



Harrow Collegiate Alliance

Professional  
Development  
2023 - 2024

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



## Welcome

Welcome to our HCA brochure for 2023-2024. Our programmes are intended for primary, special, PRUS 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 stimulating programmes planned for this academic year and which we anticipate will interest you. This includes presentation skills, aspiring leadership programmes, shadowing projects and other proposals. As part of your subscription, each institution is entitled to one day of school improvement work. This can include a teacher conversation, curriculum, safeguarding, attendance, personal development, leadership management support.

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)

Dr Janice Howkins OBE

## What our staff say:

“It was well-organised, with the materials being provided well in advance for those who wanted to read them beforehand; Becky was always friendly and open to answers any questions we had; having the opportunity to listen to other current middle leaders answering how they would cope in certain scenarios (last session) was quite useful and makes one feel more at ease.”

**(Ready for Curriculum Middle Leadership Programme)**

“A well-structured, informative and beneficial course, led by a strong team of inspirational senior leaders. Thank you so much for the opportunity to take part. I would highly recommend this course to any that is looking to progress into Senior leadership.”

**(Aspiring to Senior Leadership Programme)**

“I have seen an improvement in identifying my own strengths and areas of development. The skills task in week 1 helped me

to really think about these in depth and once I had identified these from the session, I found it easier to talk about myself and really know what I am wanting to improve.”

“I’ve recognised strengths that I already have that can contribute to great leadership.”

“Thank you so much. I have found the course a valuable experience.”

“Thank you for this course and taking time for us. I know I am better and more confident because of this course.”

**(Women into Leadership Programme)**



# 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 Curriculum & Pedagogy: Exploring What Works/ An Evidence - based Approach

This five-part twilight programme examines strategies for ensuring our students achieve their best and remember more for longer. We will look at what evidence from Cognitive Psychology initiates.

Topics examined include:

- Planning our curriculum effectively and ambitiously
- Memory strategies for students and teachers
- Effective revision strategies
- Retrieval practice and dual coding
- Enrichment and extension for the most able
- The importance of metacognition and mindfulness

The programme takes place at Bentley Wood High School

### 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?

This programme takes place at Oak Wood School

### 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.\*

This programme takes place at Bentley Wood High School

## Teaching and Learning Programmes

### 4 Developing an Ambitious Curriculum for Students with SEND

This programme is aimed at senior and middle Leaders, teachers and teaching assistants. Meeting the needs of students with SEND is everyone's responsibility. This programme focuses on developing an inclusive school. The implications of the Green Paper/SEND Review (2022) will be explored with practical strategies shared for planning and delivering the curriculum. There are 5 sessions across the year. This takes place at Bentley Wood High School.

### 5 Diversity and Inclusion Programme

This programme on diversity and inclusion is aimed at teaching staff and consists of 6 half-termly twilight sessions. The sessions will support both experienced and new colleagues who are interested in exploring issues on race, diversity and inclusivity in education. Each session will take place in person at Nower Hill High School from 4.15 – 5.45 and will be led by Taira Chaudhry, Curriculum Leader for PRE at Nower Hill. Dates will be confirmed once timetables have been finalised. Sessions will explore barriers to progression and offer pragmatic strategies that can increase inclusivity in schools and classrooms. It is suitable for all teaching colleagues who wish to feel more confident about having conversations with students, parents and colleagues about race, equality and diversity. The sessions will cover the following areas:

- Why Diversity matters. The challenges experienced by teachers and students.
- The benefits of diversity and inclusivity.
- Unconscious bias and anti-bias.
- Tackling hidden forms of discrimination.
- Barriers to progression - In careers and the classroom.
- Recognising and acknowledging intersectionality.
- Language matters - reviewing our language to increase inclusivity.
- Creating diverse and inclusive environments.

- Diversifying the curriculum.
- Strategies for overcoming discrimination, how to prevent, identify and report concerns.

### 6 Presentation Skills

This is a one-off session with a former actress who now works with professionals to develop their presentation skills.

### 7 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.

## Teaching and Support Staff Programmes

**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.

### 8 Timetabling

If you would like any support with timetabling, please contact Dr Janice Howkins at [janicehowkins@hotmail.co.uk](mailto:janicehowkins@hotmail.co.uk)

### 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 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. 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. Accredited Qualification.

## Leadership Programmes

### 12. 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.

### 13. 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, consists of six one-and-a-half-hour twilight sessions and allows participants to explore current education leadership theory, reflecting on their own practice.

### 14. 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

This programme takes place at Hatch End High School

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

This course is for experienced HoFs, HoDs or other middle leaders who wish to further develop their leadership qualities and skills. It consists of six twilight sessions and challenges participants to reflect on their own practice. We explore the theory behind high performing teams and leadership of change and participants are encouraged to develop their own 'leadership action plan' which is revisited throughout the programme.

This programme takes place at Hatch End High School

### 16. 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.

### 17. 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

This programme takes place at Hatch End High School

## 18. New To Senior Leadership Programme (N2SLP)

For colleagues in their first or second year of senior leadership. There are 8 one and a half hour twilight sessions and 1:1 coaching/mentoring throughout the year..

The programme includes:

- 1:1 coaching/mentoring
- Leadership, including the early days of senior leadership
- Sharing issues faced in your work and helping each other to problem solve
- HR
- Difficult conversations
- Managing upwards
- Line Management
- Leadership stories from current senior leaders
- Managing change
- Managing stress
- Regular reading around a book on leadership

## 19. Aspiring to Deputy Headship Programme (ADP)

For colleagues who aspire to deputy headship over the next 2 years. There are 8 one and a half hour twilight sessions plus a Friday evening to Saturday afternoon Residential.

The programme includes:

- The differences between being a DHT/VP and an AHT/AP
- Leadership
- Leadership stories from current DHTs and Heads
- Finance and funding
- Governance
- HR
- Difficult conversations
- Regular reading around a book on leadership
- A Residential focused on the DHT recruitment process
- 1:1 support for participants applying for deputy headship during the programme

## 20. Aspiring To Headship Programme (AHP)

For For colleagues who aspire to headship over the next 2 years. There are 6 one and a half hour twilight sessions and 1:1 coaching/mentoring from a current headteacher throughout the year. The course is shaped according to the needs of the cohort.

## 21. Headteachers' November Conference

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

## 22. 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.

### Safeguarding Reviews

We offer Safeguarding Reviews to all schools in the alliance. We are able to offer a safeguarding Reviewer who is able to carry out reviews as outlined by the DoF. For more information please email [info@harrowcollegiate.co.uk](mailto:info@harrowcollegiate.co.uk)

### Pupil Premium Reviews

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.

### School Improvement Days

One free day for any aspect of school improvement, safeguarding, attendance. All aspects can be discussed ahead of the day.

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

### HCA Groups

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





## Leaders Programme



### 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 ( DFE )

We encourage colleagues to apply for these qualifications. Information is on the DFE website. Members of HCA are trained facilitators.



## 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:

**Biology** - Niquita Bagoandas, Park High School

**Classics** - Anisah Hussain, Bentley Wood High School

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

**English** - Patrica Gordon, Nower Hill High School

**Geography** - Andrew Ferris, Bentley Wood High School

**History** - Simon Beale, Vyners School

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

**MFL** - Helen Robinson, Canons High School & Neetu Sadhwani, Avanti hosue

**PSHE** - Meghan Cathcart, Alperton Community School

**RS & Philosophy** - Taira Chaudhary, Nower Hill High School

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

**Technology** - Empress March, Bentley Wood High School & Sarah Francis, Nower Hill 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>
Bentley Wood High School	<a href="http://www.bentleywood.harrow.sch.uk">www.bentleywood.harrow.sch.uk</a>
Canons High School	<a href="http://www.canons.harrow.sch.uk">www.canons.harrow.sch.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 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>
Kingsmead School	<a href="http://www.kingsmeadschool.org">www.kingsmeadschool.org</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>
University Technical College Heathrow	<a href="http://www.heathrow-utc.org">www.heathrow-utc.org</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 – 2023-2024 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. Curriculum & Pedagogy: Exploring What Works/An Evidence- Based Approach	Bentley Wood High School	Francis O'Sullivan	Six
2. Developing Great Teaching Programme	Oak Wood School	Kat Eves	Six
3. EAL Programme	Bentley Wood High School	Aldona Nye	Six
4. Developing an Ambitious Curriculum for Students with SEND	Bentley Wood High School	Sarah Newman	Six
5. Diversity and Inclusion Programme	Nower Hill High School	Taira Chaudhry	Six
6. Presentation Skills	Bentley Wood High School	Sarah Perugia	One
7. Mindfulness			Eight
8. Timetabling	Please contact us for any support		
9. Ready to Teach	Pinner High School	Elizabeth Hindmarsh	Two
10. Developing Yourself and Managing Others Programme	Park High School	Samantha Browne	Six
11. Child & Adolescent Mental Health Secondary School	Oak Wood School	Edward Spary	Four-Six
12. Aspiring Pastoral Middle Leadership Programme	Nower Hill High School	Joel Suthesh/ Zara Mainwaring	Six
13. First Steps to Curriculum Middle Leadership Programme	Bentley Wood High School	Chloe Sinden	Six
14. Ready for Curriculum Leadership Programme	Hatch End High School	Becky Cleary	Six
15. Extend and Enhance your Leadership and Management Programme	Hatch End High School	Louise Jeffs	Six
16. Women into Leadership Programme	Bentley Wood High School	Claire Burgess	Four
17. Aspiring Senior Leadership Programme	Hatch End High School	Becky Cleary	Eight (including one Fri/Sat residential)
18. New to Senior Leadership Programme	Pinner High School	Janice Howkins OBE	Eight (including one Fri/Sat residential)
19. Aspiring to Deputy Headship Programme	Rooks Heath School	Miriam Manderson	Eight (including one Fri/Sat residential)
20. Aspiring to Headship Programme	Pinner High School	Janice Howkins OBE	Six
21. Headteachers' June Conference	Residential	Janice Howkins OBE	Weds/Fri residential
22. Headteachers' November Conference	Pinner High School	Janice Howkins OBE	Thurs/Fri residential





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