



Prince Bishops
Teaching School Alliance

Growing together



Preparation for Inspection - Secondary



Tuesday 26th September 2017
The Ramside Hall Hotel, Durham

No matter how much it is expected, the telephone call announcing an impending inspection can make even the best-managed school anxious. The first six hours covers the time beginning with the call from the lead inspector announcing the impending visit to the close of the regional office on that day.

The course will be led by **Diana Osagie**, an experienced inspector and consultant with 15 years' experience leading secondary education, ten years as deputy head in two posts and five years as a successful head teacher in a London secondary school. It will provide a step-by-step approach to assure you that you are as prepared as one can be for the arrival of the inspection team. As well as providing guidance and a timetable for senior leaders, the course will offer practical tips for real preparation to ensure both the school and the inspection team have all the evidence needed. These tips and helpful hints are based on experience of inspecting schools, academies and colleges.

Who should attend?

All schools, irrespective of phase, who receive an inspection, particularly those expecting a visit in the coming academic year, should attend this course aimed at headteachers and their most senior staff.

Why attend?

Being well prepared for the inspection is a confidence booster to the school, and if done well, it indicates good management skills to the inspection team.

What will it cover?

The course will be in six parts. Each part will cover "an hour" of the day and will cover the most essential questions:

- How do we maximise the preparation time after the telephone call from the lead inspector?
- Who do we need to inform and in what order do we go about this?
- What essential documentation do we need to prepare and send or have ready to smooth the pathway to a meaningful inspection?
- What other equally important and relevant documents need to be in the inspection base for the first morning?
- What internal planning is needed to ensure the appropriate in-house people are at appropriate meetings with inspectors?
- What additional evidence might be needed that has not been requested by the lead inspector?
- What are we most anxious about, and what can we do to be sufficiently satisfied that we can answer awkward questions on these areas?

Guidance will be supplied for colleagues to take away to help in the inspection preparation process.



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Diana Osagie



Cambridge Education Associate Consultant – Secondary

15 years' experience leading secondary education, ten years as deputy head in two posts and five years as a successful head teacher in a London secondary school. A practising inspector for KS2 – KS5 with developed expertise inspecting leadership, management and pastoral systems. Resilient school leader, skilled in urban leadership in challenging circumstances. Diana has enjoyed substantial success in developing school wide models that strategically enhance the quality of teaching and learning across the curriculum.

Training Agenda - Preparation for inspection: the first six hours

- 09:00 Registration and coffee
- 09.30 Introduction and objectives for the day
- 09.45 The first hour and preparatory work
- 11:15 Coffee
- 11.30 The second hour
- 12.30 Lunch
- 13:15 The third hour
- 13.45 The fourth hour
- 14.15 The fifth hour
- 14.45 The sixth hour
- 15.15 End



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Testimonials



“Practical help which I can implement easily. Go back and plan for an inspection, discuss strategies with SLT, review policies, websites and lesson plans.” Clare Higg, St Thomas More Catholic High School

“Good pace and huge content delivered effectively. Logical progression of notes and not too much on slides. The course told me exactly what I wanted to know and more. Logical, to the point, informative and useful.”

“A style that really engaged the group and kept us interested all day. I feel a lot more knowledgeable about what I need to do before and during the event.”

“Thank you for the information and for your time this week. We all found it challenging but incredibly profound and thought provoking. The governors, who attended, found the session really brilliant and have sprung into action pushing for further training next month. I now look forward to the next time we have an inspection in school!”

“Practical help which I could implement easily. I returned fro this session and planned for an inspection. I discussed strategies with SLT, review policies, websites and lesson plans.”

“A good insight into the thinking and reasoning of an inspector. friendly and honest.”

“Very clear and concise information, lots of practical ideas and confirmation of our current practice.”

“Flexible, meeting the needs of the learner. An excellent overview of the inspection process.”

“Excellent trainer with a vast amount of experience and knowledge.”

“A passionate delivery firmly grounded in experience.”

“Forewarned is forearmed. The best value for money course I have attended.”



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