



For **all** support staff

Welcome to the new year edition of NAPTA News. NAPTA continues to go from strength to strength with over 100,000 practitioners in more than 115 local authorities! NAPTA was originally formed to help teaching assistants in schools. However, we have evolved and now help to develop all types of support staff – from administrators to classroom-based staff; from lunchtime supervisors to business managers; and from caretakers to science technicians.

Are all support staff in your school involved in the process?



The NAPTA WDP process

We hope that you are working through the NAPTA Workforce Development Programme (WDP). It usually involves the following steps:

- » The headteacher or support staff manager subscribes to NAPTA on behalf of all support staff.
- » All support staff in the school complete an online self-evaluation.
- » A lead person in the school contacts NAPTA to let us know that you have completed your evaluations.
- » Your reports and certificates are prepared and sent to the school (or local authority in some cases) to support inclusive staff reviewing and whole school policy.
- » Both school-based and external training opportunities are identified using the *Development Signposts*, and can be planned based on easy-to-implement training sessions on the *Development Resources* discs.



New to NAPTA?

If you are new to the NAPTA process and are not sure what it can offer, please contact us on 01223 224930. We can update you on where your school is in the membership cycle, and what you can do to move forward.

Who is the NAPTA contact in your school? Please email info@napta.org.uk to let us know.



Have you completed the self-evaluations?

If you have recently received your membership pack or have renewed your membership, remember to appoint someone to oversee the process in your school so that the review cycle is started. Once your staff have completed the online questionnaire, **remember to phone us so that we can produce your reports.**

Do you know where your school is in this process?

Who is the person leading the process?

Have you received your report and your certificate?

If you have any queries, do call us on 01223 224930 or email info@napta.org.uk.

Testimonials

We are keen to find out about your experience with NAPTA. If you would like to write a brief testimonial, please send it to us at info@napta.org.uk.

Testimonial from Caroline Roche, Resource Centre Manager at Holmesdale Technology College, Kent



Using NAPTA has really improved the support and training of the support

staff in Holmesdale Technology College. We immediately had a snapshot of the training needs of all of our staff, which was really clear and easy to read.

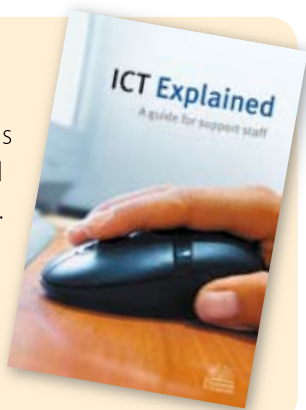
As a result of starting the NAPTA programme, we now have ten of our LSAs who have started NVQs at Level 2 or 3 – we were able to start them at the right level by looking at their NAPTA results. We have also planned an entire year's worth of training sessions, taking place on the five training days this year, targeted at the top training needs identified by the programme. Four of these sessions we have arranged to teach 'in-house', based on the materials that NAPTA provide, which has obviously saved us a lot of money by not sending staff off individually to training days. Also, we could make sure that the sessions are bespoke, so that all of it is completely relevant to our staff.

As a training school, the training needs of all our staff are really important to us, and we are really pleased that, with the help of NAPTA, we have been able to make a real difference to the training of our support staff this year.



ICT skills

Many support staff in schools feel that their ICT skills could do with some improvement. With this in mind, we are pleased to enclose a flier which details a book called *ICT Explained*.



Your cluster of schools

We are always keen to meet with schools to promote NAPTA. If your cluster group would like us to come to one of your meetings to explain how the NAPTA process works, just contact us to arrange a suitable date and time, and then gather your cluster schools together and we'll be glad to come along.

NAPTA logo

As a NAPTA member, your school can use the NAPTA staff development logo on its letterhead, compliments slips and newsletter. Contact us via info@napta.org.uk for digital copies of the logo.

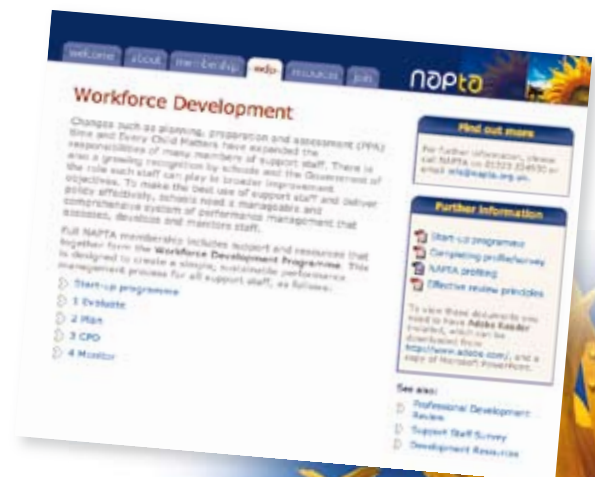


committed to inclusive staff development



Feedback

If you have any suggestions for future NAPTA News topics, or any questions, please email info@napta.org.uk.



Find out more about NAPTA by visiting www.napta.org.uk.