

FOR ALL SUPPORT STAFF

Welcome to the spring 2011 edition of **NAPTA News**. Due to the increase in the number of classroom observations made by inspectors under the revised Ofsted Inspection Framework, the **NAPTA Workforce Development Programme** is proving fundamental for providing evidence of appropriate work-based competences for classroom-based support staff, along with evidence of their ongoing development. Hence, it is important to ensure that you and your support staff are making full use of your NAPTA membership.



Your experience with NAPTA

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 via info@napta.org.uk.

Testimonial from Sharon Fry, Senior Cover Supervisor, Knottingley High School and Sports College, Wakefield

“ When I joined Knottingley High School and Sports College, I had used the NAPTA programme at a previous school so I knew how easy and concise the process is for support staff.

I introduced NAPTA by using the PowerPoint presentation that comes with the programme. I worked with small groups and then offered support once they began the online reviews.

The support staff welcomed this acknowledgement of their need for professional development.

They thought the process was simple and effective and liked the NAPTA Web site.

Having been seconded to the local authority as a consultant to support the training needs of all staff within school, I am able to help people plan individual paths to suit their progression. I will be helping staff to create their CPD folders and, of course, the school will have excellent records of training for the support staff and their professional competencies to date.

In a school where there was little documented evidence of support staff training and development, we have swiftly addressed this with the NAPTA professional review. It takes a little time, but with planning it can be done easily and with excellent results. ”

Testimonial from Adrian Dodd, Assistant Headteacher (Inclusion), Allen Edwards Primary School, London

“ I have been impressed with the quick, helpful and efficient service we have received from NAPTA. The online questionnaire proved very user-friendly and was successfully completed by all support staff, including some who claim not to like using computers. It was a boost to their confidence to use IT as part of their work. We look forward to working with the findings. ”

Collaborating schools

If you collaborate with other schools, NAPTA may be able to help you identify where there are grant or subsidy opportunities available. To find out more, please email info@napta.org.uk with the contact details for the lead person in your group.

i-PD programme

We are pleased to announce a new programme called *i*-PD for your entire staff. The *i*-PD programme offers essential solutions for your:

- **teachers and managers** – providing the necessary information to ensure appropriate progression and succession planning
- **whole workforce** – checking that all practitioners are confident about safeguarding
- **budget** – ensuring that you have the right staff in the right roles at the right cost.

i-PD provides vital information to help make effective budget, staffing and training decisions. It is simple to administer via a range of online tools. To find out more about *i*-PD, contact us via info@napta.org.uk.

NAPTA logo

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



ICT Explained

From its extensive work with schools, NAPTA has found that ICT is an area that many support staff find difficult. *ICT Explained* is a 128-page handbook which offers a simple, reassuring approach to ICT issues, specifically designed for a non-technical audience. For more information and to order, visit www.napta.org.uk.



The Good Practice Guide

Suitable for TAs and their managers in any educational context, *The Good Practice Guide* enables your staff to discover best practice in the context of their own school. It helps by considering how best to:

- improve professional development
- access appropriate training initiatives/frameworks
- use feedback and appraisal
- offer guidance, clarity and consistency
- maintain continuity of experiences for pupils
- enhance the curriculum
- organise staff mentoring
- help teachers work more effectively with TAs
- provide an ethos for effective working conditions.



Provided on CD-ROM, with a full site licence, all the material can be shared throughout your school and can be viewed onscreen or printed out on demand. For more information and to order, visit www.napta.org.uk.

Development Resources

Take time to look through the *Development Resources* as they offer a huge bank of ready-to-use materials. They include the following:

- **Meeting Individual Needs** – 40+ fully resourced training sessions, which are closely mapped to the National Occupational Standards for Supporting Teaching and Learning in Schools, to run with support staff.
- **Institutional Guidance** – Detailed resources to help save leadership team time, eg *CPD Portfolio Builder*, support staff competence checklists and *Team Leaders' Toolkit*.
- **Curriculum Support** – *SEN Reference*, *Marking guide*, video resources, etc.



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