



Prince Bishops
Teaching School Alliance

Growing together

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CAMBRIDGE
EDUCATION

Preparation for Primary Inspection: The First Six Hours

Thursday 31st January 2019

The Ramside Hall Hotel, Durham – DH1 1TD

Preparation for Inspection: The First Six Hours

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 inspection office on that day.

The course provides 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 required. These tips and helpful hints are based on experience of inspecting schools, academies and colleges.

Who should attend?

Head teachers and senior staff of all schools, irrespective of phase, who receive an inspection, particularly those expecting a visit in the coming academic year.

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.

Time: 9.30am – 3.30pm

Cost: £ 220 per person

Cancellations: Once you have confirmed your place on this course an invoice will be released immediately and this will secure your place. In the event that you need to cancel this training, a cancellation charge will be incurred. Up to twelve weeks prior to the training, a full refund will be made. Within eight weeks of the training date, a 50% charge will be made. The full cost of the training will be charged should the cancellation be made within five weeks of the first session date.



Prince Bishops Teaching School Alliance

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Jeremy Bird served as Head teacher in two schools, the most recent being a two form entry community primary school (480 pupils) and previously a Voluntary Aided primary school (180 pupils).



An experienced inspector, by using his Professional Partner accreditation, school leaders have been empowered to achieve more effective impact in their schools. He supports schools in challenging circumstances and has first-hand knowledge of what schools need to do (essentially effective self-evaluation work) to prepare for inspection. Recent work with a local Teaching School has secured various benefits for schools including research funding for Early Years assessment. He has written and published a Research Associate document for the National College for School Leadership entitled Firefighting or Formulating. This nationally accredited research study explores issues around the strategic and operational aspects of Head teacher induction in Primary, Infant and First schools. With Jeremy serving as mentor, this has helped support the induction of newly appointed Head teachers within Solihull Local Authority, where he advised, led and supported a stepping up programme for aspirational Deputy and Assistant Head teachers exploring Head teacher opportunities.

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

"Useful information discussed & provided."

"We are an outstanding school but would definitely recommend this course to other schools in terms of quality, advice & preparation."

"Good preparation if you have not had Ofsted."

"Thought provoking – thinking outside the box was great!"

"Lots of food for thought and I feel like I can go back to school and implement ideas discussed today."

"Clear plan for the day. The course covered everything I expected and gave good resources."

"The course was so useful, I feel as if I will be much more prepared now."

"Stories and anecdotes were very inspiring. Very informative, helpful and very good."

"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."

An engaging and experienced trainer. Clear and helpful hints and tips, very good ideas on how to approach the next inspection.

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

"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."

"(The trainer) spoke with a real passion, enthusiasm and above all expertise for his subject."



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