		

Spring 1					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
Preparing for a curriculum conversation(Face to face 1.5 credits 30 th Jan 3.45 – 5.15pm)	Creating a culture of wellbeing (Face to face 1.5 credits 29 th Jan 3.45- 5.15pm)	Understanding the grievance and disciplinary processes (Live Teams 2 credits 1 st Feb 3.35-5.45pm)	Helping children and young people manage anxiety (Face to Face 1 credit 30 th Jan 4-5pm)	Any 1 hour of TES training (1 credit)	Initial Training (13 hours full classroom based over 4 sessions 13 credits) 17 th 18 th 24 th 25 th January 3.15-6.15pm (Required to attend all 4 sessions)
Feedback and questioning for retrieval– how to ensure pupils know and remember more (Live Teams 1.5 credits 8 th Feb 3.45 – 5.15pm)			Adverse Childhood Experiences (TES Pre-recorded 2 Credits)		Online module (Pre-recorded 3 credits)
			Raising awareness of LGBT (TES Pre-recorded 1 credit)		

Spring 2					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
How to embed careers within your curriculum (Face to face 1.5 credits 25 th March 3.45 – 5.15pm)	Governance and accountability (Live Teams 1 credit 19 th March 4-5pm)	Effective Performance management (Live teams 1.5 credits 20 th March 3.45- 5.15pm)	Adverse Childhood Experiences (TES Pre-recorded 2 Credits)	Any 1 hour of TES training (1 credit)	Online module (Pre-recorded 3 credits)
		Managing difficult conversation/nipping it in the bud (Live Teams 1.5 credits 26 th March 3.45 – 5.15pm)	Raising awareness of LGBT (TES Pre-recorded 1 credit)		

Summer 1					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
Understanding the different types of knowledge and how to ensure that you focus on delivering that key knowledge in your lessons (Live Teams 1.5 credits 7 th May 3.45 – 5.15pm)	AP funding and managing a budget (Live Teams 1 credit 30 th April 4- 5pm)	General BIT HR processes (Live Teams 4-5pm)	Understanding attachment (Face to Face 1 credit 1 st May 4-5pm)	Any 1 hour of TES training (1 credit)	Online module (Pre-recorded 3 credits)
The role of the in class support (Live Teams 1.5 credits 24 th April 3.45 – 5.15pm)			Adverse Childhood Experiences (TES Pre-recorded 2 Credits)		MAPA Refresher training (10 hours – 3.5 online Pre-recorded and 6.5 classroom based over 2 sessions 10 credits) <ul style="list-style-type: none"> • 26th & 27th April • 3rd & 4th May • 10th & 11th May • 17th & 18th May (block of 2 sessions to be attended along with online module)
			Raising awareness of LGBT (TES Pre-recorded 1 credit)		

Summer 2					
Teaching and learning	Leadership and Management	HR and Administration	Behaviour and Safeguarding	Flexible Pre Recorded Online Resources	CPI Training
Feedback and questioning for retrieval. How to ensure pupils know/remember more(Face to Face 1.5 Credits 10 th June 3.45- 5.15pm)	Developing a coaching culture (Face to Face 1.5 credits 11 th June 3.45 – 5.15pm)	Single Central Record and Safer recruitment awareness (Live Teams 1.5 credits 20 th June 3.45 – 5.15pm)	Adverse Childhood Experiences (TES Pre-recorded 2 Credits)	Any 1 hour of TES training (1 credit)	Online module (Pre-recorded 3 credits)
			Raising awareness of LGBT (TES Pre-recorded 1 credit)		

Mandatory Training for Whole Staff

There are a number of training courses that are mandatory for all staff across the Trust, in order to ensure that every staff member has up to date knowledge and understanding of some of the most important aspects of their work. These courses are listed below:

Mandatory Training Detail	Frequency	Dates
Level 1 safeguarding online (Moodle Pre-recorded online 2 credits) https://www..ac.uk/boltoncouncil/login/index.php	Every 2 years (this should be planned to run in between the face to face training)	Anytime within autumn term 1
Level 1 safeguarding training (face to face)	Every 3 Years (can be internally or from an external provider)	1 st week in September
KCSIE Knowledge check (Safeguarding network Pre-recorded on line 1 credit)	Annually	Any time before 20 th September
Cyber Security (TES Pre-recorded 1 credit)	Every 2 years	Any time in autumn term 1
Prevent Awareness (GOV.UK Pre-recorded online 0.5 credits)	Initial then refresher annually	Any time before 20 th September
Prevent Refresher (GOV.UK Pre-recorded online 0.5 credits)	Annually	Any time before 20 th September
Online Safety (TES Pre-recorded online 3 credits)	Every 2 years	Anytime in the autumn term
FGM (TES Pre-recorded online 1 credit)	Every 2 years	Anytime in the autumn term
GDPR (Live Teams 1 credit)	Every 2 years	Anytime within spring term
Equality (Live Teams 1 credit)	Annually	Spring term 1

Please note mandatory training can only be used towards your twilight credits if you have been directed to complete it outside of your normal working hours by your academy lead or line manager.

Professional Hubs and Department Meetings

At Bolton Impact Trust we run a hub and department system where we bring colleagues together to share good practice and to collaborate to ensure that we are delivering high quality education all across the Trust. Academy Leads direct staff to attend specific hubs and department meetings.

Hub Meeting Calendar

Autumn			
Hub	Date	Time	Venue
Safeguarding Hub	Thursday 5.10.23	15:30	Central Office
	Thursday 30.11.23	15:30	Central Office
Exams Hub	Tuesday 12.9.23	15:30	Central Office

Spring			
Hub	Date	Time	Venue
Safeguarding Hub	Thursday 25.1.24	15:30	Central Office
	Thursday 21.3.24	15:30	Central Office

Summer			
Hub	Date	Time	Venue
Safeguarding Hub	Thursday 2.5.24	15:30	Central Office
	Thursday 27.6.24	15:30	Central Office
Exams Hub	Thursday 25.4.24	15:30	Central Office

Department Meeting Calendar

Autumn			
Department Meeting	Date	Time	Venue
Quality of Education	Monday 18.9.23	15:30	Central Office
	Thursday 23.11.23	15:30	Central Office
English	Wednesday 15.11.23	15:30	Central Office
Maths	Wednesday 18.10.23	15:30	Central Office
PHSE	Wednesday 4.10.23	15:30	Central Office
Art	Wednesday 22.11.23	15:30	Central Office
Science	Wednesday 20.9.23	15:30	Central Office
Vocational Studies	Wednesday 27.9.23	15:30	Central Office
PE	Wednesday 8.11.23	15:30	Central Office
Wider World	Wednesday 11.10.23	15:30	Central Office
SEN	Tuesday 17.10.23	16:30	Central Office

Spring			
Department Meeting	Date	Time	Venue
Quality of Education	Wednesday 24.1.24	15:30	Central Office
	Thursday 7.3.24	15:30	Central Office
English	Wednesday 28.2.24	15:30	Central Office
Maths	Wednesday 6.3.24	15:30	Central Office
PHSE	Wednesday 31.1.24	15:30	Central Office
Art	Wednesday 20.3.24	15:30	Central Office
Science	Wednesday 7.2.24	15:30	Central Office
Vocational Studies	Wednesday 14.2.24	15:30	Central Office
PE	Wednesday 27.3.24	15:30	Central Office
Wider World	Wednesday 13.3.24	15:30	Central Office
SEN	Tuesday 13.2.24	16:30	Central Office

Summer			
Department Meeting	Date	Time	Venue
Quality of Education	Wednesday 24.4.24	15:30	Central Office
	Thursday 20.6.24	15:30	Central Office
English	Wednesday 15.5.24	15:30	Central Office
Maths	Wednesday 22.5.24	15:30	Central Office
PHSE	Wednesday 8.5.24	15:30	Central Office
Art	Wednesday 26.6.24	15:30	Central Office
Science	Wednesday 5.6.24	15:30	Central Office
Vocational Studies	Wednesday 12.5.24	15:30	Central Office
PE	Wednesday 3.7.24	15:30	Central Office
Wider World	Wednesday 19.6.24	15:30	Central Office
SEN	Tuesday 14.5.24	16:30	Central Office

ECT Programme

At the Bolton Impact Trust we use Star Institute as our Appropriate Body and Teach First to provide the Learning Platform that our ECT teachers access throughout their two year programme. From 2023 we will not be using Teach First and moving to the National Institute for Teaching. In addition to this, we also offer a complimentary programme of support and CPD to our ECTs.

Term 1	<ul style="list-style-type: none"> • Welcome and Introduction to the ECT programme with the Induction Lead • Star Institute induction session • Welcome meeting with the Executive Principal of the Trust • ECT Drop In
Term 2	<ul style="list-style-type: none"> • 'Safeguarding' delivered by the Vice Principal of the Trust • Lesson observation of an Outstanding teacher within the Trust with a follow up meeting • Trust ECTs meeting – sharing your experiences so far • ECT Drop In

Term 3	<ul style="list-style-type: none"> • ECT Drop In
Term 4	<ul style="list-style-type: none"> • 'Preparing for deep dive conversations' with the Director of Educational Standards • ECT Drop In •
Term 5	<ul style="list-style-type: none"> • Mainstream school visit • ECT Drop In
Term 6	<ul style="list-style-type: none"> • 'The school Evaluation Form' with the Executive Principal
Throughout the Induction period	<ul style="list-style-type: none"> • Weekly meetings with your mentor • Access to all Trust hubs and CPD training • Termly drop ins with your Academy Lead • Termly drop ins with the Induction Lead

Access to External CPD Courses/Qualifications

Bolton Impact Trust are keen to support staff who wish to undertake CPD courses or professional qualifications outside of those offered by the Trust. If a member of staff wishes to undertake a course or qualification they must make a formal request to their Academy Lead by completing a CPD request form. (Appendix 1) For courses or qualifications costing over £150 additional approval from the Central Team will be required and Academy Leads should forward the completed CPD request form to Victoria Gavin (Business Manager) in order to seek approval at Trust Level.

A copy of the CPD Request form can be found in the TrustStaffInfo drive, in the CPD folder or as Appendix 1 at the end of this document.

Please note that a large number of courses and professional qualifications are fully funded or can be accessed through various schemes that the Trust is part of. If you are unsure whether a course you are interested in has funding, please speak to Victoria Gavin (Business Manager)

National Professional Qualifications

National professional qualifications (NPQs) are qualifications which are specifically designed to support the professional development of teachers and leaders.

A reformed suite of NPQs is now available which have been developed in collaboration with the sector and are informed by the best available research and evidence. NPQs are designed to provide training and support for teachers and school leaders at all levels and deliver improved outcomes for young people.

NPQs are available for teachers and leaders who want to develop their knowledge and skills in specialist areas of teaching practice. There are:

- 4 leadership NPQs in senior leadership, headship, executive leadership and early years leadership
- 4 NPQs for teachers and leaders who want to develop their expertise in specialist areas of teaching practice

NPQs have been designed with teachers and leaders in mind using the latest evidence and can be completed flexibly around existing commitments.

Study can last between 12 and 18 months, depending on your chosen NPQ. Your provider will determine the course structure, content and method of delivery.

During this period of study you will:

- learn from the evidence-based curriculum of your chosen qualification, drawing on effective pedagogy, current research and international best practice – this will equip you with the knowledge and skills to either improve in your current role, or take the next step in your career
- take part in a mixture of face-to-face sessions, webinars, and self-directed study
- answer a short, assessed case study question (the summative assessment)

NPQs available

The 4 NPQs in specialist areas of teaching have been designed with both classroom teachers and leaders in mind. They are:

- **Leading teacher development** – learn how to become a teacher educator and successfully support teachers in your school to expand their skills
- **Leading teaching** – learn how to lead the teaching and learning of a subject, year group or phase
- **Leading behaviour and culture** – learn how to create a culture of good behaviour and high expectations in which staff and pupils can thrive

- **Leading literacy** – learn how to effectively teach and promote literacy across the whole school, year group, key stage or phase

The leadership NPQs are:

- **Senior leadership** – develop your leadership knowledge and expertise to improve outcomes for teachers and pupils in your school
- **Headship** – develop the knowledge that underpins expert school leadership and apply it to become an outstanding headteacher
- **Executive leadership** – develop the expertise you need to become an outstanding executive leader, leading change and improvement across your group of schools or multi-academy trust
- **Early years leadership** – develop expertise in leading high-quality early years education and care, as well as effective staff and organisational management

Bolton Impact Trust CPD Request Form 2023 -2024

Name
Academy
Date Requested
Course name and details of course content including start date
Cost implication
Impact on working hours (e.g. 1 day per term release required)

How will this course benefit/impact on pupils, your academy or the trust?

To be completed by Academy Lead or member of Central Leadership Team

Approved Y/N
If Refused outline the reasons why
Reviewed by
Date employee informed of outcome