



Issue 4

NAPTA *Headlines*

September 2006

Welcome back

A new school year beckons, and with it a renewed opportunity to reduce workloads and focus upon the rewards of teaching. To this end, NAPTA continues to help schools participating in the **Workforce Development Programme**. This edition of *NAPTA Headlines* explores some of the time-saving resources that are available to members. In the meantime, we wish you every success for the new year, and please don't hesitate to contact us if you have any questions.

Support staff profiling – updated, improved and extended

Staff profiling remains the single greatest benefit of NAPTA membership for most headteachers. To reflect this, both the **Professional Development Review** and **Support Staff Survey** have been revised for the new school year. The changes have been made in response to both national initiatives and comments from member schools and local authority partners.

The whole process is now more dynamic, with individuals able to update their information more than once a year, and you able to request more than one report. Logging on is now through the main NAPTA Web site, saving time and simplifying the use of passwords.

The most obvious changes have been made to the **Support Staff Survey**, which takes into account the important revisions to the

Support Work in Schools vocational qualification, and adds catering and cleaning staff in particular.



Clearly, schools that repeat use of one or both of the systems will benefit from up-to-date information for CPD planning, at both institutional and individual levels. Importantly, they will also be able to demonstrate progress – a big plus for SEF completion and general preparation for inspection.

Please note that the profiling systems are only available to current school members. For information on your existing and continuing membership, please contact Maura Rutter, Membership Manager, on 01 223 224930 or maura@napta.org.uk.

Help to engage staff in CPD

Effective CPD should not be limited to INSET days and one-off events; it should be a continuous process in which staff take an active role. The act of producing a CPD portfolio is a valuable part of this process for support staff. A CPD portfolio enables them to become involved in their own professional development, helps them to improve their skills, and can also make them feel more valued as professionals.

From a management perspective, the portfolio will inform the leadership team about the skills and knowledge of their support staff, and help them to acknowledge the variety of support staff roles and development needs.

The leadership team should be constantly aware of what support staff do, and how they could contribute further to school life.

By asking staff to record their experiences, training and qualifications, the leadership team can help to ensure that support staff receive focused CPD.

A new tool available from NAPTA, **CPD Portfolio Builder**, helps support staff and their managers to build and maintain appropriate portfolios.

CPD Portfolio Builder will help staff to:

- reflect on their job role and aspirations
- feel valued as a member of the organisation
- highlight their strengths and weaknesses and seek support where required
- participate in, and benefit from, appropriate professional development
- cope with change
- increase their capacity for learning
- enhance their career prospects.

CPD Portfolio Builder will help the school leadership team to:

- deploy support staff to greatest effect and increase individual responsibilities
- make the most of specific skills
- offer suitable professional development which is useful for both the individual and the school
- discuss job roles and enable a personalised approach to reviews.

For a demonstration version of **CPD Portfolio Builder**, see http://www.pearsonpublishing.co.uk/cpd_portfolio/. **CPD Portfolio Builder** is available free to NAPTA member schools in the new set of **Development Resources**, provided as part of full school membership for the 2006–07 year.

NEWS IN BRIEF

Helping pupils feel safe

Children's safety has always been a top priority for everyone who works in schools. It continues to be an important national issue because of Government initiatives, including Every Child Matters. With this in mind, NAPTA is offering a new tool called **Feeling**

Safe to all member schools. **Feeling Safe** helps you to gather pupils' perceptions with sensitivity and produces a report highlighting the hidden issues within the school.

Marking guide for TAs

Marking and assessment are essential educational methods which offer a real opportunity for support

staff to make a difference by developing their teaching support skills and freeing up the teacher's time. To boost teaching assistants' skills and confidence in this area, NAPTA has developed a comprehensive guide which can be used by anyone with assessment responsibilities. This guide is available free as one of the many benefits for NAPTA member schools in 2006–07.

Sunflower competition – enter now!

The start of a new school term has signalled the end of summer, and with it comes the end of the first leg of the **NAPTA Sunflower Project**. NAPTA is offering a gardening and outdoor activity kit for the class that has grown the tallest sunflower, and a pack of science resources for their school. There is still time to enter the competition – to do so, simply send a photo of your tallest sunflower with a metre ruler next to it to sunflowers@napta.org.uk or Sunflower Project Competition, NAPTA, PO Box 210, Cambridge, CB4 3ZW.

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