

Serving Solihull, Redditch, Bromsgrove and Stratford-on-Avon

# TGAK NPQLT Course Overiew

Autumn 2023

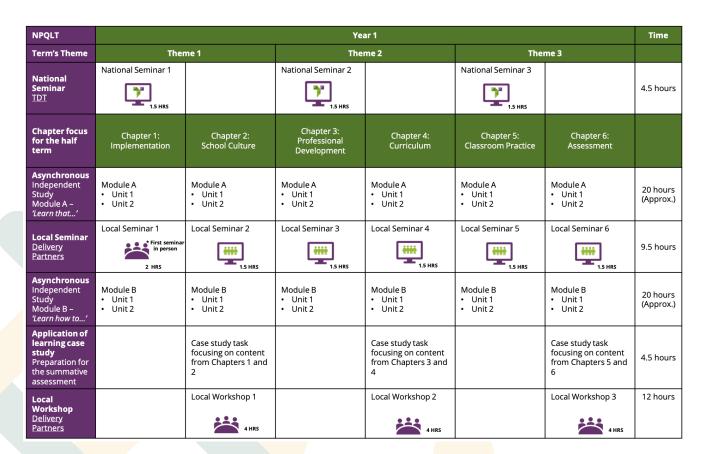
# Tudor Grange Teaching School Hub

# Dear Facilitator,

Thank you for joining Tudor Grange Teaching School Hub as a valued member of the facilitation team.

You may find the NPO Facilitator Information area of our website useful for information about events, training and tips.

Here is an overview of your course:



# Communications from the teaching school hub

We will contact you the week before sessions to remind you to get in touch with your participants and to share links for online sessions. We will also be in touch with termly surveys and evaluations after events. If you need any further information from us, please don't hesitate to get in touch by emailing bstewart@solihull.tgacademy.org.uk or calling us on 0121 703 8250.



### **Expectations during sessions:**

### **Online**

- Practice before the session!
- Log in using the TDT zoom login only.
- Log in a little early and check the mic, speakers and PowerPoint.
  - Some find logging in using the participant link on a phone useful here!
- Set expectations for participants:
  - Name and phase (no school names).
  - o Cameras on.
- Consider ways to increase engagement using online tools

### **Face to Face**

- Arrive in time to get set up (up to 30 minutes before your session).
- Ensure safeguarding and fire policies are shared at the start of the session.
- Do not go anywhere on site unless accompanied by a member of TSH staff.
- Greet participants warmly.
- Make an effort to learn names.
- Stick to timings, but priorities discussions where necessary.

For more help with Zoom, please login to TDT Learn Facilitator Training.

### **Event Cycle:**



## **Session information:**

Delivery Session Name	Participa -nt Links	Date	Start Time	End Time	Zoom Login Username	Zoom Password	QA Visit
National Seminar 1	<u>Online</u>	16/11/2023	15:30	17:00			
Local Seminar 1	Face to Face	05/12/2023	15:30	17:00			Yes
Local Seminar 2	<u>Online</u>	23/01/2024	15:30	17:00	tudor2npq@teacherd evelopmenttrust.org		
Face to Face Workshop 1 A	Face to Face	30/01/2024	15:30	17:50			Yes
Face to face workshop 1 B	Face to Face	01/02/2024	15:30	17:30			Yes
National Seminar 2	<u>Online</u>	06/03/2024	15:30	17:00			
Local Seminar 3	<u>Online</u>	14/03/2024	15:30	17:00	tudor2npq@teacherd evelopmenttrust.org		
Local Seminar 4	<u>Online</u>	09/05/2024	15:30	17:00	tudor2npq@teacherd evelopmenttrust.org		
Face to Face Workshop 2 A	Face to Face	03/06/2024	15:30	17:50			
Face to Face Workshop 2 B	Face to Face	04/06/2024	15:30	17:30			
National Seminar 3	<u>Online</u>	11/06/2024	15:30	17:00			
Local seminar 5	<u>Online</u>	08/07/2024	15:30	17:00	tudor2npq@teacherd evelopmenttrust.org		Yes
Local Seminar 6	Online	09/09/2024	15:30	17:00	tudor2npq@teacherd evelopmenttrust.org		
Face to Face Workshop 3 A	Face to Face	TBC					Yes
Face to Face 3 B	Face to Face	ТВС					Yes

The Face-to-Face sessions will be conducted at Tudor Grange Academy Kingshurst.

email: tsh@tgacademy.org.uk





