



# The Queensmill Trust

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**The QueensmillTrust**  
**Training Policy**

**Training and Development Plan 2012-2013**  
**For Trust Based Staff**

The QUEensmillTrust aims to give the skills our staff need to meet the very discrete needs of our children, through a range of appropriate training. This training provides staff opportunities for their own professional development in regards to knowledge of autism, specific subject knowledge and any other relevant knowledge related to providing an appropriate education and environment for children with autism. These training needs are also linked in to the Trust Improvement Plan.

Training and development at The Queensmill Trust focuses on two main areas:

**1.) Providing a focussed and up to date knowledge of autism and best practices for working with children with autism**

Including

Understanding Autism and its application in the classroom.

Induction training from Speech and Language Therapy providers

TEACCH

PECS

Team Teach - physical intervention training

Signalong

Safeguarding & Child Protection Training

Behaviour Management

Sensory Integration Training

SoSAFE!

Social Thinking

Zones of Regulation

**2.) Providing a focussed and up to date knowledge of subject areas and current educational strategies.**

Including

Regular subject moderation meetings

Ongoing Training into subject areas – where possible also related to

Autism/Special Needs

Opportunities to observe other settings related to subject areas

Subject leader monitoring and feedback

Assessment procedures: Onwards and Upwards

All staff entering the trust, including Governors, have induction training.



All staff have on-going training in assessment and recording.

The trust also places high emphasis on keeping up to date with current thinking and strategies for meeting the needs of children with autism.

All staff are provided with relevant training information. Staff training needs are also discussed at Performance Management meetings with the Head Teacher and these are fed back to the training coordinator.

Each member of staff has their own CPD folder and it is their responsibility to keep this up to date. Evaluation forms are completed by staff after training.

### **Criteria for Training needs**

The Queensmill Trust aims to ensure that training opportunities are offered to each member of staff on an equal basis; however the training need has to match the following criteria

- a) Autism specific and / or subject related to meet the needs of our children in line with the Trust Improvement Plan**
- b) Training is relevant to the individuals needs and role within trust**
- c) Funds are available and / or it is deemed by the CPD coordinator, head teacher and governing body (where relevant) to be an appropriate use of funds**

Staff are to be kept up to date by the CPD coordinator of training organised and staff attending training.

### **The Queensmill Trust**

### **Centre of Excellence.**

The Queensmill Trust aims to provide training to the wider community to raise awareness and the understanding of autism and to support local trust and professionals who work with children with autism

The Queensmill Trust has offers training to trusts and professionals in the following areas

- 1) Introduction to Autism**
- 2) TEACCH**
- 3) Communication**
- 4) Sensory Integration training**

- 5) **Post Graduate Certificate in Autism-in collaboration with Roehampton University**
- 6) **Social Stories**



## **The Queensmill Trust Training Statement of Intent**

### **Our commitment to training and qualifying criteria**

Training is seen as vital to the development of trust for all members of staff to reach their full potential and ensure the trust has highly trained, qualified and specialised staff.

Our training is a planned process to develop the abilities of the individual and to satisfy the current and future needs of the trust.

Essential In house training such a Signalong, SENmove Trampoling, PECS, TEACCH, Team Teach, Safeguarding & Child Protection and H&S will be provided by the trust on INSET days and other allocated times free of charge to enable the staff to communicate fully with the children and as part of their continuous personal development plan.

Agreement for additional professional development courses to be attended outside the trust during trust hours whether they are long term or short term will depend on the following criteria:

- **Relevance of course to position held in trust, if only one place is available on a course and there is more than one applicant the head teacher and deputy head will make a decision base on attendance & relevance to job.**
- **Applicants attendance not falling below 5% of the trust year in the previous six months-to include dependency leave, compassionate level, special paid leave, sickness leave etc.**



- **NQV Level 3, Smart training, Hawk training, GCSE (Maths/English)**
  - Successfully completed 6 month probation period
  - Good or outstanding classroom observations
- **Higher level courses/training- (Foundation degree, Masters, GTP, PGCE)**
  - Hold GCSE Maths & English
  - Have the ability to write at Post Graduate level
  - Good to outstanding graded in lesson observations
- **Foundation Degree & Masters - one cohort at a time, please put names down on waiting list.**
- **Teach Direct (only if our trust needs to employ a teacher)**
- **HLTA candidates must have worked with Hammersmith and Fulham borough for two years.**
- **Training Manager/Head teacher agreement all courses.**
- **Applicant agreeing to Training Fees document, where applicable.**

These guidelines have been put in place to ensure that the trust is receiving value for money in our training budget

**The Queensmill Trust structured training agreement between;**

**Employer**

Organisation: The Queensmill Trust

Address: 1 Askham Road

Shepherds Bush

W12 0NW



**Represented by:**

Executive Head Teacher: Mr Freddie Adu

**and**

Training Manager: Mary Uprichard

**and**

**Candidate**

Name:

Job Title:

Course/Training name:

**Signed by:** Head Teacher \_\_\_\_\_

**Signed by:** Candidate: \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Queensmill Trust - TRAINING FEES AGREEMENT FORM**

Deduction from wages if leaving within stated period



## Agreement to undergo training

To: **The Queensmill Trust**

From: **[employee name]**

I hereby acknowledge that I have today agreed to undertake the training specified below at a total cost to The Queensmill Trust of £[amount].

In the event of my leaving **The Queensmill Trust** less than 12 months after the completion of the said training, or if I drop out of course/ training before the end of the course, I agree to repay the cost of this training on a proportionate basis as per the schedule below relating to the length of time I remain in employment with The Queensmill Trust, and also hereby agree to pay back the agreed amount.

<b>Time between completion of training and date of leaving.</b>	<b>Percentage of training cost to be repaid.</b>
12 months or more	0%
9 months and one day–12 months	50%
6 months and one day–9 months	70%
3 months and one day–6 months	85%
0–3 months / withdrawing from course <b>(unless of exceptional circumstances agreed by training manager/headteacher/governors)</b>	100%

I further undertake that, in the event of my leaving the employment before the repayment by deduction from salary as above, I will repay the balance on or before my last day in employment, and I understand that if I fail to do so, the appropriate action will be taken for recovery of the sum.

**Details of training:**





Dates from/to: ...../...../..... to ...../...../.....

Name of Course / Training:

Course fees: £

Name:

Signed: .....

Agreed and witnessed by Head teacher: .....

Signed by Training Manager: .....

Date: ...../...../.....

### **Candidates Statement**

I wholly support the objectives of the Assessment of Professional Competence as set out in the Training Agreement and agree to follow conscientiously the programme of training agreed with my employer.

I am committed to work diligently towards my knowledge and understanding of autism to attain such qualification as soon as is practicable. I will:

- Arrange periodic reviews with my training manager including the interim assessment
- Ensure I meet the professional development hours required as part of the qualifications.

Apply for final assessment as soon as the competencies required have been met and signed off by my training manager and head teacher.



**Policy reviewed** - Autumn 2021

**Reviewed by** ..... *F. Adu* .....

**Date for next review** - Autumn 2021

























