

CPD at Excelsior MAT

Your journey of growth starts here

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Excelsior
Multi Academy Trust



The
National
College®



Succeeding Together

Ensuring Equality for All

Engaging Learning

Aspiring from the start

Investing in our staff

At Excelsior we know that our staff are our most valuable commodities who will ensure we meet our 3 year and 10 year objectives of being nationally and then internationally known for innovative education. It is therefore essential that we invest in our staff so that they have the confidence, determination and skill to get us there.

Pastoral Support

Absolutely critical to our approach is staff happiness and well being. We know that happy staff means more productive staff and that more productive staff mean better provision and therefore better outcomes for our children.

Our People Strategy 2020 - 2025 clearly identifies how we will be making sure we are the employer of choice and how we will support our staff to be the best they can be. We are measuring staff happiness through the Friday Pulse tool. This allows us to track staff happiness, celebrate successes and identify when staff are not feeling happy so that we can offer the right support at the right time.

Academic Development

Whilst ensuring our staff enjoy what they do is central and foremost to what we are trying to achieve, it is also absolutely essential that our staff have the opportunity to grow in their role. The lists below illustrate an overview of the support provided to our staff throughout Excelsior. These lists are not exhaustive but do offer a flavour of the type and amount of support we provide for our staff.

CPD Offer

Standard Offer

All roles within the Trust receive a standard offer of CPD. This includes **Safeguarding, GDPR, Professional Growth, access to a wellbeing award (see page 16), Microsoft IT skills and Excelwell – our wellbeing resource-based platform.**

In addition, **there are many opportunities available to staff who will be able to access some or all of these in discussion with their line manager.**

Kitchen Assistant



To provide general assistance within the school in the preparation of school meals, ensuring orderly central storage of food and ingredients and routine maintenance of the kitchen.

Expected for role	Role Offer The National College	Other relevant training	Opportunities
GCSE English and Maths desirable	Certificate or Award in Food Hygiene and Safety Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Food Allergy Awareness and Anaphylaxis Certificate in First Aid Awareness in Schools	<ul style="list-style-type: none"> • Time Management • Communication Skills 	You could shadow the Deputy Catering Manager or visit other school kitchens in the Trust.

Deputy Catering Manager

Deputy Catering Manager

To prepare, cook and present food which meets the school standards and according to the Catering Manager's direction. To assist the Catering Manager in the day to day management of kitchen staff, ordering of catering supplies and ensuring a high standard of service.



Expected for role	Role Offer The National College	Other relevant training	Opportunities
Relevant catering qualification	Certificate or Award in Food Hygiene and Safety Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Food Allergy Awareness and Anaphylaxis Certificate in Understanding Risk Assessments Certificate or Award in Food Hygiene and Safety Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools	<ul style="list-style-type: none"> • Time Management • Communication Skills • Resilience Training • Level 2 in Team leading 	You could attend food shows, deputise for the Catering Manager and visit other school kitchens in the Trust.

Catering Manager



Catering Manager

To oversee the efficient and successful running of the catering services.

Expected for role	Role Offer The National College	Other relevant training	Opportunities
<p>GCSE C or above</p> <p>Relevant catering qualification</p> <p>Relevant Food Safety qualification</p>	<p>Certificate or Award in Food Hygiene and Safety</p> <p>Certificate in Health and Safety in Schools</p> <p>Certificate in Fire Safety for All Staff</p> <p>Certificate in Infection Prevention & Control</p> <p>Certificate in Food Allergy Awareness and Anaphylaxis</p> <p>Certificate in Understanding Risk Assessments</p> <p>Certificate in First Aid Awareness in Schools</p> <p>Certificate in Understanding Mental Health</p> <p>Certificate or Award in Food Hygiene and Safety</p> <p>Certificate in Manual Handling, Moving & Handling</p>	<ul style="list-style-type: none"> • Time Management • Communication Skills • Level 3 in Team leading • Resilience Training • HR Skills • Level 4 Nutrition courses • Finance and Budget Management 	<p>You could attend food shows and visit other school kitchen in and outside the Trust.</p>

Cleaners and cleaning supervisor



To provide a clean and pleasant environment in order to facilitate the effective teaching of pupils and its full use by those staff and pupils who occupy it.

Expected for role	Role Offer The National College	Other relevant training	Opportunities
	Certificate in First Aid Awareness in Schools Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health	<ul style="list-style-type: none"> • Certified COSHH Training • Level 1 City and Guilds – cleaning and support services 	
Cleaning Supervisor			
Expected for role	Role Offer The National College	Other relevant training	Opportunities
Experience of managing staff	Certificate in First Aid Awareness in Schools Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health	<ul style="list-style-type: none"> • Certified COSHH Training • Level 2 City and Guilds – cleaning and support services • HR Skills • Resilience training 	

MDS and MDS Supervisor



Supervisory Assistants are engaged on a part time basis to undertake supervision of pupils during the school's lunchtime break. This includes the washing of hands, entry of pupils into the dining room, general help during the service of meals, assisting younger pupils in cutting up meat, general training in table manners and provide close supervision in the playground or classroom.

Expected for role	Role Offer Th National College	Other relevant training	Opportunities
	Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools Award in Food Hygiene & Safety Certificate in Food Allergy Awareness and Anaphylaxis	<ul style="list-style-type: none"> • Understanding child development • Level 1– Caring for children • Behaviour Management (Internal Training) 	You could shadow the MDS supervisor
MDS Supervisor			
First Aid desirable	Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools Award in Food Hygiene & Safety Certificate in Food Allergy Awareness and Anaphylaxis	<ul style="list-style-type: none"> • Communication Skills • HR Skills • Resilience Training • Level 2 award – Child Development • Behaviour Management (internal training) • Level 2 in Team Leading 	You could visit other schools in Trust

Site Staff

To be responsible for the management of the overall provision of security, janitorial and cleaning services at the school and associated staff including repairs and maintenance of the school site



Expected for role	Role Offer The National College	Other relevant training	Opportunities
City and Guilds (Cleaning Techniques) or equivalent relevant qualification (desirable)	Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools Certificate in Asbestos Management in Schools Certificate in Fire Safety for Fire Wardens Certificate in Handling, Storing and Disposing of Hazardous Materials Certificate in Legionella Awareness Certificate in Using Machinery Certificate in Understanding Risk Assessments Certificate in Working at Height	<ul style="list-style-type: none"> • Certified COSHH Training • Signs, lighting and guarding • Site Security • Emergency Planning (Internal training) • First Aid for lone workers • Communication Skills 	You could visit other sites in the Trust, work with the Facilities Manager and manage school site specific projects.

Office Administrator and Reception staff



To act as Receptionist in the school office and providing support for a range of office functions

Expected for role	Role Offer The National College	Other relevant training	Opportunities
GCSE English and Maths A - C	Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools	<ul style="list-style-type: none"> • Communication Skills • Time Management • Telephone skills • Dealing with difficult situations • Gold Office Standard 	Visits to other schools in Trust

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Office Manager

To take responsibility, including the supervision, of the day to day operations of the reception office and office staff and to provide effective administrative support to the school's SLT and other staff of the school, parents and carers, the public and other agencies



Expected for role	Role Offer The National College	Other relevant training	Opportunities
GCSE English and Maths A - C	Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools Certificate in Cyber Security in Schools	<ul style="list-style-type: none"> • Communication Skills • HR Skills • Time Management • Minuting • Telephone skills • Difficult conversations • Gold Office Standard • Level 5 – Team Leading 	Visits to other schools in Trust Aspiring SBM Programme

Multi Academy Trust

Teaching Assistant and HLTA

A key part of the front-line teaching and learning workforce, supporting teachers and leaders to achieve the best possible outcomes for our children.



Expected for role	Role Offer The National College	Other relevant training	Opportunities
Commitment to self-directed learning through professional growth	Certificate in School Trips Management Certificate in Food Allergy Awareness and Anaphylaxis Certificate in Epilepsy Awareness A Webinar for Teaching Assistants: Working Collaboratively to Enhance Adaptive Teaching Certificate in Health and Safety in Schools Certificate in Manual Handling, Moving & Handling Certificate in Fire Safety for All Staff Certificate in Infection Prevention & Control Certificate in Understanding Mental Health Certificate in First Aid Awareness in Schools Certificate in Cyber Security in Schools A Webinar for Teaching Assistants: Adding Value Through a More Coordinated Approach to Supporting Low Attaining Pupils A Webinar for Teaching Assistants: Working Collaboratively to Enhance Adaptive Teaching A Webinar for Teaching Assistants: Supporting Pupils to Develop Independent Learning Skills A Webinar for Teaching Assistants: Helping Unlock the Potential of Pupils with SEND A Webinar for Teaching Assistants: Delivering High Quality One-to-one and Small Group Support Using Structured Interventions	<ul style="list-style-type: none"> • Building relationships • Teamwork • Planning • Teaching and learning • Access to teacher training • Behaviour Management • Specific courses for catch up, leadership, mental health, remote education, safeguarding, SEND and Teaching and Learning can be found in the A-Z guide on the National College website. • Specialist Training in general teaching strategies including Maths and Personal Development 	Working with colleagues in and across other schools. Short term placement and school job swap.

Trainee Teachers (students)



Required and responsible to support the teaching and learning taking place in the school whilst training to become an NQT.

Expected for role	Role Offer	Opportunities
Commitment to school policy and University guidelines	Behaviour management training Classroom organisation Teaching pedagogy Experienced tutor for coaching and mentoring SEND Support Specialist PE training Specialist Training in general teaching strategies including Maths and Personal Development	<ul style="list-style-type: none"> • Working with experienced colleagues across school. • Out of school activities, clubs • Accompanying children on educational visits

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ECF Teachers (NQT's +1)

Inspire and encourage our young children to be the best they can be.

Expected for role	Role Offer	Other relevant training	Opportunities
<p>Commitment to meet teacher standards and school expectations.</p> <p>Commitment to continuous professional learning through professional growth.</p>	<p>Support through the Early career framework</p> <p>Behaviour management training</p> <p>Classroom organisation</p> <p>Teaching pedagogy</p> <p>Experienced tutor for coaching and mentoring</p> <p>Specialist PE training</p> <p>Specialist Training in general teaching strategies including Maths and Personal Development</p>	<ul style="list-style-type: none"> • Specific school training to develop teaching and learning pedagogy. • Access to role offer for MPS teachers • Specific courses for catch up, leadership, mental health, remote education, safeguarding, SEND and Teaching and Learning can be found in the A-Z guide on the National College website. • Resilience Training 	<p>Working with experienced colleagues across school.</p> <p>Out of school activities, clubs</p> <p>Working with other ECF teachers across the MAT and other schools.</p>

Main Scale and UPS Teachers



Inspire and encourage our young children to be the best they can be.

Expected for role	Role Offer	Other relevant training	Opportunities
<p>Commitment to meet teacher standards and school expectations.</p> <p>Commitment to continuous professional learning through professional growth.</p>	<p>Coaching and mentoring</p> <p>IRIS</p> <p>Planning clinics</p> <p>AFL training</p> <p>Subject specific training</p> <p>Specialist PE Training</p> <p>SEND support</p> <p>RWInc</p> <p>Specialist Training in general teaching strategies including Maths and Personal Development</p>	<ul style="list-style-type: none"> • Specific school training developing teaching and learning pedagogy. • Specific courses for catch up, leadership, mental health, remote education, safeguarding, SEND and Teaching and Learning can be found in the A-Z guide on the National College website. 	<ul style="list-style-type: none"> • Working with colleagues within school and across the partnership • Visiting other schools to observe great practice • Support with higher level qualifications E.G. Masters or equivalent. • Support colleagues to improve their teaching practice through wider school responsibility • NQT mentoring and coaching

School Leaders (middle and senior)



Inspire and encourage our young children to be the best they can be. Inspire colleagues to be the best they can to improve pupil outcomes.

Expected for role	Role Offer	Qualifications	Other relevant training	Opportunities
<p>Commitment to meet teacher standards and leadership standards where appropriate.</p> <p>Commitment to continuous professional learning through professional growth.</p>	<p>Coaching and mentoring</p> <p>Support from colleagues</p> <p>Access to subject leader teams</p> <p>Supportive environment</p> <p>HR Training</p> <p>Facilities support</p> <p>Specialist PE Training</p> <p>Specialist Training in general teaching strategies including Maths and Personal Development</p>	<p>Degree and QTS</p> <p>NPQEL</p> <p>NPQH</p> <p>NPQSL/ NPQML</p>	<ul style="list-style-type: none"> Support to develop leadership skills and develop effective school cultures. Specific courses for catch up, leadership, mental health, remote education, safeguarding, SEND and Teaching and Learning can be found in the A-Z guide on the National College website. 	<ul style="list-style-type: none"> Working with colleagues within school and across the partnership Visiting other schools to observe great practice Support with higher level qualifications E.G. Masters or equivalent. Opportunity to work in a different trust school during job swap or shadowing opportunity. Opportunities and encouragement to research and seek out excellent practice nationally and internationally.

Video
Leading Digital Transformation
 3 mins

Leading Digital Transformation

Video
Exercising Your Gratitude Muscle (Moving to...)
 22 mins

Interaction Training
Hand hygiene
 ⌚ 15 mins

Interactive
Loss and Bereavement
 45 mins

MINDFULNESS

Micro Learn
Mindfulness Module
 ⌚ 15 mins

MICROSOFT TEAMS
 TRAINING COURSE

Simon Sez IT
Master Microsoft Teams
 ⌚ 3 hrs 40 mins

Interactive
SUPPORTING WELLBEING IN LOCKDOWN
 20 mins

Interactive
Remote Working 101 (CPD certified)
 15 mins

Interactive
How to Have an Honest Conversation (CPD certified)
 10 mins

Learning Planet
10 Minutes Managing Stress
 ⌚ 10 mins

Micro Learn
Relaxation Module
 ⌚ 15 mins

Micro Learn
Resilience Module
 ⌚ 15 mins

Micro Learn
Dealing With Stress Module
 ⌚ 15 mins

Learning Planet
10 Minutes Your Attitude
 ⌚ 10 mins

Creative Live
Morning Yoga Kickstart
 ⌚ 2 hrs 33 mins

Micro Learn
Healthy Living Module
 ⌚ 15 mins

MINDSET

Micro Learn
Mindset
 ⌚ 15 mins

Interactive
Warning Signs (CPD certified)
 10 mins

Video
How to be Successful - Pay Something Forward (MiQuick)
 2 mins

Mi Crow
 HOW TO BE TRULY SUCCESSFUL

Micro Learn
Life Balance
 ⌚ 15 mins

Walkgrove Admin
The Art of Prioritisation: What Comes First
 ⌚ 15 mins

Mind Channel
Stress Busting Tips
 ⌚ 3 mins