



Prince Bishops
Teaching School Alliance

Growing together

Preparation for Inspection - Secondary Tuesday 27th November 2018 The Ramside Hall Hotel – Durham, DH1 1TD



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 **Ray Biglin**, an experienced inspector and consultant with experience leading secondary education. 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?

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.

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Whitburn CE Academy
Whitburn, Sunderland
Tyne and Wear, SR6 7EF

Benedict Biscop CE Academy
Marcross Drive, Moorside
Sunderland, SR3 2RE

T: 0191 529 4202 M: 07896 665 670 www.pbtsa.co.uk



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CAMBRIDGE
EDUCATION

Ray Biglin



Cambridge Education Associate

Ray is a highly experienced inspector, reviewer and consultant. Currently, he works as an additional inspector quality assurance reader and has led over 20 inspections in both the primary and secondary sector. Ray has wide experience of working internationally. He has carried out primary and secondary school reviews in New York and has delivered professional development in an international school in France. He has reviewed a school in Oman and acted as their SIP. He is an accredited BSO inspector and recently was part of inspection teams which in Abu Dhabi and Grand Cayman.

Ray provides training for primary and secondary schools and Further Education/6th forms in lesson observation skills, effective senior/middle management and general school improvement. He is also an expert in the leadership and management of post-16 education.

Between 2013 and 2017 Ray worked as an Education Challenge Partner across Norfolk providing regular support and challenge for over 30 primary schools. He is currently working as a SIP with a primary school in a challenging area of Leeds.

Qualifications

BA(Hons) 2:1 Humanities, PGCE English/Drama, PGC in Management

Specialisms

English at Key Stage 2/3/4 and 5, Humanities, Social Science, Law.

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Testimonials

“I would highly recommend this course to every secondary school leader.”

“Very personalized course; small numbers enabled the course to address specific issues personal to a school.”

“Very informative and useful information in preparation for inspection.”

“Brilliant! Much better than expected – very informative.”

“Practical help which I could implement easily. I returned from 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.”

“A passionate delivery firmly grounded in experience.”

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

Training Agenda - Preparation for inspection: the first six hours

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| 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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