

NPQ

Facilitator Bulletin

Autumn Term
2024-2025



**Proudly serving Bromsgrove, Redditch,
Solihull and Stratford-on-Avon**

Tudor Grange Teaching School Hub

Autumn 2024 Cohorts

NPQ	Lead Provider	Facilitator
NPQLT	TDT	Lorraine Hadley
NPQLTD	TDT	Billie Stewart
NPQLBC	TDT	Marion Jones
NPQLL	TDT	Catherine Lewis
NPQLPM	Teach First	Ruth Richmond
NPQSL	TDT	Amy Feeney
NPQH	TDT	Amanda Salisbury
NPQSENCO	Best Practice Network	Lisa Pinkerton
		Kara Robinson
NPQEL	Best Practice Network	Rachael Russell

Changes to delivery (TDT Courses):

Facilitators will be paid for facilitating sessions from Theme 2 onwards, however you are welcome to attend any of the Theme 1 sessions to meet your group if you want to. Please let [Billie](#) know if you want to attend any of the sessions.

Session Dates and Times

Provisional dates and times have been shared with facilitators – these will be confirmed early in the Autumn term.



Facilitator Training Autumn 2024

- **TDT training (for new facilitators or as a refresher)**

Facilitator training Session A (10/10/24 3.30-5pm)

<https://us02web.zoom.us/j/82395080539>

Facilitator training Session B (11/10/24 9.00-10.30am)

<https://us02web.zoom.us/j/84540893439>

- **Teach First training (NPQLPM only)**

Pre-recorded videos to watch ahead of each session.

- **Best Practice Network training (NPQSENCO only)**

9 th October 2024	09:00-12:00	Click here for link.
15 th October 2024	13:00-16:00	Click here for link.
22 nd October 2024	09:00-12:00	Click here for link.
6 th November 2024	13:00-16:00	Click here for link.

- **Tudor Grange Welcome and Training for 2024-2025 (attend one):**

11th October 2024	15:30-16:30	Click here for link.
14th October 2024	15:30-16:30	Click here for link.



Legacy Cohorts

NPQ	Cohort	Facilitators
SOL NPQLT	Aut 23	Richard Hall & Lynn Clark
KINGS NPQLT	Aut 23	Jodie Bolter, Helen Myers & Kev Lister
SOL NPQLTD	Aut 23	Caroline Evans & Helen Clare
SOL NPQLBC	Aut 23	James Hill & Rena Miras-Pye
SOL NPQLL	Aut 23	Catherine Lewis & Helen Myers
SOL NPQLPM	Spr 24	Ruth Richmond & Tom Bradley
SOL NPQSL	Aut 23 Spr 24	Kev Lister & Lorraine Hadley Helena Tingle & Clive Sentance
SOL NPQH	Aut 23 Spr 24	Jane Tailby & Marion Jones Helen Dunnico
SOL NPQEYL	Aut 23	Victoria Abrahart & Caroline Albanese
SHIRES NPQLT	Aut 23 Spr 24	Jeanette Little & Arran Goodyear Jo Smith & Amanda Salisbury
SHIRES NPQLTD	Spr 24	Laura Wakefield & Amy Page
SHIRES NPQLBC	Aut 23 Spr 24	Rebecca Franklin & Rebecca Gordon Rachael Russell & Donna Hodgson
SHIRES NPQSL	Aut 23	Nick Gibson & Amanda Salisbury

Event Details

Participant information can be found [here](#) and facilitator information can be found [here](#).



Autumn 2023 Specialist Assessments

NPQ	Deadline to Reach 90% Engagement	Assessment Window	Marking Window
SOL NPQLT	1 st October 2024	4 th -11 th October 2024	16 th October-8 th November 2024 (proposed dates only)
KINGS NPQLT			
SOL NPQLTD			
SOL NPQLBC			
SOL NPQLL			
SHIRES NPQLT			
SHIRES NPQLTD			
SHIRES NPQLBC			
SHIRES NPQSL			

Please note:

If a participant does not reach the 90% engagement deadline they will not be eligible to take the assessment.

Marking:

TDT uses comparative judgements; deciding which is best out of two side-by-side scripts. You will mark the equivalent of half your cohort and make around 10 judgements per script. You will not mark any scripts from your own cohort.



Autumn Term QA

Quality Assurance Drop-ins

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.

NPQ	Cohort Code	Session Name	Mode	Date	Start Time	End Time
SHIRES NPQLBC	Autumn 23	Local Seminar 6	Online	09/09/2024	15:30	17:00
SHIRES NPQLT	Autumn 23	Local Seminar 6	Online	10/09/2024	15:30	17:00
SHIRES NPQSL	Autumn 23	Local Seminar 6	Online	17/09/2024	15:30	17:00
KINGS NPQLT	Autumn 23	Face to face workshop 3 A	F2F	23/09/2024	15:30	17:50
KINGS NPQLT	Autumn 23	Face to face workshop 3 B	F2F	24/09/2024	15:30	17:30
SHIRES NPQLTD	Spring 24	Local Seminar 4	Online	01/10/2024	09:30	11:00
SOL NPQSL	Autumn 23	Local Workshop 3	F2F	08/10/2024	09:30	13:30
NPQH	Spring 24	Face to face workshop 2	F2F	22/10/2024	12:30	16:30
SHIRES NPQLBC	Spring 24	Face to face workshop 2	F2F	22/10/2024	12:30	16:30
NPQSL	Spring 24	Local Seminar 5	Online	03/12/2024	15:30	17:00
NPQLPM	Spring 24	Conference 2	F2F	12/12/2024	09:00	15:00
NPQLPM	Spring 24	Seminar 5	Online	28/11/2024	15:00	17:00
NPQSENDCO	Autumn 24	Conference 1	F2F	10/12/24	09:30	15:30
NPQLPM	Autumn 24	Seminar 2	Online	10/12/24	15:30	17:30



Useful Information

Website

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

[NPQ Facilitator Information](#)

Cohort Information

- Facilitator overview sheets for each cohort, with Zoom login details can be found [here](#).

Assessment Windows

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

Engagement Monitoring

- Please look at your participant engagement ahead of each session and send reminder emails to anyone who is behind.
- You can use the matrices on [this page](#) to see where your group should be up to by the different sessions.

Zoom

- Please pay close attention to the login details for Zoom – we have multiple accounts and if you sign in to the wrong one you might end someone else's session!
- Zoom remembers the account you last logged in with, so you might need to log out and log back in again.
- 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](#)



FAQs

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.

How do I submit 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.

How do I send out evaluations?

These can be accessed on the TDT Learn platform and the link can be emailed out to participants. Guidance is on the TDT Learn platform.

Is my recording ok to send to TDT?

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.



Reminders & Expectations

- Attend training as required by the Lead Provider
- Attend training as required by Tudor Grange
- Maintain fidelity to the programme, using Lead Provider resources
- Contextualise and amend resources appropriately to ensure high quality sessions
- Ensure an accurate register of sessions is kept and returned to TGTSH within 24 hours of the session
- Ensure evaluations and surveys are completed
- Track participant engagement and intervene where necessary
- Take part in quality assurance processes (including one formal observation per year)
- Model expected behaviours
- Support venues by encouraging participants to tidy up and be respectful of rules
- Support safeguarding policies in venues

