

## Maiden Erlegh Trust

### Curriculum Leader Development Programme (CLDP)



#### Rationale:

The work of Trust Middle Leaders is vital to the success in delivering the desired outcomes for our young people. It is vital therefore, that our Curriculum Middle Leaders/Subject Leaders are equipped with suitable experience, skills, attributes, and that they receive excellent training. Our Trust accredited Curriculum Leader Development Programme (CLDP) is designed to offer aspiring or new-to-role curriculum leaders the opportunity for high quality, personalised development. The programme is set out below.

#### Overview of training:

The training programme consists of approximately 15 learning hours spread out across an academic year. The programme consists of 8 face-to-face training seminars, gap tasks such as reading and an ongoing action research project over the lifetime of the course. Trainees will be asked to complete a reflection log. Each Trainee will be encouraged to find a mentor to assist their learning. Cohorts will typically consist of 10-15 trainees. The seminars will be as follows:

- **Seminar 1:** Introduction to course and core principles of leadership – 90 mins
- **Seminar 2:** Managing and Realising your Action Research Project – 30 mins
- **Seminar 3:** Effective Workload Management as a Curriculum Leader – 60 mins
- **Drop in/Action Research Project review** – 30 mins
- **Seminar 4:** Standards, Data and Quality Assurance – 60 mins
- **Seminar 5:** Strategy and Improvement – 60 mins
- **Seminar 6:** Applying to Curriculum Leadership posts – 60 mins
- **Drop in/Action Research Project review** – 30 mins
- **Seminar 7:** Ownership and Accountability, in you and in others – 60 mins
- **Seminar 8:** Lessons learned and next steps – 60 mins

## Course Coverage:

### Term 1

#### Seminar 1 - Thursday 4 November 2021

- Introduction to the course – aims and requirements
- Action research set up, objectives, quality standards, reflection log
- Personal leadership principles – the role of leaders, who we are as leader and creating other leaders

#### Seminar 2 – Thursday 11 November 2021

- Putting together a highly impactful Action Research Project
- Question and Answer session

#### Seminar 3 - Thursday 9 December 2021

- Managing your workload as a middle leader
- Project management and quality assuring against clear goals

### Term 2

#### Seminar 4 - Thursday 6 January 2022

- The Standards Strategy – the role of data, lesson observation and quality assurance in middle leadership
- Roles and responsibilities of middle leaders within the OFSTED agenda

#### Seminar 5 – Thursday 3 February 2022

- Carrying out statistical and/or data analysis concepts to identify variation in student performance (deep diving into the Data Collection Point cycle)
- Standardisation and moderation
- Department Development Plans, School Improvement Plans, School Evaluation Form
- Governance

#### Seminar 6 – Tuesday 22 March 2022

- Applying for leadership posts – what is involved and how should you approach it?
- Standout applications
- Interviewing for Curriculum Leader posts

## Term 3

### Seminar 7 – Thursday 12 May 2022

- Accountability – holding others and yourself to account
- Meetings and record keeping
- Difficult conversations

### Seminar 8 – Thursday 14 July 2022

- Reflections on Leadership Principles from Seminar 1
- Reflections and lessons learned from tasks and research
- Next steps and transition planning
- Presentation of Action Research findings
- Graduation

### How to apply for the programme:

- We ask interested parties to write a short (e.g. maximum one side of A4 in size 12 font) to your headteacher.
- Your letter should set out:
  1. Why you would like to be considered for the programme
  2. An area of action research you'd be interested in and how you think your research might help the school
- Letters should be in no later than **Friday 15 October 2021**

If you have any specific questions relating to the programme, please contact:

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