



Harrow Collegiate Alliance

# Professional Development 2021 - 2022

[www.harrowcollegiate.co.uk](http://www.harrowcollegiate.co.uk)



# Welcome

Welcome to our HCA brochure for 2021-2022. Our programmes are intended for primary, special and secondary schools. They are planned and delivered by staff working across these schools who have an insight into the demands of teaching and learning. There are a range of exciting new programmes planned for this year and which we anticipate will interest you. This includes cognitive precision development, presentation skills, aspiring leadership programmes, shadowing projects and other proposals. As part of our commitment to the national teacher recruitment and retention strategy, we work as local delivery partners with Teach West London to embed the Early Careers Framework. In addition to our programmes, we also plan to welcome a selection of guest speakers throughout the academic year. This will be shared with schools accordingly. We hope you enjoy our portfolio of programmes which showcase our ethos that learning is for life. All our professional development programmes are run by practitioners, for practitioners. Please do not hesitate to contact us for further information by visiting our website [www.harrowcollegiate.co.uk](http://www.harrowcollegiate.co.uk) or via email at [info@harrowcollegiate.co.uk](mailto:info@harrowcollegiate.co.uk)

## What our staff say:

"As usual, a first class conference"

(November Heads' Conference)

"Engaging and interactive. A great course."

(Ready to Teach)

"Informative and engaging."

"Excellent...allows middle leaders to study and reflect on the principles, methods and challenges which are key to being an effective Middle Leader."

(Aspiring Pastoral Middle Leadership Programme)

"I really enjoyed the course and felt I developed professionally from it."

"It has definitely motivated me to go for SLT applications next year."

"This was an inspiring course. Great ideas."

"Thank you for supporting my journey with leadership."

(Women into Leadership Programme)

"Particular highlights were the residential weekend. I felt the programme was bespoke; an aspect of professional development I feel is lacking in many senior leadership courses."

(Aspiring Senior Leadership Programme)

"Brilliant, so useful and realistic, honest feedback helpful re professional development; good range of activities."

(New to Senior Leadership Programme)

"Feedback from interview and presentation was positive and challenging."

(Aspiring to Headship Programme)

"Great co-operation and sharing of ideas and strategies."

(Aspiring to Deputy Headship Programme)

"Growth of the HCA group, lovely to work with new colleagues."

(Headteachers' Residential Conference)

"Thank you. A wonderful Residential. So useful and I have learned a great deal about myself."

(Aspiring Deputy Heads Residential)

"Pretty much perfect."

(Aspiring Deputy Heads Residential)

"We would definitely be keen to continue having this approach and support again and are always happy to offer colleagues for other School- to-School Reviews too."

(School to School Reviews)

"The programme really helped you focus on staying in the moment. It shared techniques to cope with life's challenges both in the classroom environment... and beyond."

(Mindfulness)

# Teaching and Learning Programmes



## HCA Etiquette

There is an expected protocol which guides the running of the HCA programme. All the HCA programme leads prepare and deliver the programmes in their own time and on a voluntary basis. They pledge to plan and present their programmes to the best of their ability. Likewise, there is an expected commitment on their cohort's part too.

This is a pledge of participants on the various programmes to fully commit to attending and, on the occasional circumstance where an absence is unavoidable, to inform the relevant programme lead and Steering Group representative no less than two days before the programme session, as a matter of courtesy.

There is also a short online evaluation form for all programmes and which is required to be completed at the end of a programme. Signing up to a programme confirms a commitment to this.

The feedback these forms provide, allows valuable insight into the programme's progress and helps inform future planning, funding and mapping. We appreciate participants' cooperation in this.

Enjoy your programme!

### 1 Ensuring Achievement in Linear Examinations Programme

This six-part twilight programme provides knowledge and strategies for ensuring our students achieve their best over the long haul of linear examinations. Topics examined include:

- Planning our courses effectively
- Memory strategies for students (and teachers)
- The role of resilience and mindfulness for students
- Effective revision strategies
- Sustained enrichment and extension for the most able
- The importance of metacognition

The programme runs from Bentley Wood.

### 2 Developing Great Teaching

Developing Great Teaching consists of six half-termly sessions led by middle and senior leaders. The sessions focus on pedagogy and developing outstanding teaching using the latest evidence and research. The twilight programme builds on a collaborative approach with the learning developing over the year. Participants have the opportunity to work across schools in the HCA, often grouped into subject expertise.

Developing Great Teaching Sessions cover:

- Metacognition; note taking and note making
- Exploratory talk and questioning
- Grouping and AfL
- Preparation for Pair/Triad Learning Observations (LOs)
- Feedback from 1st LOs and preparation for 2nd
- How has my teaching developed this year? How can it develop further next year?



## Teaching and Learning Programmes



### 3 EAL Programme

This programme aims to keep participants abreast of the most recent national developments. The programme equips you with the specialist knowledge that can be used in the classroom and consists of six twilight sessions throughout the year, delivered by visionary practitioners, expert in the field of EAL.

### 4 Literacy Programme

Our literacy programme aims to ensure schools are up-to-date and ready to respond to changes and challenges regarding Literacy and Learning. The twilight programme will equip you with the specialist knowledge required for you to build on in the classroom.

The programme consists of 6-8 sessions throughout the year, delivered by practitioners expert in their field.

### 5 Presentation Skills

This four to six-part programme will offer skills in public speaking and presentation. Delivered by experienced practitioners, staff will be encouraged to develop their own style of delivery in a supportive environment, inspiring confidence in the workplace and beyond.

### 6 Mindfulness

Aimed at staff across all sectors, this 9 session twilight programme is very popular. Mindfulness is about directing our attention to focus on our experience in the present moment. It trains us to respond in a more skillful and more focused way to whatever is happening right now: good or bad. It enables more effective learning, clearer thinking and better performance. This programme is designed specifically for Educators. This programme runs once a year across consecutive weeks at Bentley Wood. Staff are advised to ensure that they can attend all sessions to get the best out of the programme. It explores:

**Waking up to Autopilot.** Participants are encouraged to notice how much of their lives are spent in autopilot and not really noticing. **Bringing Curiosity to our Experience.** Learning again how to be curious and look at things with beginners' eyes.

**Mindfulness in Daily Life.** Making mindfulness more active and seeing how we can use it in daily life to notice what is good.

**Stepping Back and Noticing Interpretations.** Coming to realise how we interpret things isn't always a true reflection of the situation. **Exploring Difficulty: Building Resilience.** Mindfulness does not remove the difficult things from our lives but it can help us relate to them in a healthier way. **Relating to Others and Ourselves.** Assessing difficult communication and understanding our position in ways that can help us gain a greater perspective and therefore we can relate to others and ourselves more effectively.

**Developing Balance in our Lives.** Understanding that we have to do things in our lives that we don't necessarily enjoy or feel energised by, but looking at developing a better attitude towards those things and creating a better balance with more energising things. **Mindfulness and the Rest of Your Life?** Recapping all of the learning from the course and supporting participants in figuring out how mindfulness might be a more permanent feature of daily life.

### 7 Timetabling Programme

A twilight 3-part programme largely designed for beginners to timetabling. The programme runs over three consecutive sessions and covers:

# Teaching and Support Staff Programmes

- The Leadership and management side of timetabling
- The Basics of Nova T6
- Timetable design

By the end of the course you will have had the opportunity to design and build a timetable for a year group. More experienced participants will have the opportunity to network and share their timetable methodology.

## 8 Effective Teaching & Pedagogy

This programme is for all teachers, irrespective of experience and responsibilities. They will share research and ideas, go away and practise and come back to share their findings from the classroom. The programme will run from Bentley Wood High School once a half term on a Wednesday, 4.15pm - 5.30pm.

'Teaching is a wicked learning environment' (Dylan Wiliam)

## 9 Ready to Teach

We provide training for graduate support members of staff such as teaching assistants, subject technicians and librarians who want to apply for a route into teaching. The short day-time programme consists of two workshops held at Pinner High School and Vyners School and is specifically designed to support applicants into teacher training programmes.

## 10 Developing Yourself and Managing Others Programme

This is a dedicated professional learning opportunity for all educational support staff, to reflect and develop their professional skills and to share their experiences with staff from other schools. There are six sessions at Park High School during the school day. Please note cover will need to be arranged to support staff attending this day-time programme. Topics include:

- Obstacles to efficiency
- Delegation and difficult conversations
- Management of change.

The programme has been developed in consultation with staff and is led by educational support staff.

## 11 SEND in the Classroom Programme

This is a programme aimed at raising awareness of barriers to learning for children with different types of SEND in the classroom. It is suitable for both teaching and support staff. There are six sessions focusing on the main SEND types such as ADHD, Autism, Dyslexia, Sensory Impairments, Speech, Language and Communication Difficulties and Social and Emotional Difficulties. The programme will help you to identify SEND need types and offer ways in which we can adapt our teaching to minimise barriers for these children. Appropriate deployment of support staff in the classroom will also be discussed. The programme runs at Rooks Heath School.

## 12. Child and Adolescent Mental Health

This new programme is being offered in a climate where now more than ever before an awareness of mental health is critical. The four to six-part programme will be delivered by experts in the field, offering an insight into common mental health challenges in young people, their prevalence and potential causes. It will explore signs and symptoms and how best to offer support alongside safeguarding and signposting.

## 13. Cognition Precision Development Programme

Course topics covered offered over 4-6 sessions. **Risks** - Neurological view at how to motivate young pupils. **Trains of Thought** - Ideas on how to help prioritise workload and deadlines. **Self-Reported Grades** - An exposure of Hattie's most impactful finding from his meta-analysis. **Dinner Mat Learning** - Homework ideas that can stimulate parental support and knowledge reinforcement. **Zones of Control** - Managing distractions and staying motivated. **Flashcards** - Facilitate the creation and use of flashcards effectively. **Mapping the Mind** - How to use visual learning to your advantage **Cognitive Load and PowerPoint** - As a teacher, how we declutter our ppt slides to support clear learning outcomes.

# Leadership Programmes



## 14. Aspiring Pastoral Middle Leadership Programme

For colleagues both new to or aspiring to a Middle Leadership role in student support, for example Heads or Assistant Heads of Year or House, who wish to develop their understanding of effective pastoral leadership. The programme focuses on how to ensure student progress and well-being:

This includes:

- Leadership of a Year team
- Use of data and multi-agency work

The programme comprises of six one-and-a-half-hour twilight sessions.

## 15. First Steps to Curriculum Middle Leadership Programme

For colleagues who have aspirations of curriculum middle leadership and would like to develop their understanding of the underlying principles of leadership as well as the expectations and challenges of leadership within a school context.

The programme, delivered by Vyners School, consists of six one-and-a-half-hour twilight session and allows participants to explore current education leadership theory, reflecting on their own practice.

## 16. Ready for Curriculum Middle Leadership Programme

For colleagues who are new to or ready to take on a curriculum middle leadership role. The programme provides opportunities for participants to engage in dialogue with colleagues, facilitated by experienced senior leaders. Key areas of middle leadership will be addressed such as:

- Curriculum planning
- Difficult conversations
- Leading and managing change and improvement
- Challenging and supporting staff
- Managing a departmental budget

## 17. Extend and Enhance your Leadership and Management Programme

This programme is for existing HoFs, HoDs or other middle leaders who wish to further develop their middle leadership qualities and skills. The course consists of six twilight sessions. It explores:

- Effective influencing
- Leading Change and how to overcome barriers
- How to have a difficult conversation
- Ofsted
- Data
- Assistant Heads speak of their leadership styles and experiences

## 18. Women into Leadership Programme

This programme enables women who are aspiring to a leadership role to develop a range of skills to lead with confidence. The programme includes:

- Coaching
- Bespoke support with the application and interview process, including a mock interview and feedback session
- The opportunity to develop a range of leadership skills
- Presentation skills

Delivered across four Saturday sessions, with a Friday and Saturday for session 3, this programme will help you develop the confidence and skills to secure a leadership position. The programme is for anyone who wants to progress to a leadership position.

It is run from Bentley Wood High School by Claire Burgess of SOAR Development.

### 19. Aspiring Senior Leadership Programme

For Middle Leaders who are one year to 18 months away from senior leadership. Eight one-and-a-half-hour twilight sessions plus a Friday evening to Saturday afternoon Residential.

The programme runs from Hatch End and covers a variety of topics as well as the recruitment process to Senior Leadership. Areas covered are:

- Leadership and Management
- Inclusion
- Ofsted
- Finding, applying and getting a senior leadership role
- Data and curriculum
- Appraisal and Accountability
- Residential focused on recruitment process for senior leader role

### 20. New to Senior Leadership Programme

For colleagues new to Senior Leadership. There are eight one-and-a-half-hour twilight sessions plus a Friday evening to Saturday afternoon Residential. The programme includes:

- Being a new senior leader
- Managing stress
- Curriculum
- Leadership and leadership styles
- Finance and Funding

- HR
- Ofsted
- Senior Leadership one year on
- Regular reading and discussion
- Residential focused on self as senior leader.

### 21. Aspiring to Deputy Headship Programme

For Assistant Headteachers who have the potential for, and aspire to, Deputy Headship in the near future. Eight one-and-a-half-hour twilight sessions plus a Friday evening to Saturday afternoon Residential.

- Differences between DHT & AHT
- Leadership
- HR
- Governance
- Finance and Funding
- Regular reading and discussion
- Residential focused on DHT recruitment process

### 22. Aspiring to Headship Programme

For colleagues who have the potential for and aspire to Headship. Six one-and-a-half-hour sessions. It is run from Bentley Wood High School. The programme is shaped according to the needs of the cohort. It will include each participant being partnered with a Headteacher.

### 23. Headteachers' November Conference

A Thursday evening to Friday afternoon Residential in November. Designed with the Headteachers attending.

### 24. Headteachers' June Conference

A Wednesday evening to Friday afternoon Residential in June. Designed with the Headteachers attending.



## School to School reviews



### Individual Support

This consists of: Individual Interview Preparation, Mentoring, Coaching. Please approach us to access these services.

### Sixth Form Reviews

An opportunity for your Sixth Form to receive support in strengthening its weaker areas and enhancing best performing ones. Quality assured assessors visit schools on request to help plan a programme of progress. Please contact Saqib Ahmed. Safeguarding Reviews. We offer Safeguarding Reviews to all schools in the alliance.

### Safeguarding Reviews

We are able to offer a safeguarding Reviewer who is able to carry out reviews as outlined by the DoFE.

### Pupil Premium Review

We have a trained Pupil Premium Reviewer who is able to carry out reviews as outlined by the DfE.

### School to School reviews

School to School reviews typically occur over one day with a focus on a department/subject/theme. This could include Safeguarding Reviews and Pupil Premium Reviews. Two colleagues, quality assured from HCA schools, join a lead colleague within a school to conduct a review and evaluation.

For more information please email  
[info@harrowcollegiate.co.uk](mailto:info@harrowcollegiate.co.uk)

## MA Programmes

Two Masters in Education Programmes delivered in conjunction with St Mary's University, Twickenham:

MA in Leading Innovation and Change (LIAC) and MA in Pedagogy.

### MA in Leading Innovation and Change (LIAC)

Aims to develop evidence-based innovative educational practice. For teachers and other educational professionals at any stage of their career. During the two-year programme, participants will develop a critical understanding of research methodology as they plan and conduct a small-scale enquiry into an issue of their choice.

### MA in Pedagogy

With a variety of modes of delivery including face-to-face, blended and online, the focus is on developing pedagogical understanding as reflective practitioners. This MA will give participants a wider understanding of key issues in the field of education in which their practice is located.

Both MA programmes are taught at St Mary's or on school premises, fortnightly as two-hourly twilight sessions

### Research and Development

Action Research Group is carried out in a number of HCA schools. We deliver sessions throughout the year to support colleagues.

Research underpins the professional development delivered by the HCA. We have a number of colleagues experienced in research who contribute to the programmes.

### HCA Groups

- Curriculum Group
- Inclusion
- Cultural Diversity & Safeguarding
- Heads of 6th Group
- Governance Steering Group



## Leaders Programme



### Specialist Leaders of Education (SLEs)

HCA has a number of SLEs specialising in English, History, Mathematics, Music, Physical Education, Science, Behaviour and Discipline, SEN, Leadership of Curriculum, Initial Teacher Training and Continuous Professional Development.

Schools can request deployment of an SLE to carry out a particular piece of work. For more information please email [info@harrowcollegiate.co.uk](mailto:info@harrowcollegiate.co.uk)

### NLEs – National Leaders of Education

We have headteachers who are NLEs and work to support other schools senior leadership teams.

### Ad hoc programmes and speakers

A portfolio of ad hoc programmes delivered throughout the year. This will include guest speakers from the educational world, First aid training programmes for staff, a data and finance programme for business administration staff and a range of other programmes.

The Steering Group representatives in the HCA partner school will be kept informed of these opportunities as they arise and cascade the information and invitation to staff.

### National Qualifications

There will be an update which will follow.

## Subject Lead Groups



These groups meet each half-term as a subject to discuss and share best practice. Group leaders receive an honorarium. The current Subject Leads are:

**Art** - Isabella Hargrave, Rooks Heath School

**Biology** - Dr Jessica Campbell, Bentley Wood High School

**Chemistry** - Sarah Gardiner, Nower Hill High School

**Classics** - Tara Atkinson, Nower Hill High School

**Drama** - Stuart Lodge, Harrow High School

**English** - Neill Cahill, Vyners School

**Geography** - Andrew Desai, Harrow High School

**High Attainers** - Stuart Macaulay, Rooks Heath School

**History** - Simon Beale, Vyners School

**Computer Science** - Ben Ford, Nower Hill High School

**Maths** - Kashif Mahay, Bentley Wood High School

**MFL** - Helen Robinson, Canons High School

**Music** - Dan Cullum, Vyners School

**PE** - Emma Jones, Bentley Wood High School

**Physics** - Steven Meunier, Nower Hill High School

**RS** - Stephanie Deacon, Nower Hill High School

**Sociology** - Tomislav Maric, Bentley Wood High School

## Our Partner Schools

School	Web Address
Alperton Community School	<a href="http://www.alperton.brent.sch.uk">www.alperton.brent.sch.uk</a>
Aylward Primary School	<a href="http://www.aylwardschool.org.uk">www.aylwardschool.org.uk</a>
Avanti House	<a href="http://www.avanti.org.uk">www.avanti.org.uk</a>
Bentley Wood High School	<a href="http://www.bentleywood.harrow.sch.uk">www.bentleywood.harrow.sch.uk</a>
Brentford School for Girls	<a href="http://www.brentford.hounslow.sch.uk">www.brentford.hounslow.sch.uk</a>
Canons High School	<a href="http://www.canons.harrow.sch.uk">www.canons.harrow.sch.uk</a>
Capital City Academy	<a href="http://www.capitalcityacademy.org.uk">www.capitalcityacademy.org.uk</a>
Hatch End High School	<a href="http://www.hatchend.harrow.sch.uk">www.hatchend.harrow.sch.uk</a>
Harrow High School	<a href="http://www.hhsweb.org">www.hhsweb.org</a>
The Harefield Academy	<a href="http://www.theharefieldacademy.org">www.theharefieldacademy.org</a>
The Helix Education Centre	<a href="http://www.thehelix.harrow.sch.uk">www.thehelix.harrow.sch.uk</a>
The Jubilee Academy	<a href="http://www.thejubileeacademy.org.uk">www.thejubileeacademy.org.uk</a>
Kingsbury High School	<a href="http://www.kingsburyhigh.org.uk">www.kingsburyhigh.org.uk</a>
Nower Hill High School	<a href="http://www.nowerhill.harrow.sch.uk">www.nowerhill.harrow.sch.uk</a>
Oak Wood School	<a href="http://www.oakwoodhillingdon.org.uk">www.oakwoodhillingdon.org.uk</a>
Park High School	<a href="http://www.parkhighstanmore.org.uk">www.parkhighstanmore.org.uk</a>
Pinner High School	<a href="http://www.pinnerhighschool.org">www.pinnerhighschool.org</a>
Queen Elizabeth School	<a href="http://www.qesluton.co.uk">www.qesluton.co.uk</a>
Rooks Heath School	<a href="http://www.rooksheath.harrow.sch.uk">www.rooksheath.harrow.sch.uk</a>
The Sacred Heart Language College	<a href="http://www.tshlc.harrow.sch.uk">www.tshlc.harrow.sch.uk</a>
Vyners School	<a href="http://www.vynersschool.org.uk">www.vynersschool.org.uk</a>
Whitefriars School	<a href="http://www.whitefriarsschool.net">www.whitefriarsschool.net</a>
Whitmore High School	<a href="http://www.whitmore.harrow.sch.uk">www.whitmore.harrow.sch.uk</a>

Membership of the HCA – 2021-2022 Subscription:  
 Secondary Schools' subscription £4200  
 Primary Schools' subscription £2100  
 Special Schools' subscription £1050  
 Pay as You Go (PAYG) - For more information please  
 email [info@harrowcollegiate.co.uk](mailto:info@harrowcollegiate.co.uk)



# Programmes

Programme	Host School	Programme Lead	No. of Sessions
1. Ensuring Achievement in Linear Examinations Programme	Bentley Wood High School	Francis O'Sullivan	Six
2. Developing Great Teaching Programme	Oak Wood School	Ariane Charlebois	Six
3. EAL Programme	Alperton Community School	Nilota Banerjee	Six
4. Literacy Programme	Park High School	Megan Hubbard	Six
5. Presentation Skills	Whitmore High School	Mark Gritten	Four - Six
6. Mindfulness	Bentley Wood High School	Francis O'Sullivan	Eight
7.. Timetabling Programme	Harrow High School	Jonathan Buchanan	
8. Teaching & Pedagogy	Bentley Wood High School	Janice Howkins	One per half-term
9. Ready to Teach	Vyners School Pinner High School	Alex Pape, Elizabeth Hindmarsh	Two
10. Developing Yourself and Managing Others Programme	Park High School	Samantha Browne	Six
11. SEND in the Classroom Programme	Rooks Heath High School	Johanne Logan	Six
12. Child & Adolescent Mental Health	Oak Wood School	Edward Spary	Four-Six
13. Cognitive Precision Development Programme	Avanti House Secondary School	Jitendra Jani	Four-Six
14. Aspiring Pastoral Middle Leadership Programme	Hatch End High School Nower Hill High School	Thomas Murrell Ian Parker	Six
15. First Steps to Curriculum Middle Leadership Programme	Vyners School	Neill Cahill	Six
16. Ready for Curriculum Leadership Programme	Hatch End High School	Becky Cleary	Six
17. Extend and Enhance your Leadership and Management Programme	Whitmore High School Hatch End High School	Mark Gritten Louise Jeffs	Six
18. Women into Leadership Programme	Bentley Wood High School	Claire Burgess	Four
19. Aspiring Senior Leadership Programme	Hatch End High School Whitmore High School	Becky Cleary Simone Benn	Eight (including one Fri/Sat residential)
20. New to Senior Leadership Programme	Alperton Community School	Howard Freed/Andria Zafirakou	Eight (including one Fri/Sat residential)
21. Aspiring to Deputy Headship Programme	The Harefield Academy	Howard Freed/Tash Hurtado	Eight (including one Fri/Sat residential)
22. Aspiring to Headship Programme	Bentley Wood High School	Howard Freed / Janice Howkins	Six
23. Headteachers' June Conference	Residential	Howard Freed	Weds/Fri residential
24. Headteachers' November Conference	Residential	Howard Freed	Thurs/Fri residential





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