



Madeleine Lindley Ltd

TRAINING & CONFERENCE CENTRE

Application Form

Title: A Professional Development day for Primary School Deputy Headteachers and Assistant Headteachers
Date & Time: Wednesday 7th March 2012 8.30am – 3.30pm
Venue: Madeleine Lindley Training and Conference Centre, Oldham, OL9 9XA
Reference: DBO312
Cost: £125 + VAT

Number of delegates _____

Name of delegates (please print clearly in the box below)

Contact Name _____

School Organisation _____

Address _____

Postcode _____ Email _____

LEA _____ Telephone No _____

Please state any special requirements _____

Dietary Requirements Vegetarian Vegan Other Please State _____

Payment Details

Please tick the relevant box:

Please invoice Official Order Number _____

Please charge my debit/credit card Visa Mastercard

Card Number

Start Date / Expiry Date / CV2 No. (last 3 digits) Issue No. (If applicable)

I enclose a cheque made payable to Madeleine Lindley Ltd for the amount of _____

CANCELLATION POLICY

- If you wish to cancel a booking, please contact us as soon as possible.
- Substitutions are welcome at any time.
- All cancellations made 4 weeks before the conference date will be subject to a full refund. Less than 4 weeks 50% refund per ticket. The full conference fee will be charged for cancellations received within 2 weeks of the start of the conference.

AUTHORISATION - I agree to meet the course fees as advertised:

Signature _____ Name _____ Date _____

Please Return To:

Madeleine Lindley Ltd, Broadgate, Broadway Business Park, Chadderton, Oldham OL9 9XA

Fax this form to 0161 682 6801 • **Phone** 0161 683 4400 • **Email** conference@madeleinelindley.com

www.madeleinelindley.com



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TRAINING & CONFERENCE CENTRE

**A Professional
Development Day**
for Primary School Deputy
Headteachers and Assistant
Headteachers

David O'Brien

Wednesday 7th March 2012 8.30am – 3.30pm



David O'Brien



David is an experienced and highly successful primary headteacher and adviser who now runs his own management consultancy company and works with schools across the North West. David was described by Ofsted as a headteacher who provided 'inspiring leadership... unswerving vision and ambition to raise standards'. He was used regularly by the local authority to lead or present at conferences on issues including preparing for Ofsted and leadership and strategic planning. In January 2011, David was a guest speaker on education for MPs in the House of Commons.

David is very experienced in leading and planning day or residential conferences and presenting to national bodies and national conferences.

David's courses draw on his significant experience as headteacher, Ofsted and Religious Education inspector, performance management consultant and leading leader in education for the National College of School Leadership. Evaluations from his consultancy work make reference to vision, clarity of thinking, depth of knowledge and skilled mentoring.

This course invites delegates to develop their knowledge and understanding of several major aspects of leadership and management. Deputy Headteachers that have attended previous courses have found it has extended their knowledge and understanding, helped them be more focused and effective, and, assisted those considering undertaking NPQH in preparation for headship.

Who should attend:

- Serving Deputy Headteacher in Primary, Infant or Junior Schools
- Serving Assistant Headteachers in Primary, Infant or Junior Schools
- Teachers considering applying for the position of Deputy Headteacher

During the day, each delegate will:

- Develop their knowledge and understanding across key areas of leadership and management including budget, staffing, monitoring and evaluation and the school's place in the local and national context
- Acquire practical ideas to make them more efficient and effective in their work
- Compare and comment on different ideas, methods and approaches
- Discuss and adapt their own work and that of others

At leadership regular intervals, delegates will have opportunity to consider how they may apply their experience in the context of their own school.

COMMENTS FROM PARTICIPANTS:

“ A really interesting day. I learnt so much about how schools are financed and how staff are appointed ”

Deputy Head, Burnley

“ An excellent course delivered by a knowledgeable tutor ”

Assistant Head, Manchester

“ So much information for me to take away and consider before I decide whether to apply for deputy jobs. Thank you for a brilliant day ”

Aspiring Deputy Head, Lancashire

A Professional Development Day for Primary School Deputy Headteachers and Assistant Headteachers

PROGRAMME - Wednesday 7th March 2012

8.30 - 9.00	Coffee and Registration
9.00 - 10.00	First Session
10.00 - 10.15	Morning break and refreshments
10.15 - 12.00	Second Session
12.00 - 12.45	Lunch
12.45 - 2.15	Third Session
2.15 - 2.30	Break
2.30 - 3.30	Final Session
3.30 onwards	The Madeleine Lindley Book Centre will be open for course delegates to browse

OBJECTIVES

- To acknowledge and appreciate the complex role of the primary school Deputy Headteacher and Assistant Headteacher
- To develop the knowledge and understanding across key areas of leadership and management;
- To enable delegates to become even more effective in their role;
- To learn from the knowledge and experiences of others;
- To provide a forum in which delegates may re-energise and refocus

First Session

Our School, its place in the bigger picture and the differing roles and responsibilities of the primary school Deputy Headteacher and Assistant Headteacher

- What makes a school unique
- A school in the National context
- A school in the local picture
- The experiences of delegates in the local and national context
- The differing roles of primary school Deputy Headteachers and Assistant Headteachers
- Common features of the role

Second Session

The school budget and the appointment of staff

- Where does it come from and how is it calculated?
- Decisions at school level
- Monitoring and evaluating the impact of budget decisions
- The experiences of delegates in budget planning, decision making, monitoring and evaluation
- The staff appointment process
- Models of interviewing and appointment
- Induction and continuous professional Development
- The experiences of delegates in staff appointments and CDP

Third and Fourth Sessions

Monitoring and Evaluation

- How do we monitor provision, progress and attainment?
- What are we looking for in lesson observations?
- Judging impact
- Presenting evidence to pupils, staff, governors and external agencies
- Making use of national criteria
- The experiences of delegates in monitoring and evaluation

Delegates will have the opportunity to see the latest and best children's literature, poetry, fiction, non-fiction, puppets and teacher resource at our Book Centre during the training day.