

NPQ Facilitator Bulletin – Summer 2024

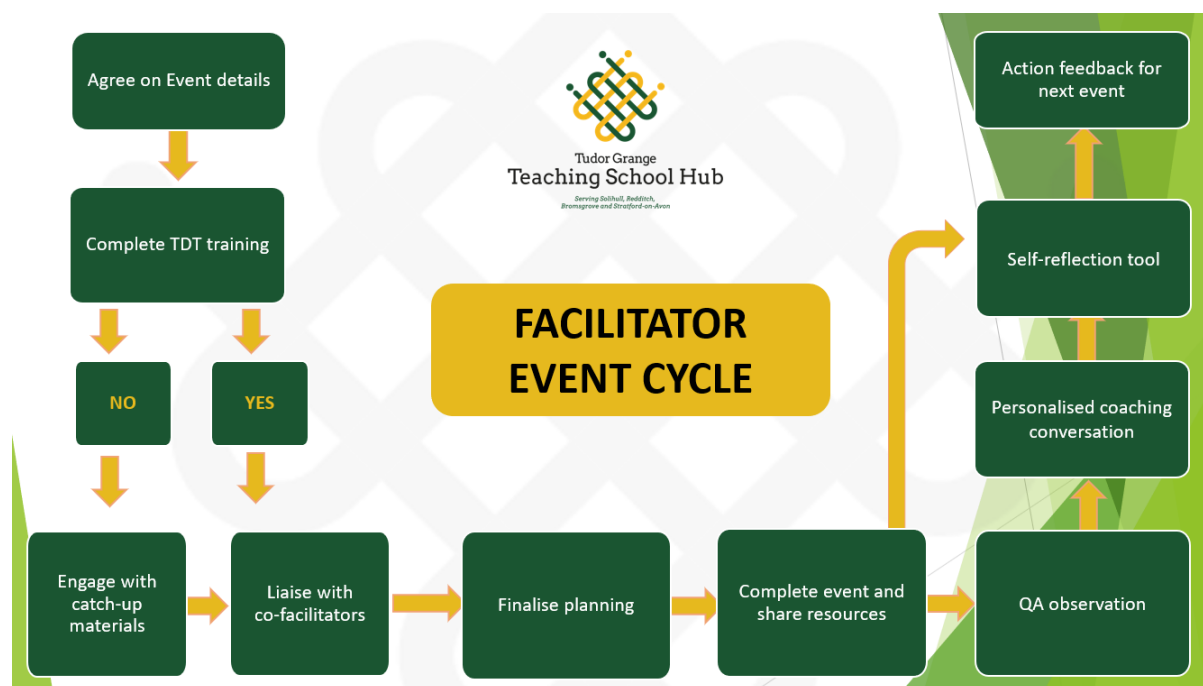
Welcome to the Summer term facilitator bulletin.

Summer Term Events:

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

Events Cycle

- 🔗 Please fill in [this questionnaire](#) after you deliver each session.



Registers

Please ensure that registers are filled in on the Google Drive within 24 hours of the session taking place. It is a DfE requirement which is required to demonstrate course engagement and can affect payment for sessions.

Assessment Windows

Information about assessment and judgement windows for all cohorts can be found on the [NPQ Facilitator Information](#) page on our website.

Quality Assurance

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

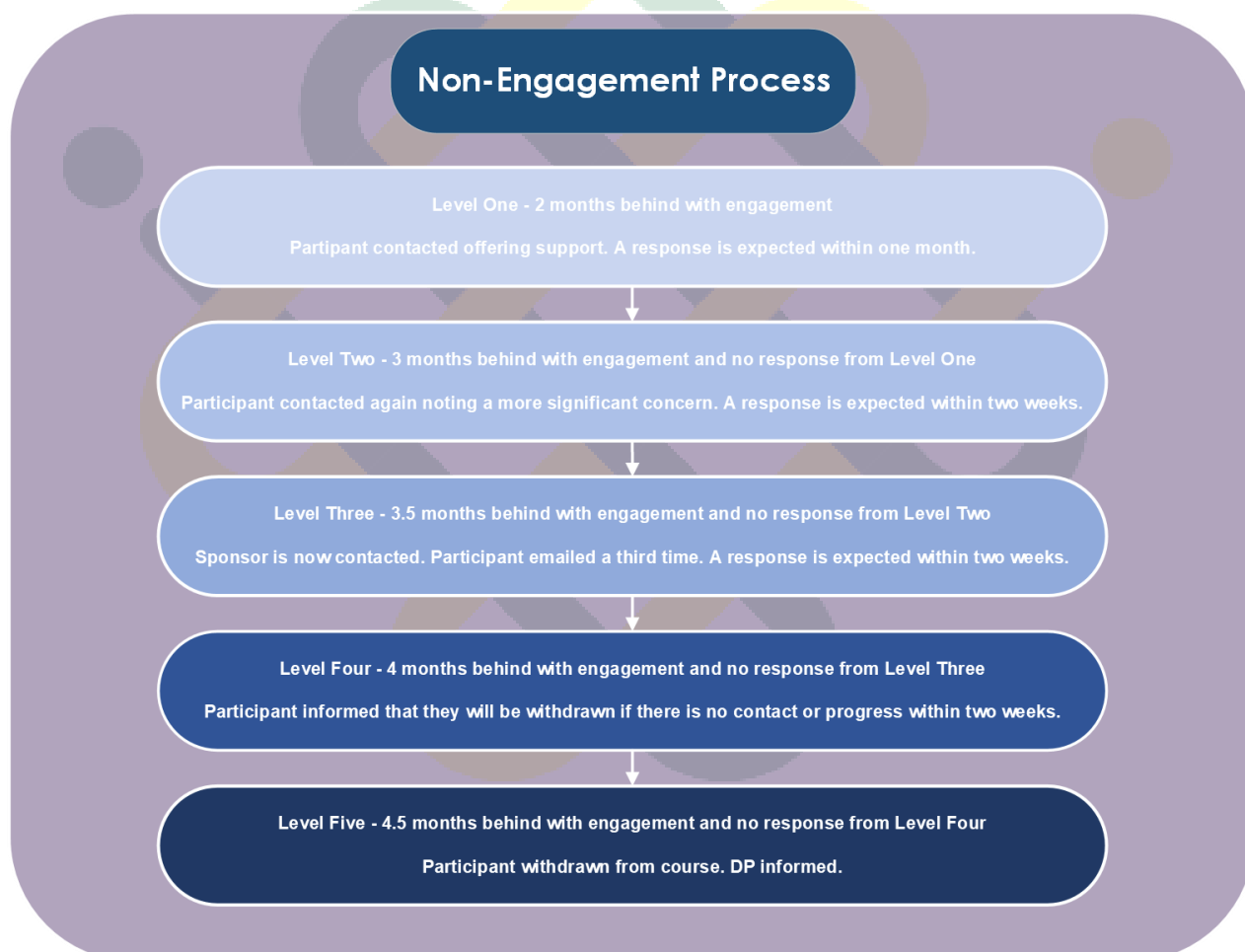
The following sessions will be quality assured by a member of the TG TSH Team. A follow-up coaching conversation will be offered afterwards, in the spirit of collaboration and development.



| Qualification | Delivery Session Name | Delivery Mode | QA Date |
|---------------|-------------------------|---------------|------------|
| SHIRES NPQLBC | Local Seminar 2 | Online | 30/04/2024 |
| NPQH | Local Seminar 2 | Online | 01/05/2024 |
| SOL NPQLT | Local Seminar 4 | Online | 09/05/2024 |
| NPQLPM (TF) | Seminar 2 | Online | 21/05/2024 |
| NPQSL | Face to face workshop 1 | Face to face | 11/06/2024 |
| SHIRES NPQLT | Local Seminar 5 | Online | 03/07/2024 |
| KINGS NPQLT | Local Seminar 5 | Online | 08/07/2024 |
| SHIRES NPQLT | Local Seminar 3 | Online | 11/07/2024 |

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.**
 - TDT Are running optional facilitator Peer Development Sessions:

| | |
|-------------------------|--|
| Tuesday 30th April 2024 | Click here to register |
| Monday 1st July 2024 | Click here to register |

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

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.

