



Course Guide 2015



Learning
with the **NUT**

Message from the General Secretary

As a teacher, you are at the centre of the NUT's learning programme for NUT members and other teachers.

We aim to provide you with a comprehensive programme of courses, seminars and events. All our courses are based on the trade union principles of active learning and co-operation. Course tutors bring with them experience, expertise and excellence.

We are proud to be the learning Union. We hope that you will decide to apply for one or more of our courses, seminars and events and look forward to meeting you in the near future.

Yours sincerely



Christine Blower
NUT General Secretary



How to use this NUT course guide

In this guide, you will find:

- information about the types of courses the NUT offers
- a course directory for 2015
- answers to some frequently asked questions

To apply, visit www.teachers.org.uk/courses

How much does it cost?

- for NUT members, our courses are either free or discounted
- for other teachers, courses are competitively priced
- any fees include tuition, course materials, meals and refreshments
- accommodation is provided for many courses, particularly those at the Union's national training centre, Stoke Rochford Hall
- travel expenses are reimbursed.

Choosing a course

We offer a range of training and professional development programmes. A simple distinction is:

- Training makes you a more effective officer or representative of the NUT. Training courses are only available for NUT members, representatives, or officers.
- Professional Development makes you a better teacher. Our CPD courses are available to all teachers – but are either free or heavily discounted for NUT members.

CPD

CPD programmes are delivered in a range of venues by a team of experienced and highly qualified teachers and trainers. Our emphasis is on CPD that has a positive impact on teaching, learning and leadership in classrooms and schools. Many of our courses provide opportunities for action research and follow-up seminars to reflect on practice.



National training

Our national training programme is delivered at our national training centre, Stoke Rochford Hall in Lincolnshire, as well as on a regional, Wales and local basis. Training is delivered by NUT staff, who bring years of experience in campaigning, representing and organising members.

The following course directory is divided into three sections:

8

Courses for teachers

National training and CPD courses designed to meet your individual needs

35

Courses for representatives

National training courses designed for school and other NUT representatives

41

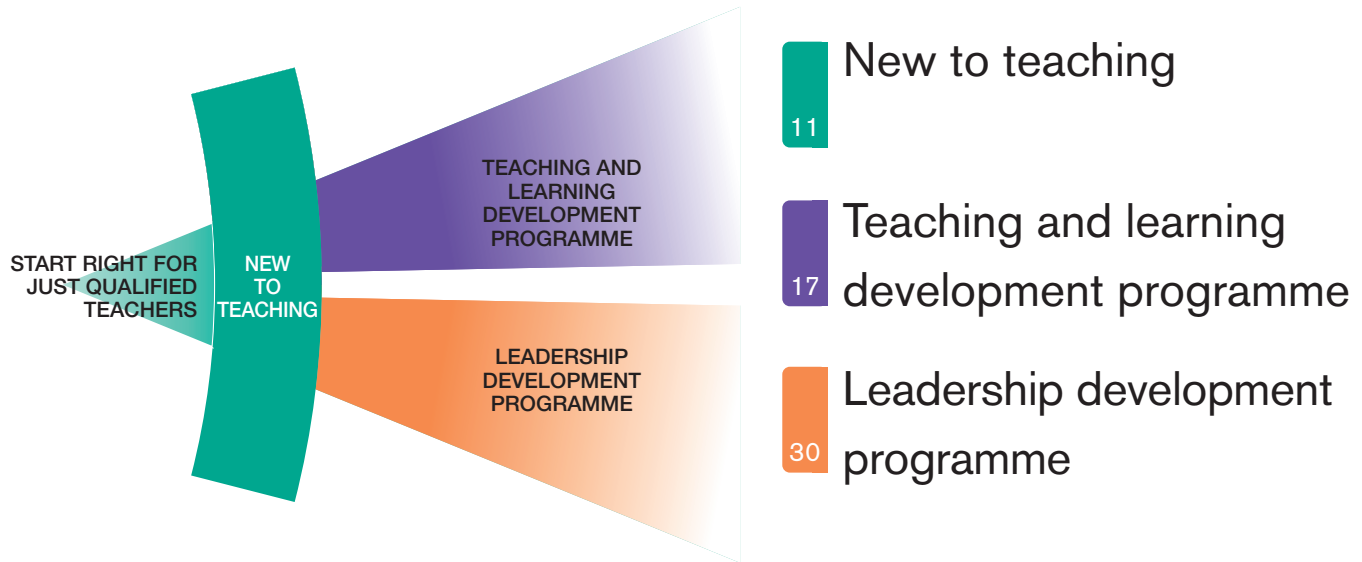
Courses for local officers

National training courses designed for elected NUT local officers



Courses for teachers

Courses for teachers – a range of national training and CPD programmes designed to meet your individual needs.





Join us

**Includes
School Direct
and
Teach First**



The **largest** teachers' union

Join online at

www.teachers.org.uk/join

Joining hotline

020 7380 6369

New to teaching

We recognise how challenging the first year of your teaching career can be – but also how rewarding. All of our courses are delivered by experienced and qualified teachers and NUT staff who understand the pressures you face.

These courses are targeted at supporting those training to teach, in their first year of teaching, or following an employment-based route to qualification such as School Direct or Teach First. We help you concentrate on the challenges of the first year in the classroom with a focus on

behaviour management (often the number one concern for any new teacher) as well as teaching and learning strategies and your rights at work.

Courses for new teachers include:

- Student members
- Just qualified summer workshop
- NQTs – Working with Mentors
- Start right
- Positive classroom strategies for new teachers

Positive classroom strategies for new teachers

This course is designed for all newly qualified teachers who want to work with others to build effective classroom management skills and to improve behaviour for learning.

By the end of the course, we aim to support you to:

- better understand pupil behaviour
- identify further behaviour/classroom organisation strategies that work
- understand your employment rights as a teacher
- prepare lessons which move pupils on in their learning
- address attainment inequalities
- find out more about the NUT and how to get involved

Who should apply:

NQTs in their induction year of teaching

When: Friday 6 – Saturday 7 February

Follow-up: Tuesday 5 – Wednesday 6 June

When: Friday 20 – Saturday 21 November

Follow-up: 4 – 5 March 2016

Where: Stoke Rochford Hall – residential

How much: FREE to NUT members
£150 for non-members

Student members

This course aims to give you:

- advice on starting to teach
- guidance about your rights and responsibilities
- information on the NUT and how to become more involved
- a chance to extend your knowledge and boost your confidence
- an opportunity to meet with student teacher colleagues from across England and Wales

Who should apply:

NUT student members, including those on school-based training programmes

When: Friday 20 – Sunday 22 March

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Start Right – promote positive behaviour for learning in classrooms

This free one-day course delivered at a range of regional centres during the summer term aims to support just qualified teachers in preparing for their own classrooms/teaching jobs. You will:

- build on your learning during your initial teacher training
- build your confidence and make a positive start with your pupils
- prepare for your first weeks in the classroom
- discuss a range of tried and trusted behaviour management strategies
- meet other local just qualified teachers

Who should apply:

Teachers completing their initial teacher training during the summer of 2015

When: Wednesday 1 July – Friday 10 July

Where: Various venues across the country

How much: FREE

Just qualified teachers' summer workshop

This course for just qualified teachers completing their initial teacher training during the summer of 2015 covers:

- induction
- conditions of service
- managing pupil behaviour
- voice care
- safety in social networking
- what the NUT can do for you and what you can do for the NUT

Who should apply:

NUT members completing their initial teacher training during the summer of 2015

Start: Tuesday 28 July – Thursday 30 July

Where: Stoke Rochford Hall – residential

How much: FREE to student members who upgrade to full membership for just £1 in 2015. Ring our membership hotline **020 7380 6369** or go to www.teachers.org.uk/join

NQTs – Working with mentors led by Sue Cowley

By providing a shared learning experience for NQTs and mentors early in the induction period, we aim to promote effective strategies for sustaining support and improvement throughout the year. Working with author and trainer Sue Cowley, you will explore:

- the development of positive teaching styles
- the role of verbal and non-verbal communication in managing behaviour and practical strategies for improving behaviour
- the link between teaching, lesson content and pupil engagement
- good practice in induction, support and mentoring

Who should apply:

NQTs in their induction year and their induction mentor/tutor

When: Friday 13 November

Where: NUT Headquarters, London

How much: £40 per pair (where at least one is an NUT member)
£100 per pair (for non-members)

The approach was engaging and logical – broke good teaching down to some key points – took the mystery out of it!

Qualifying to teach in 2015?

Get full membership
until 2017 for just



* full subscription rate

Phone or go online to upgrade from student to full membership
of the NUT, even before you qualify.

Membership hotline: 020 7380 6369

Monday-Friday (9am-5pm)

www.teachers.org.uk/join



Teaching and learning development programme

These programmes are designed to help teachers focus on their number one priority – teaching and learning in the classroom. These courses will give you the opportunity to reflect on practice in the company of other professionals, supported by highly qualified and experienced facilitators and trainers.

Our courses build on up-to-date research and best practice in the classroom. These tried and tested strategies will ensure a positive impact back in the classroom.

Introductory Certificate in Transactional Analysis

Transactional analysis (TA) is a way of making sense of the relational aspects of teaching and learning in both the classroom and staffroom contexts. Leading on from the behaviour-focused courses in the NUT programme, this certificated training will provide participants with:

- psychological models for encouraging healthy emotional development
- material for using TA directly with students and developing a whole school strategy
- ideas for getting the best out of pupils, parents and colleagues
- tools to look beyond behaviour management and into relationships and pedagogy
- the internationally recognised Introductory Certificate in Transactional Analysis

A follow-up seminar allows you to reflect on your TA activities.

Who should apply:

All teachers, school leaders and behaviour support teachers interested in looking beyond behaviour management and into relationships and pedagogy

When: Tuesday 10 – Wednesday 11 November

Follow-up: Wednesday 27 January 2016

Where: Stoke Rochford Hall – residential

How much: FREE for NUT members
£250 for non-members

Narrowing the gaps: quality first teaching for the inclusive classroom

The Narrowing the Gaps Pedagogy Project aims to support teachers to address attainment inequalities between different groups of learners by focusing on what research tells us are the elements of narrow gap classrooms. This introductory session is highly practical and you will engage in a number of inclusive, whole class activities as learners and then reflect on these techniques as professionals.

Who should apply:

Passionate teachers (Key Stages 2-4) willing to try out fresh ideas in order to meet the needs of all of their learners

When: Monday 12 – Tuesday 13 October

Where: Stoke Rochford Hall – residential

How much: FREE for NUT members
£100 for non-members

Using restorative approaches to conflict and bad behaviour

Restorative approaches to conflict are grounded in the need to repair the harm that has been done to essential relationships. This course provides you with the opportunity to understand universal aspects of restorative approaches in schools/colleges.

You will have the opportunity to try out appropriate strategies in your school/classroom during the weeks between the seminars.

At the follow-up event, you will reflect on and share what you have learned and will develop your personal plan for the future.

- When:** Thursday 5 – Friday 6 March
Follow-up: Monday 8 June
Where: Stoke Rochford Hall – residential
How much: £75 for NUT members
£250 for non-members

Early Years Foundation Stage for the non-specialist

Teaching in the EYFS can be one of the most rewarding experiences of your career. However, for those teachers without experience of or a background in EYFS practice, it can be incredibly challenging. This course will give non-specialists the confidence to approach a play-based EYFS environment.

- When:** Thursday 19 – Friday 20 March
Where: Stoke Rochford Hall – residential
How much: £50 for NUT members
£200 for non-members

Come Rain Come Shine – outdoor play in the foundation stage

Placing children's outdoor play at the heart of the Early Years Foundation Stage, this course will demonstrate how early years practitioners can make full use of their own environment. The course will include practical activities and the chance for reflection and discussion.

- When:** Monday 15 – Tuesday 16 June
Where: Stoke Rochford Hall – residential
How much: £75 for NUT members
£200 for non-members

International solidarity learning and development

A course for NUT members to enhance their teaching and learning practice on global issues and promote the NUT's work as active international solidarity officers. After the initial two-day residential seminar, participants will have the opportunity to put projects into practice in their schools and/or local associations before meeting again to share experience and practice.

By the end of the course, participants will:

- have the skills and knowledge to carry out the role of the International Solidarity Officer
- have enhanced their knowledge and skills related to teaching and learning about the key concepts of Global Citizenship – interdependence, diversity, human rights, peace and conflict, and sustainability
- have gained strategies for tackling controversial issues
- have evaluated activities that encourage strategies for collaborative classroom teaching
- have begun to plan and organise international solidarity projects for their school, local association or division

When: Friday 27 – Saturday 28 February

Follow-up: Monday 8 June

Where: Stoke Rochford Hall – residential

How much: FREE

Love Music Hate Racism

The NUT has strong links with Love Music Hate Racism (LMHR), an organisation that uses the positive energy of the music scene to fight back against racism.

The course aims to:

- promote anti-racism through music
- address organising a Love Music Hate Racism campaign or event at local level
- provide practical beat-boxing, rapping sessions combined with trade union education, led by a hip-hop DJ

When: Friday 20 – Saturday 21 March

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Women's development

Looking to boost your confidence? Thinking about your priorities? Wanting to try something new?

This course for women members aims to:

- help you to recognise and celebrate the skills you already have
- help you to decide on your priorities
- share ideas and strategies which you can take away and try out
- help you to develop professionally and personally
- encourage you to become more active in the NUT
- give you time to concentrate on you

When: Friday 20 – Sunday 22 March

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

It's an excellent opportunity to develop knowledge of women's rights, the training courses and networking with other colleagues across the country. It opened my eyes to what a great thing the Union is, how much support it can give...

Behaviour management

We recognise that good behaviour management is a central aspect of high quality teaching and learning. We also recognise that poor behaviour is a source of considerable stress for teachers and that this is an area in which most teachers have received very little training or support. These courses take place in a supportive, no-blame environment with fellow professionals and feature a combination of up-to-date theory and research combined with practical strategies for use in any classroom.

Getting behaviour right

We all know that positive behaviour management is essential to high quality teaching and learning. We believe that all teachers need to develop a wide range of skills to positively manage behaviour. We also believe that there is no easy box of magic tricks for teachers – rather we believe that teachers would benefit from a solid grounding in behaviour theory and, more importantly, how to put those theories into a context that allows you to build positive relationships with students and enhance both your professional life and your students' learning.

After the first two-day residential programme, participants will have the opportunity to put what they have learned into practice and undertake some research back in school before sharing their learning with colleagues at a follow-up seminar.

- When:** Monday 2 – Tuesday 3 February
Follow-up: Tuesday 16 June
When: Thursday 8 – Friday 9 October
Follow-up: Friday 29 January 2016
Where: Stoke Rochford Hall – residential
How much: FREE for NUT members
£200 for non-members

Behaviour management for teachers in Wales

This course is designed to enable teachers based in Wales to access our extremely popular and well regarded behaviour management programmes. During this course you will have the opportunity to reflect on your own practice, share strategies and ideas with others, learn practical strategies which can be used immediately back in school and find out how theory and recent research can be used to inform classroom practice.

When: Friday 20 – Saturday 21 March

Where: Swansea – residential

How much: FREE to NUT members
£150 for non-members

Rheoli ymddygiad ar gyfer athrawon yng Nghymru

Cynlluniwyd y cwrs er mwyn caniatáu athrawon yng Nghymru i fedru mynychu ein rhaglenni rheoli ymddygiad poblogaidd ac uchel eu parch. Yn ystod y cwrs cewch y cyfle i fyfyrio ar eich dulliau o weithredu, rhannu strategaethau a syniadau ag eraill, dysgu strategaethau ymarferol sydd yn bosib eu defnyddio yn syth pan yn cyrraedd 'nol yn yr ysgol a gallwch ddarganfod sut mae theori ac ymchwil diweddar yn medru arwain dulliau gweithredu ar lawr y dosbarth.

Pryd: Dydd Gwener 20 – Dydd Sadwrn 21 March

Ble: Abertawe – preswyl

Cost: AM DDIM i aelodau'r NUT
£150 i'r rhai nad ydynt yn aelodau

Supply Teachers

We are proud to support the thousands of supply teacher members of the NUT. Through our campaigning work for better pay and conditions for supply teachers, our work organising supply teachers and our new Supply Teachers Charter we are working to support an essential and neglected part of the teaching workforce. These courses are designed to support supply teachers in their day-to-day classroom work.

Behaviour management for supply teachers

Focusing on the specific needs of supply teachers, these seminars will enable you to review, exchange, update, and learn new strategies. The seminars also emphasise the critical importance of establishing rapport and relationships with classes.

When: Thursday 19 – Friday 20 February

Where: Stoke Rochford Hall – residential

How much: FREE for NUT members
£150 for non-members

When: Thursday 3 – Friday 4 September

Where: London – non-residential

How much: FREE for NUT members
£150 for non-members

Quality first teaching for supply teachers

Developing a toolkit of proven high quality activities and techniques can be a life-saver for supply teachers. This introductory seminar is highly practical and will engage participants in a number of inclusive, whole class activities as learners and then reflect on these techniques as professionals.

When: Friday 10 April

Where: Hamilton House, London

How much: FREE for NUT members
£100 for non-members

**A great course
mixing the
research with ways
of implementing in
the classroom.**

Creativity in the classroom

“Creativity now is as important in education as literacy, and we should treat it with the same status.”

– Ken Robinson

“Creativity is contagious – pass it on.”

– Albert Einstein

Ways into Shakespeare

Discover ways to engage and challenge your students with the drama and storytelling in Shakespeare’s plays working with professionals from Shakespeare’s Globe. This special course will provide teachers with a variety of active approaches to Shakespeare.

- Inspire and develop the teaching of Shakespeare plays to enhance classroom practice.
- Learn skills to teach Shakespeare’s plays through ways of telling the story, exploring characters and what motivates them, language and verse and the themes of the plays.
- Engage and enthuse pupils to explore the plays by removing the fear of accessing stories and language written 400 years ago.

When: Monday 2 – Tuesday 3 March

Where: Stoke Rochford Hall – residential

When: Friday 6 March

Where: Cardiff – one day non-residential

When: Friday 19 June

Where: Plymouth – one day non-residential

How much: £50 for NUT members
£150 for non-members

INTO FILM

The NUT is very pleased to be working in collaboration with IntoFilm (delivering the BFI 5-19 Education Scheme). Through courses in using film in the classroom and our filmmaking courses we can offer teachers links to professional filmmakers and the film industry.

“For my pupils, it is a crucial way of engaging with meaning that cannot be underestimated.”

Using and Making film

Film is an incredibly powerful medium and the NUT has developed an exciting partnership with IntoFilm designed to raise attainment in the classroom through the medium of film. We are offering three courses across the country, each one over two days. The two days of courses are divided between:

Film Literacy – designed to raise literacy attainment through the use of film as text. Using film as text to raise attainment in reading and writing helps learners to develop their ability to decode information, deduce and infer meaning from visual information and translate that into spoken and written communication.

Filmmaking – designed to raise attainment through the use of filmmaking to enhance curricular learning. Through creating and organising film products, learners improve creative, organisational and entrepreneurial skills whilst learning to work as part of a team.

Course 1

When: Monday 26 – Tuesday 27 January
Where: Hamilton House, London – non-residential

Course 2

When: Thursday 26 – Friday 27 February
Where: Stoke Rochford Hall – residential

Course 3

When: Tuesday 17 – Wednesday 18 March
Where: Millennium Centre, Cardiff – non-residential

How much: FREE for NUT members
£150 for non-members

Music for Youth

The NUT has a long established partnership with Music for Youth and the Musicians Union. The Infinity Project provides grass roots support to non-specialist teachers in the form of a music resource pack and CPD opportunities, as well as the chance to be involved in one of our national events, alongside other participating schools. For more information go to www.mfy.org.uk/evolve/infinity.

Reading for Pleasure

The active encouragement of reading for pleasure should be a core part of every child's education entitlement. This two-day residential seminar will offer teachers effective strategies for encouraging reading for pleasure through practical activities, discussion and sharing of experiences. The course is suitable for colleagues across primary, secondary and special sectors. Working with award-winning children's author Alan Gibbons, participants will be able to address some of the following:

- how to provide a school environment that stimulates reading
- how to work with beginning readers
- how to work with reluctant readers
- storytelling

When: Thursday 23 – Friday 24 April

Where: Stoke Rochford Hall – residential

How much: FREE for NUT members
£150 for non-members



Leadership Development Programme

The NUT is proud to be one of the largest professional associations for members of the Leadership Group. Our Leadership Development Programme is aimed at providing school leaders with the space to share practice and discuss issues openly with colleagues in a supportive learning environment. Whilst other Leadership programmes support management development and

planning, our courses emphasise the importance of preparing your own approach to school leadership and in helping you better manage the emotional challenge of leading schools.

These courses will give school and college leaders the opportunity to reflect on professional practice and do so in the context of your Union membership.

Aspiring to leadership

Designed to specifically support teachers of African, African Caribbean and Asian heritage in their second to fifth year of teaching who are interested in developing their leadership skills and knowledge. This two-day seminar will enable you to develop skills in planning your route map to leadership, your leadership skills and your awareness of career development options.

When: Friday 20 – Saturday 21 November

Where: London – non-residential

How much: FREE to NUT members
£150 for non-members

Equal Access to Promotion

Equal Access to Promotion is a development programme specifically designed for black and minority ethnic teachers. To be eligible to apply, applicants need to be in their fifth to twelfth year of teaching and already have some leadership responsibilities. This programme aims to raise your influence as leaders in school in order to impact on student learning and wellbeing. As part of your learning you will have the opportunity to carry out specific, mutually agreed, school-based projects that produce evidence relating to leadership, management and professional development issues.

When: Friday 23 – Saturday 24 October

Where: Stoke Rochford Hall – residential

Follow-up: Monday 13 June 2016

Where: London – non-residential

How much: FREE to NUT members
£150 for non-members

Leadership Convention – renewing your leadership purpose

For all Headteachers, Deputy Headteachers, members of Leadership Group and aspiring members of Leadership Group.

The opportunity to:

- reignite your vision for leadership
- develop professional and personal tools for meeting the challenge of leadership
- expand your network, develop and share leadership solutions with other colleagues

Keynote speakers including Dave Harris (author of *Brave Heads*) and a range of workshops including emotional resilience.

When: Wednesday 11 February

Where: London – non-residential

How much: £75 for NUT members
£275 for non-members

Leading behaviour for learning

This programme offers the opportunity for head teachers and senior/experienced leaders/teachers with responsibility for behaviour to reflect critically on their impact in improving behaviour by working with renowned author and trainer, Rob Long. During the programme you will:

- explore the development and use of efficient and successful systems for providing support to individuals and groups of young people
- develop skills in analysing pupil behaviour and identifying, planning and implementing solutions to problems
- extend awareness of multi-faceted (and multi-agency) 'behaviour' intervention techniques

You will try out appropriate strategies during the school-based weeks between seminars and then reflect on and share learning with colleagues at the follow-up event.

When: Monday 16 – Tuesday 17 March

Follow-up: Monday 15 June

Where: Stoke Rochford Hall – residential

How much: £50 for NUT members
£200 for non-members

SEND Conference

This two-day conference will give SENCOs and those responsible for SEND policy in schools and colleges a chance to listen to the latest policy developments as well as the opportunity to share best practice in a supportive and comfortable environment.

- When:** Thursday 12 – Friday 13 March
Where: Stoke Rochford Hall – residential
How much: £50 for NUT members
£200 for non-members

Supporting the effective use of teaching assistants to support pupils with SENDs in mainstream schools

Research has raised many questions about how schools can make best use of teaching assistants to support pupils with special educational needs and disabilities (SEND). This course is for SENCOs, inclusion managers, members of senior leadership teams, and teachers with responsibility for the management and deployment of teaching assistants in mainstream schools. It will examine the findings from research and will explore ways in which mainstream schools can develop policy and practice to improve the outcomes of pupils with SEND.

The course includes consideration of best practice and provides opportunities for participants to share effective practice. It also address the development of whole school policies and performance management arrangements for teaching assistants.

Participants will be equipped to undertake a review of current practice in their school and identify key improvement developments.

- When:** Wednesday 10 – Thursday 11 June
Where: Stoke Rochford Hall – residential
How much: £50 for NUT members
£200 for non-members

Subject leadership in primary schools

This one-day workshop will provide the opportunity for new subject leaders to engage in sharing best practice and developing new and effective approaches to the challenge of subject leadership.

- When:** Monday 9 March
Where: Hamilton House, London
How much: £50 to NUT members
£200 for non-members

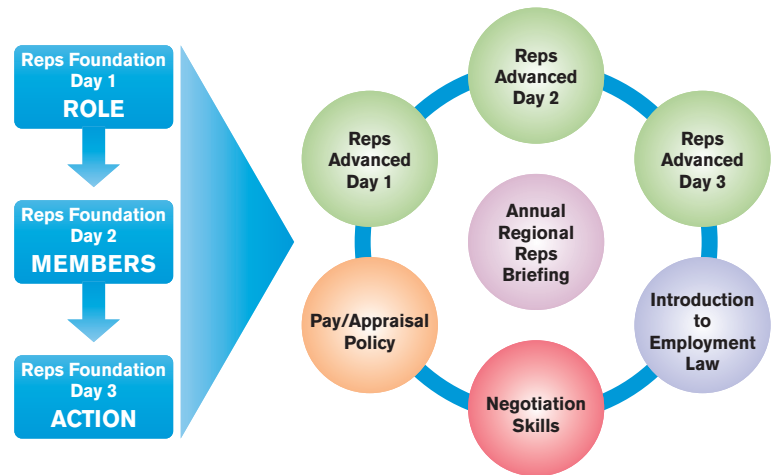
I will go back to school more knowledgeable of what being a subject leader entails, what I need to do and what I need to know.

Courses for representatives

Training for workplace representatives

Our school and college representatives are the key local leaders of the National Union of Teachers. They work to represent members every day in their workplace. To support our reps, we have developed a brand new support and development programme. Each rep will be able to access a 10 day training programme which will be delivered in their region or Wales close to where they live or work. Reps have a legal entitlement to this programme and support will be given where any rep finds difficulty negotiating their time off from work.

10 Day Entitlement





NUT Reps Foundation

A brand new three-day programme for newly elected reps or those who have not attended training which will enable reps to:

- understand the challenges facing teachers and the NUT
- understand from where these challenges are coming
- know how the Union supports members
- know what support is available to them as representatives
- have the skills knowledge and understanding to represent members individually and collectively
- act as local NUT leaders in their workplace

Go to www.teachers.org.uk/nutreps for information about courses in your area.



Once you have completed your Foundation reps training you then have a range of courses specifically designed to support your development as a rep – all delivered in regions/Wales close to where you live and work.

Introduction to Employment Law
Negotiation Skills
Pay/Appraisal
Health & Safety Awareness

NUT Reps Advanced

This three-day course is designed to build on the Foundation course. The course covers areas such as:

- Gaining enhanced skills in representation
- Identifying and responding to different management styles and practices
- Developing reps leadership skills
- Building an effective case
- Dealing change in your workplace
- Participating in the Union's democratic structures

NUT learning representatives: stage one

This course for elected NUT learning representatives at division and school level aims to:

- assist you to understand the role of the NUT learning representative and how you fit into the Union structure
- help you develop practical strategies to promote the role locally
- develop your skills in giving advice and guidance to NUT members
- identify the range of support available to you as an NUT learning representative
- find out more about learning representatives in the wider trade union movement

This course is accredited through the Open College Network.

When: Tuesday 24 – Friday 27 February

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Health and safety representatives

The aims of this course for elected NUT health and safety representatives at school and college level are to:

- brief you thoroughly on your role and rights as an NUT health and safety representative
- give you a clear understanding of the basic framework of health and safety law
- provide you with strategies for organising around the most commonly raised areas of health and safety in schools
- enable you to approach health and safety issues collectively
- make sure you know how you can get help from your union in representing your members when you need it
- equip you with the skills and knowledge to discharge your role effectively

When: Monday 6 – Friday 10 July

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Sixth form college representatives' annual briefing

As the NUT representative in your college, you are members' first point of contact with the Union.

This annual briefing for all sixth form college representatives aims to:

- provide a forum for briefing and discussion and to equip you with strategies to organise around issues in your college
- focus on current campaigns including pay, pensions, conditions of service and education matters
- build your confidence in your relationships with college management and NUT members
- increase your knowledge of the NUT, its resources and how these can assist you in your role in organising members

When: Monday 1 – Wednesday 3 June

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

“Would urge all SFC representatives to attend! An invaluable chance to meet other representatives, and share experiences and ideas.”



National Training Courses for local officers

NUT local officers are elected by the membership at local association and division level. They are the backbone of the Union – recruiting, retaining, mobilising and supporting teachers.

NUT training equips local officers with the skills, knowledge and confidence to carry out their role effectively on behalf of the members.

Local officers include secretaries, treasurers, equality officers, international solidarity officers, health and safety advisers, young teachers' officers, learning representatives and caseworkers.

Division Secretaries' briefing

Division Secretaries' Briefing (DSB) is an annual residential training course that aims to provide division secretaries with:

- skills and strategies for effective organising
- updated information on a range of topics relevant to their role
- an opportunity to share good practice and success stories

When: Wednesday 14 – Friday 16 October

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

New secretaries of associations and divisions

Local association and division secretaries fulfil a vital and essential role in the work of the NUT. This introductory course aims to build your confidence in your role as a secretary and to develop your skills in:

- managing your local association's/division's resources
- building your team
- using ICT in Union work
- campaigning
- casework and negotiation
- membership recruitment and retention

When: Monday 8 – Wednesday 10 June

Follow up: Monday 12 – Wednesday 14 October

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Treasurers of local associations and divisions

As treasurer of your local association or division, you are a key member of the local officer team.

This course aims to:

- examine the treasurer's role in promoting the NUT and its activities, including the planning for future events and involving more members
- support the development of accounting and related skills, including budgeting, the use of spreadsheets as a cashbook, applying for grants and completing financial year end forms
- identify strategies for the cost effective use of NUT funds to benefit members

When: Wednesday 11 – Friday 13 November

When: Wednesday 29 April – Friday 1 May

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Aspiring and new local officers

This course offers NUT members and representatives who are keen to become local officers and those recently elected as officers the opportunity to:

- build skills and knowledge about local officers' roles
- increase awareness of how the Union works and the resources available to support you
- explore ways of building a strong and healthy union locally
- manage issues of concern collectively

When: Monday 9 – Wednesday 11 March

When: Monday 21 – Wednesday 23 September

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Health and safety advisers briefing

Advisers are invited to attend the briefing each year. The briefing covers campaigns and issues of current concern. The briefing addresses recent developments in the law and practice in health and safety. Through plenaries and participation in a series of workshops, advisers are able to share experiences on practical negotiations, casework and organisation on health and safety issues.

When: Wednesday 25 – Friday 27 November

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Young teachers' officers

Developing local young teacher activity is essential to building the NUT of the future. This course is for NUT members who have become the young teachers' officer for their NUT division or local association or for members interested in taking on the role.

This course aims to:

- develop your skills and knowledge about the young teachers' officer role
- increase your awareness of NUT structures and resources available to support you in your role
- help you plan and organise issue-led local young teacher activity
- help you develop local young teacher networks

When: Friday 20 – Sunday 22 November

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Representing members: grievance and disciplinary procedures

This course for workplace representatives, local officers and caseworkers aims to:

- enable officers to explore their role in relation to grievance and disciplinary matters
- inform officers of essential legislation, procedures and the NUT's guidance
- provide the opportunity to develop skills and confidence in supporting and representing members individually and collectively
- ensure that officers are able to keep up to date through using the NUT's resources

After successful completion of the course, you will receive written certification that you have received training in acting as a worker's companion at disciplinary and grievance hearings.

When: Monday 9 – Wednesday 11 March

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Using ICT in Union work

This 'hands-on' course for local officers both beginners and more experienced ICT users wishing to develop their skills provides an opportunity to develop ICT skills in order to:

- make your workload easier to manage
- promote the NUT and its policies
- engage and involve members

This course uses Microsoft Office programmes and the Union's resources. There are opportunities for small group work and individual support.

When: Monday 1 – Wednesday 3 June

Where: Stoke Rochford Hall – residential

How much: FREE – NUT members only

Learning with the NUT: FAQs

Who can attend?

Some courses are open to all teachers. Others are for NUT members only.

How does learning happen?

Courses are based on trade union principles and emphasise the NUT's policies and achievements. Active learning methods, such as small group discussions, problem-solving exercises, case studies and role play are used. Each course provides the opportunity to work collaboratively with colleagues to solve common problems in a supportive environment.

When are the courses held?

Most courses are held during the working week during term time. Some are held at weekends or during the school holidays.

Where are the courses held?

Courses are held at:

- the NUT's national training centre, Stoke Rochford Hall in Lincolnshire, www.stokerochfordhall.co.uk
- a variety of venues near to where you live and work
- NUT Headquarters in London

What is the dress code?

There is no formal dress code. Most participants wear relaxed casual clothing.

How long do the courses last?

There is a variety of schedules for courses and events lasting one, two, three or five days.

How much do courses cost?

- NUT members – courses are either free or discounted.
- Other teachers – courses are competitively priced.
- Any fees include tuition, course materials, meals and refreshments.
- Accommodation is provided for most courses, particularly those at Stoke Rochford Hall.
- Travel expenses are reimbursed.

I am a carer. Can the NUT offer me any support?

If you have caring responsibilities for a child or other dependant, please contact us in advance to discuss the range of ways in which we can assist you.

Is there access for disabled participants?

Some bedrooms and training rooms are wheelchair accessible. If you are a wheelchair user or have other access needs, please let us know when you apply, so that arrangements can be made to meet your requirements.

What will a course cost my school/employer?

In addition to any fees, the only cost to your school is arranging cover for you to attend. NUT school and college representatives, including health and safety representatives and learning representatives, have a statutory entitlement to time off with pay, during working hours, for training related to their role.

The NUT believes that schools, when determining their budgets, should make provision for teachers to attend trade union organised courses. Adequate funding should be in the schools' budgets for supply cover to facilitate attendance at courses.

What if I have difficulties securing time off to attend?

If you experience any difficulties in arranging cover for attending an NUT course, please contact your division secretary or your regional office in England or NUT Cymru in Wales. You do not need to have secured time off before applying for a course but you must have time off agreed prior to attending.

How do I keep up to date with training opportunities?

Go to www.teachers.org.uk/courses for full details of current courses.

How do I apply?

Go to www.teachers.org.uk/courses

Is it for me?

The NUT actively encourages applications from and wants to see an increase in the numbers of women, black and minority ethnic, lesbian, gay, bisexual, trans and disabled members attending our courses.

Notes



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Item	Quantity	Notes
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Document titled **Learning for NUT** (Nutrition) with a table structure.

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Stoke
Rochford
Hall



Stoke Rochford Hall

the NUT's national training centre

- With a 10% discount, NUT members can extend their stay or take a break with family and friends
- A superb Victorian mansion, situated in open parkland near Grantham in Lincolnshire
- Relax and unwind
- Work out at the health and fitness centre

For details of the above and other offers

Call **01476 530 337**

Or email enquiries@stokerochfordhall.co.uk

www.stokerochfordhall.co.uk/nut-members.html



All photos supplied by Stoke Rochford Hall

What should you do now?

Go to **[teachers.org.uk/courses](https://www.teachers.org.uk/courses)**
for more information and to apply for a
place on any of our courses.

