

NPQ Facilitator Bulletin – Spring 2024

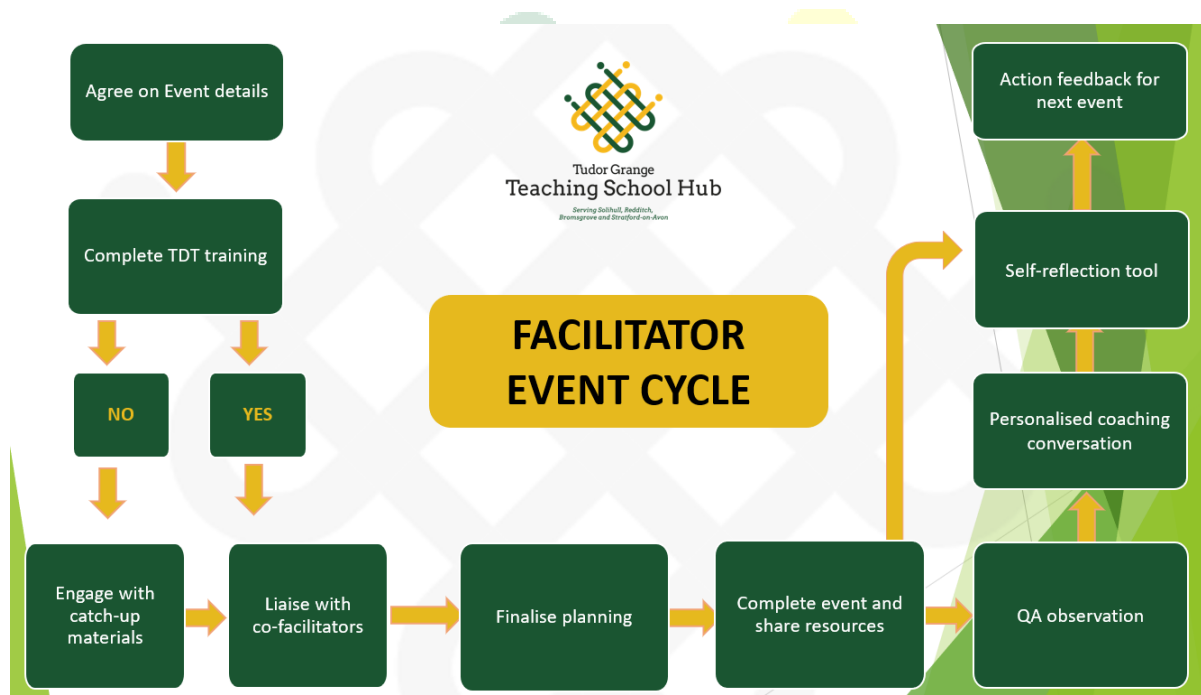
Welcome to the Spring term facilitator bulletin.

Spring Term Events:

- 🔗 An overview of events for all cohorts can be found on our website [here](#).

Events Cycle

- 🔗 After a successful pilot, we are rolling out the self-reflection tool for all facilitators.
- 🔗 Please fill in [this questionnaire](#) after you deliver each session.



Quality Assurance

We will be undertaking joint quality assurance drop ins with TDT in January and June. When the sessions are confirmed, we will be in touch with further information.

The following sessions will be quality assured by a member of the TG TSH Team. A follow-up coaching conversation will be offered afterwards, in the spirit of collaboration and development.

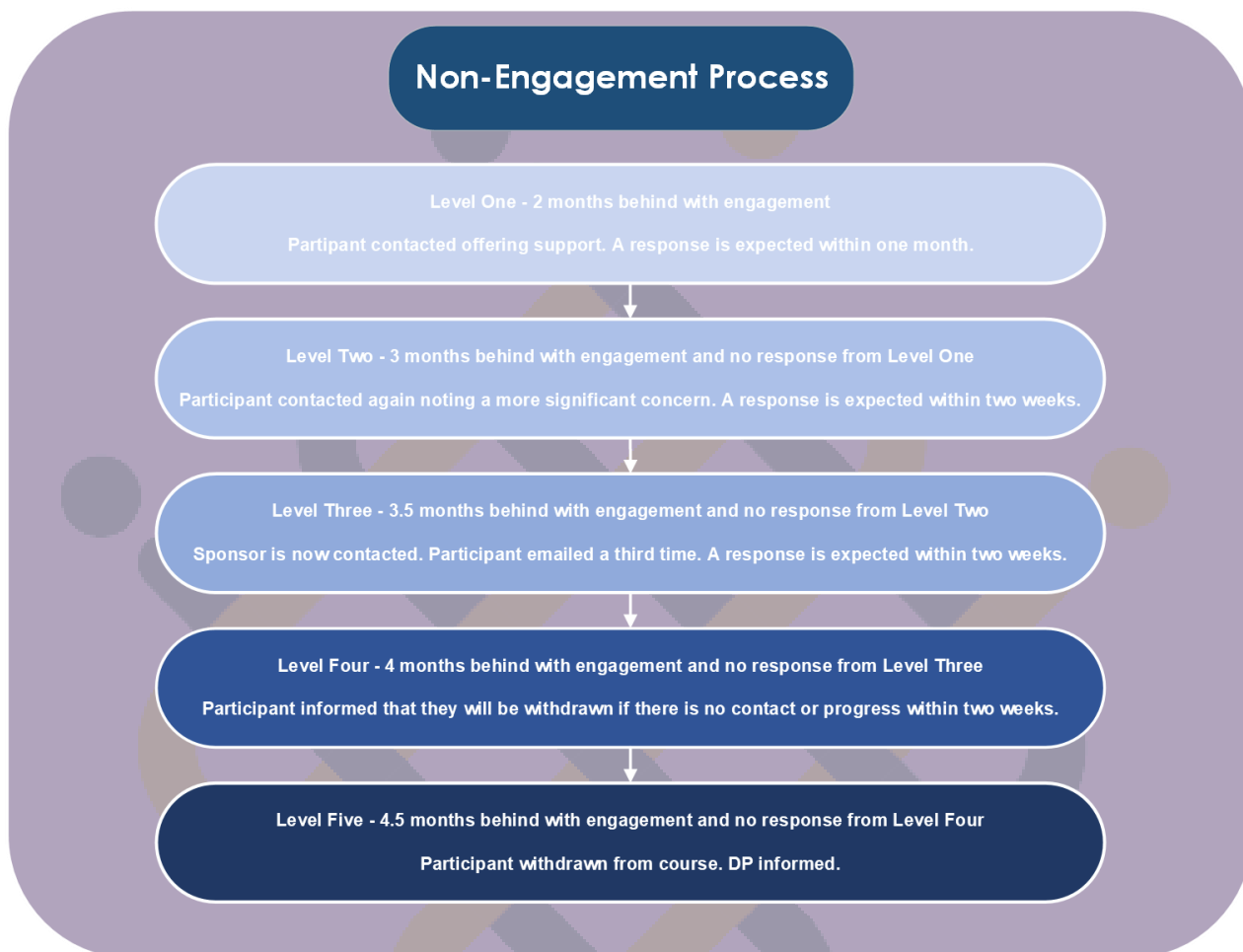
Qualification	Delivery Session Name	Delivery Mode	Date
SOL NPQLTD	Local Seminar 2	Online	15/01/2024
KINGS NPQLT	Face to face workshop 1 A	Face to face	30/01/2024
KINGS NPQLT	Face to face workshop 1 B	Face to face	01/02/2024
KINGS NPQLT	Local Seminar 5	Online	08/07/2024
KINGS NPQLT	Face to face workshop 3 A	Face to face	23/09/2024
KINGS NPQLT	Face to face workshop 3 B	Face to face	24/09/2024
SOL NPQH	Local Seminar 2	Online	24/01/2024
SHIRES NPQLT	Local Seminar 5	Online	03/07/2024
SOL NPQEYL	Face to face workshop 1	Face to face	08/02/2024
SHIRES NPQSL	Local Seminar 6	Online	17/09/2024



SHIRES NPQLBC	Face to face workshop 1	Face to face	05/02/2024
SHIRES NPQLBC	Local Seminar 6	Online	09/09/2024
SOL NPQLT	Local Seminar 4	Online	09/05/2024
SOL NPQLBC	Local Seminar 3	Online	21/03/2024

Engagement Monitoring

🔗 TDT are now using this process to monitor engagement and intervene where necessary:



🔗 Asynchronous Learning Progress:
You can use the matrices on [this page](#) to see where your group should be up to by the different sessions.

TDT Facilitator Training:

🔗 This training will be mandatory for first-time facilitators, but experienced facilitators are welcome to attend as a refresher (the training now includes guidance on using Zoom).

🔗 **The asynchronous training on TDT Learn must be completed ahead of the online sessions.**

🔗 The online dates for the TDT training are:

- 9th January 2024
- 10th January 2024
- The links can be accessed via your welcome emails from TDT and through the Facilitator Training Module on the TDT Learn platform



✦ Please contact TDT directly at npg@teacherdevelopmenttrust.org for more details.

Tudor Grange TSH Facilitator Training:

- ✦ We are pleased to announce we will be running supplementary facilitator training to cover logistics (including navigating the Google drive), Zoom training, session expectations and reflecting on how to make facilitation developmental for you.
- ✦ **This training will be mandatory for first-time facilitators, but experienced facilitators are welcome to attend as a refresher.**
- ✦ The dates for TG TSH training are:
 - [Wednesday 31st January 2024 15:30-16:30](#)
- ✦ Please contact Billie at bstewart@solihull.tgacademy.org.uk if there is anything specific you would like her to cover.

Logging in to Zoom

Please pay close attention to the login details for Zoom – there are multiple accounts and your session will only be on one! Zoom can also remember your previous login (which may be incorrect), so please log out and log back in if necessary.

Drop-in sessions

Just a reminder that there are weekly drop-in sessions if you have any issues that you would like to raise.

[Wednesday Drop-in sessions link](#)



Frequently Asked Questions

What do I do if one of my participants needs to change their email?

They need to contact TDT directly at npq@teacherdevelopmenttrust.org

What happens if one of my participants needs to defer or withdraw?

They need to contact TDT directly at npq@teacherdevelopmenttrust.org

How do I access resources?

The facilitator training on the TDT Learn platform now contains information about how to access the google drive. You can find information about how to access session resources, registers and evaluations.

Registers

Please ensure you keep an accurate register of who has attended the session and have filled this in on the Google Drive within 24 hours of the session taking place.

Evaluations










Please make sure to send out the participant evaluations after each session. These can be accessed on the TDT Learn platform.

Recordings

Recordings of online sessions can only be uploaded if they contain no personal information and have been paused and restarted in the appropriate places. Please ensure that the recordings meet this criteria to support any participants with catching up if they miss a session.

Using Zoom

Here are some video guides to help with using Zoom:

-  [Basic in-meeting navigation](#)
-  [Zoom chat settings](#)
-  [Accessible features overview](#)
-  [Breakout rooms](#)
-  [Creating polls](#)
-  [Creating quizzes](#)
-  [Recording to the cloud](#)
-  [Tracking attendance](#)
-  [Further guidance](#)

Useful Information:

We have collated useful documents on our website for your ease:

-  [NPQ Facilitator Information](#)

Please let Billie (bstewart@solihull.tgacademy.org.uk) know if there is anything you would like added here.

