

FOR ALL SUPPORT STAFF

Welcome to the autumn 2011 edition of **NAPTA News**. Due to the increase in the number of classroom observations set to be 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 Ian Healey, Assistant Headteacher (Professional Learning Communities), Waverley School, Birmingham

“ As CPD Coordinator at a school with more than 70 support staff, performance management is a huge undertaking. However, with NAPTA, the whole process has been made so much easier. Staff can access NAPTA's professional development surveys quickly and easily, and the reports that are produced give clarity to all stakeholders.

Progress against targets can be monitored year-on-year too. Line managers and staff find the review process very straightforward, as targets for staff can be easily identified and the relevant training and support can be put in place. The accompanying resources have proved invaluable supportive too. In addition, any queries are answered swiftly and helpfully by the NAPTA staff.

I would unreservedly recommend this programme to anyone responsible for CPD for support staff in schools at all levels. ”

Testimonial from Dawn Green, Principal Teaching Assistant, Yewstock School, Dorset

“ We take the professional development of our teaching assistants very seriously. This commitment has been recognised by NAPTA, who awarded us with a certificate highlighting us as a 'Centre of Good Practice in the Management and Development of Support Staff'. To gain this recognition, my team of 50 teaching assistants and I undertook online self-evaluations regarding our skills within the context of the school. The resulting detailed reports have enabled me to offer a much more targeted and effective three-year CPD programme linked to our school improvement plan

and the National Occupational Standards, utilising the excellent developmental materials provided by NAPTA. By working closely with NAPTA, we have been able to identify and focus specific support to areas that have the highest need. We intend for all teaching assistants to repeat the self-appraisal process, which I am confident will not only provide evidence of the improvements made to the professional development of our team of support staff but the impact these improvements have had on the pupils in our care. ”

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