

# **SEND Advisory Team**

## **Training Offer**

**Schools Partnerships Service**  
**Learning Directorate**

We draw on over thirty years of experience working with pupils and students, staff and schools to improve outcomes for those with SEND. We offer support from the Learning Directorate for schools in developing their strategic approach to identifying, supporting and making provision for pupils with SEN. In particular we work to ensure schools and settings have the most up to date information on National, regional and local initiatives to ensure the most appropriate and effective provision for students with SEND.

Cambridgeshire's SEND Advisory Team provides a range of professional services for parents, teachers, SENCos, Senior Leaders, Governors and other professionals:

### **For Governors**

We can provide training to ensure Governors understand their statutory responsibilities and give guidance on how to support their schools in meeting those requirements.

### **For Parents and Carers**

We can offer sessions for parents to support them in understanding their child's needs and helping them to support their child.

### **For Teaching Assistants**

We can support them to more effectively work with pupils with SEND.

### **For Teachers**

We offer:

- A variety of training in all aspects of SEND provision in the classroom
- Specific training in developing positive conversations with parents

### **For Headteachers and Senior Leaders**

We offer:

- SEN/Inclusion reviews to support schools in improving their provision for SEND
- Training and support for schools in engaging with families and pupils.

### **For SENCos**

We offer:

- Termly briefings
- Support for whole school approaches
- Bespoke individualised support

We seek to work with schools and other settings with a solution focussed approach to support the acceleration of achievement and progress.

The following information gives details of the enhanced support that schools and settings are able to purchase from SEND Advisory Team, subject to capacity within the team all are available & updated from May 2016

## Governors' Training

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Roles and Responsibilities of the Governing Body in relation to SEND</b>	Governors and Clerks to Governors	To ensure: <ul style="list-style-type: none"> <li>Governors of maintained schools, free schools and academies have a clear understanding of their duties set out in the Children and Families Act 2014, SEND Code of Practice and SEND regulations 2014</li> <li>Governors are equipped with the information to support and challenge their settings to meet legal requirements and provide quality provision for pupils, students and families</li> </ul>	Training session (usually 2 hours) tailored to your individual Governing Body's requirements	<b>£185 per session for up to 20 attendees</b>

## Parents / Carers

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>How to support parents to negotiate the SEND Maze</b>	SENCOs and Inclusion staff	<p>To support staff to:</p> <ul style="list-style-type: none"> <li>• Understand of parents' rights and responsibilities under the SEND Code of Practice 2015</li> <li>• Ensure structures and systems are in place to support the effective involvement of parents</li> </ul>	<p>2 hour twilight session</p> <p>Contact Amy Weaver amy.weaver@cambridgeshire.gov.uk for details of the next session</p>	<p>£40 per attendee (maintained schools)</p> <p>£60 per attendee (academies)</p> <p>30 places available on next session</p> <p>Bespoke packages from £225</p>

## Whole School/Academy

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>How successfully is your school meeting the requirements of the SEND Code of Practice?</b>	Senior Leaders and whole staff	To enable all staff to understand: <ul style="list-style-type: none"> <li>• Their roles and responsibilities under the SEND Code of Practice 2015</li> <li>• How to ensure they fulfil their roles effectively</li> <li>• How to effectively identify pupils with SEN</li> <li>• How to ensure 'Assess Plan Do Review' is implemented effectively</li> </ul>	Onsite Training session (usually 2 hours) tailored to your staff's requirements.  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a>	From £185
<b>Working with parents - Positive conversations around SEND</b>	All staff, including pastoral and support staff	Parental engagement is at the heart of improving pupil attendance, and improving outcomes for pupils with SEND.  This training aims to: <ul style="list-style-type: none"> <li>• Hone staff skills in guiding positive conversations in a structured and outcome focused manner</li> <li>• Support the school to plan effective opportunities to engage with parents</li> </ul>	Training session (4 hours)  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the summer term session or for a quote for a bespoke on-site package tailored to your staff's requirements	£60 per attendee (maintained schools)  £75 per attendee (academies)  Bespoke packages from £225

## Leadership Creating outstanding SEND Provision

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Implementing aptGO across your school/academy</b>	Senior Leaders & SENCo's	<p>aptGO is an Audit and Planning tool developed by the Eastern Leadership College.</p> <p>It aims to support schools to achieve good and outstanding in all aspects of SEND provision.</p> <p>The purpose of the aptGO Audit and Planning day is to help schools describe, evidence and improve your policy and practice for pupils with SEND against the requirements in the Ofsted inspection framework 2015.</p> <p>The day will be facilitated by an experienced, skilled professional who has up to date knowledge about Ofsted practices and procedures and a high level of expertise within the area of special educational needs and disabilities.</p>	<p>One day visit, including the aptGO boxset.</p> <p><i>Efficacy depends upon the attendance of Senior Leaders and SENCo's with leadership responsibilities and the ability to make decisions and enact changes within the setting.</i></p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a></p>	£480 for full one day Audit and Planning visit

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<p><b>SENCo Toolkit –</b></p> <p><b>Assess, Plan, Do, Review</b></p>	<p>Senior Leaders, InCos &amp; SENcos</p>	<p>The introduction of the 2015 Code of Practice has brought about significant changes in making provision for pupils with SEND.</p> <p>Whether an experienced SENCo or new to the area, it has been a challenging time.</p> <p>This sessions offers some examples of good practice established in the first year of the Code’s implementation, including completed transition reviews and EHC Plans, gives an brief overview with good examples of ‘1 page profiles’, ‘outcome focussed working’, and ‘person centred planning’, and a chance to discuss what it all means for you.</p>	<p>Training session (4 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff’s requirements</p>	<p>£60 per attendee (maintained schools)</p> <p>£75 per attendee (academies)</p> <p>Bespoke packages from £225</p>

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Outcome focused practice for pupils/students with SEND</b>	Senior Leaders, InCos, SENCos & Pastoral Staff	<p>Moving away from a focus on what a child or young person cannot do, this training supports staff to:</p> <ul style="list-style-type: none"> <li>• Set outcomes for children and young people with SEND focusing on what they and their parents and carers want for themselves and their future</li> <li>• To develop an outcome focussed approach from the very first conversations and interactions with parents/carers, reducing possible sources of conflict before they arise</li> </ul>	<p>Training session (4 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff's requirements</p>	<p>£60 per attendee (maintained schools)</p> <p>£75 per attendee (academies)</p> <p>Bespoke packages from £225</p>
<b>Developing Person Centred Practices in your setting, including running Person Centred reviews in accordance with Code of Practice 2015</b>	Senior Leaders, pastoral leads and whole staff	<p>This session aims to introduce staff to the principles, processes and example resources for supporting children and young people with SEND to fully participate and be central to decision making in education settings.</p>	<p>Training session (3hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a></p>	<p>£50 per attendee (maintained schools)</p> <p>£65 per attendee (academies)</p> <p>Bespoke packages from £225</p>



Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Reviewing school's SEND management and provision</b>	Senior Leaders, InCos & SENCos	This package will support settings develop their own self-assessment skills whilst undertaking a joint SEND Audit of data, systems, provision and policies. It aims to sharpen focus on understanding one's own setting, optimising strengths and successes and mitigating its less developed or successful areas, and being clear which is which, all in the context of the SEND Code of Practice 2015.	Bespoke on-site consultancy package.  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a>	From £460 per day
<b>Preparation for OfSTED in relation to SEND</b>	Senior Leaders, InCos & SENCos	This bespoke package will be designed based on setting's own requirements, including initial SEND Audit, Self-Assessment guided conversation , evaluation of data and development plans, and practice interviews, undertaken with experienced, skilled consultants with an up to date knowledge of the updated SEND Code of Practice and Ofsted inspection framework 2015.	Bespoke on-site consultancy package.  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a>	From £460 per day

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Developing and implementing post-Ofsted action plans in relation to SEND</b>	Senior Leaders, InCos & SENCos	This package will support schools and academies to plan 'where next' based on their own self-assessment, Ofsted feedback and an SEND Audit. The package includes jointly developing an action plan and ensuring clarity about the steps and strategies for ensuring the rapid development required.	Bespoke on-site consultancy package  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a>	From £460 per day
<b>Ensuring effective use of data to drive improvement for pupils/students with SEND</b>	Senior Leaders, InCos & SENCos	This package offers training and support for staff responsible for the oversight and management of SEND provision to use data effectively to: <ul style="list-style-type: none"> <li>• Support effective analysis</li> <li>• Identify areas for development</li> <li>• Demonstrate areas of strength</li> <li>• Plan future provision</li> </ul>	Bespoke on-site consultancy package.  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a>	From £460 per day

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Provision Mapping in relation to SEND</b>	Senior Leaders, InCos & SENCOs	<p>This session aims to support staff to enable strategic planning of SEND, effective auditing, recording, tracking and evaluation of provision is essential.</p> <p>This training focusses on:</p> <ul style="list-style-type: none"> <li>Finding the right provision mapping model to suit each setting's need</li> <li>Support settings to meet statutory requirements appropriately, cost effectively and time efficiently</li> </ul> <p>The day aims to give practical examples and helps to develop templates for even the most complex menu of provision.</p>	<p>Training session (4 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff's requirements</p>	<p>£60 per attendee (maintained schools)</p> <p>£75 per attendee (academies)</p> <p>Bespoke packages from £225 (training) or £460 (consultancy)</p>

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Supporting Schools/Academies to Quality Assure Off site EOTAS /Private SEND Provision</b>	Senior Leaders, InCos & SENCos	<p>This training is designed to support settings to:</p> <ul style="list-style-type: none"> <li>• Ask the questions of providers from whom they commission alternative provision</li> <li>• Ensure quality and cost effective education for their pupils</li> </ul> <p>The session aims to give practical checklists and helps to develop templates for even the most complex menus of alternative provision.</p>	<p>Training session (4 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff's requirements</p>	<p>£60 per attendee (maintained schools)</p> <p>£75 per attendee (academies)</p> <p>Bespoke packages from £225</p>
<b>SEND Conference</b>	Senior Leaders, InCos & SENCos, & Support Staff	This will be planned for Autumn 2016 to cover current key issues in making provision for pupils and students with SEND.	<p>One day conference.</p> <p>To express an interest, please contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a></p>	To be confirmed

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Getting the most from Support Staff Performance Management</b>	For SENCOs, School Business Managers and performance reviewers of support staff	<p>This session aims to look at the vital elements and conditions for successful support staff performance management:</p> <ul style="list-style-type: none"> <li>• The Performance Management cycle</li> <li>• Staff's roles and responsibilities</li> <li>• How to prepare for the performance management stages</li> <li>• How to develop reflective practice</li> </ul> <p>The session includes example resources.</p>	<p>Training session (3hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a></p>	<p>£50 per attendee (maintained schools)</p> <p>£65 per attendee (academies)</p> <p>Bespoke packages from £225</p>

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Early Assessment &amp; Identification of SEND</b>	SENCOs and Teachers	<p>“All teachers are teachers of pupils with special educational needs”.</p> <p>This session aims to:</p> <ul style="list-style-type: none"> <li>• Give overview of the methods with which classroom teachers can effectively assess student need</li> <li>• Support planning interventions including classroom systems, teaching materials, teaching approaches and differentiation, in addition to other forms of quantitative and qualitative assessments.</li> <li>• Support settings to ensure pupils/parents/carers views and knowledge are listened to and acted upon in the process</li> </ul>	<p>Training session (4 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff’s requirements</p>	<p>£60 per attendee (maintained schools)</p> <p>£75 per attendee (academies)</p> <p>Bespoke packages from £225</p>

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Assessing the impact and efficacy of interventions for SEND</b>	Senior Leaders, InCos & SENCos	<p>This session aims to provide a framework from which settings can assess the impact and efficacy of SEND provision, using the following elements:</p> <ul style="list-style-type: none"> <li>• Objectives of the intervention</li> <li>• Cohort to be targeted</li> <li>• Methods with which these objectives will be achieved</li> <li>• Realistic impact expected</li> <li>• Interim and Final assessment including that of academic budget, timetable, and well-being impact</li> </ul>	<p>Training session (2 hours)</p> <p>Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the next session or for a quote for a bespoke on-site package tailored to your staff's requirements</p>	<p>£40 per attendee (maintained schools)</p> <p>£60 per attendee (academies)</p> <p>30 places available on next session</p> <p>On-site bespoke session from £225 (training) or £460 (consultancy)</p>

Intervention	Who is it for?	What is it aiming to achieve?	Method of Delivery	Price
<b>Utilising the skills of TAs effectively</b>	Senior Leaders, InCos & SENCos, Teachers	Supporting schools to develop the role of the teaching assistant looking at: <ul style="list-style-type: none"> <li>• Effective deployment</li> <li>• Best utilisation of teaching assistants skills and experience</li> <li>• Supporting all staff to understand the roles and responsibilities of TAs under the Code of Practice 2015</li> <li>• The expectations of OfSTED</li> </ul>	Training session (4 hours)  Contact Amy Weaver <a href="mailto:amy.weaver@cambridgeshire.gov.uk">amy.weaver@cambridgeshire.gov.uk</a> for details of the session or for a quote for a bespoke on-site package tailored to your staff's requirements	£60 per attendee (maintained schools)  £75 per attendee (academies)  Bespoke packages from £225 (training) or £460 (consultancy)