

ERASMUS+ STRUCTURED TRAINING COURSE

School Management Courses (3-Days, 1 Wk or 2 Wks)

Course Ref: **EP 11**

Entry Levels

CEF B1+ to C1+

Course Programme EP11.5
5 Course Days

Course Programme EP11.3
3 Course Days

Course Programme EP11.10
2 Weeks:
5 Days English Component
+
5 Days Management
Training

Total Course contact hours

A 5 Course Days - 25.5 hours

B 3 Course Days - 17.5 hours

C 10 Course Days - 46.5 hours

Maximum group size 12

Course Provider:

**Shadows Professional
Development Ltd**
PIC 949086219

113 Harewood Avenue
Bournemouth BH7 6NP
E-mail: training@shadows.org.uk
www.shadows.org.uk

In association with:
Richard Language College
www.rlc.co.uk

ERASMUS+

These courses were produced as a result of a pilot course arranged by the British Council Prague, the Educational Institute of Central Bohemia (VISK), Jazyky v zahraničí s.r.o. and Shadows Professional Development Ltd.

The programme is aimed at Head Teachers, Deputy Heads, School Management and Senior Teaching Staff as well as European Programme Coordinators or members of staff involved in Erasmus+ activities.

Aims

- More Effective School Management
- Working internationally in a more efficient way
- Raising cultural awareness
- Sharing of Best Practice in school leadership
- Effective processes of learning / teaching
- Ensuring sustainability through the Erasmus+ programme
- Enhancement of participants' skills in English

Preparation

Pre-course Preparative Modalities

- Needs Analysis
- Pre-Course Cultural Counselling
- Pre-Course UK practical arrangements e.g. UK Airport Transfers

Practical Arrangements

Intra-Course Modalities offered by the Course Provider

- Course Tutor
- Exchange of Best practice
- Participant's Evaluation Feedback
- Pastoral Care, 24 hr Emergency Number
- Accommodation Service
- Optional Cultural Activities and Visits

Follow up provided

Post-Course Modalities

- Course Certificate of Attendance
- Europass Mobility
- Applicant Dissemination and Exploitation Advice

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School Management Structured Training Courses

Management Training Topics

School Approaches to Learning

School Improvement planning
Staff Professional Development
Professional Learning Community Development
Teacher Training programmes and staff induction training

Education Systems and School Leadership

Input Session:

UK Educational System
School Management
Comparative Education Workshop
Preparation of School Visit

School Visit

1. UK School 4-11 yrs or
2. UK School 11-16 (18)

- Familiarisation with the school and its place within the UK Education system
- Guided Visit of the school
- School's curriculum
- School Management system
- Management of the teaching and learning processes
- Pupils' study results & successes
- In-Service Teacher Training
- Class observations
- Informal discussion with teachers when possible during observations

Erasmus+ for Schools

Full briefing on opportunities for schools to initiate and sustain international collaboration

KA1 & KA2

Applications for Schools

- Erasmus+ Priorities
- KA1 European Development Plan
- Partners'/Participants' Profiles and Selection
- Learning Outcomes
- Pre-Course, Intra-Course & Post-Course Project Management
- Follow-up and Impact
- Evaluation
- Dissemination and Exploitation
- Budgets

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Course Content and Strategies

- UK Education /Comparative Education
- School Approaches to Learning
- School Visit
- Sharing of Best Practice
- Initiating and Sustaining International Collaboration
- Improvement of KA1 applications to ensure success in future applications
- KA2 possibilities for future projects inc. e-twinning, European Gateway
- Erasmus+ Schools programme to establish sustainability
- Cultural and linguistic input (family accommodation for adults (hotels available on request))

Course Programmes EP11.5 (5 Course Days) & EP.11.3 (3 Course Days)

EP11.5 5-DAYS	Monday 5-Day Course Welcome 09.00	Tuesday	Wednesday	Thursday	Friday 5-Day Course ends 12.35
EP11.3 3-DAYS		Tuesday 3-Day Course Welcome 09.00	Wednesday	Thursday 3-Day Course ends 15.30	
	09.15-12.35	09.15-12.35		09.15-12.35	09.15-12.35
	School Approaches to Learning	UK Educational system. Comparative Workshop	School Visit	Erasmus+ for schools	Academy Schools ...the UK Revolution
	13.30-15.30	13.30-16.00		13.30-15.30	
	School Approaches to Learning	School Visit Preparation	School Visit	Erasmus+ for schools	Individual Cultural Activities
Sat / Sun	INFORMAL LEARNING: personal research, cultural visits/activities, practising language skills				

Course Programme EP11.10 2 Weeks (one full-day excursion included)

5 Days English Language Component - see Pages 3 & 4

+ 5 Management Training Course Days

Outcomes

- Improved leadership competencies in the field of school management and international working
- Expertise in Erasmus+ Applications for Schools to ensure sustainability
- Insights from pedagogic and cultural exchange
- New teaching and cross-curricular strategies, skills & activities
- Increased awareness of curricular approaches and resources
- Knowledge of UK National curriculum and comparative benefits
- Cultural enrichment
- Improved Linguistic fluency

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Course Programme C: 5 Days Intensive English Component

Entry Levels

CEF A1 to C1

Daily Teaching Sessions

Morning: 4 x 45 minutes (3 hours)
Monday to Friday

Afternoon: 2 x 45 minutes
(1 hour 30 minutes)
Monday to Thursday

Total component contact hours:
21 hours (28 lessons) per week

Maximum class size 12

English Component delivered by:

Richard Language College

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Bournemouth BH3 7AB
United Kingdom
Tel: +44 (0) 1202555932
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Email: enquiry@rlc.co.uk
Web: www.rlc.co.uk

in partnership with:

**Shadows Professional
Development Ltd**

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This component is suitable for teachers who are non-native speakers of English and who

- need English in their school management roles
- need to develop their language skills in order to study relevant literature and publications in English or to communicate within international projects.
- intend to teach their subject(s) through the medium of English (CLIL) **or**
- need English for Erasmus+ / International Projects

Objectives

The intention is to equip those working with English with key language and communication skills appropriate in educational, social and vocational contexts.

This component involves small group teaching, allowing concentrated, thorough study of English, and develops all aspects of English - listening, speaking, reading and writing. The course will develop the participants' language skills to help enable them to teach and communicate in English efficiently and successfully.

Preparation

Pre-course Preparative Modalities:

- On-line Language Level Assessment
- Needs Analysis
- Pre-Course Reading List
- On-Line Participants' Forum
- Pre-Course Cultural Counselling
- Pre-Course UK Practical Arrangements

Practical Arrangements

Intra-Course Modalities offered by the Course Provider

- Course Tutor
- Pedagogic Learning Materials Included
- Exchange of Best Practice
- Participants' Evaluation Feedback
- Pastoral Care, 24 hr Emergency Number
- Accommodation Service
- Optional Cultural Activities and Visits

Follow up provided

Post-Course Modalities

- Linguistic Profile based on Common European Framework of Reference
- A Certificate of Attendance and Achievement
- Europass Mobility
- Applicant Dissemination and Exploitation Advice

Intensive General English

Component Topics

Listening Skills

Listening skills will be practised extensively, using a variety of activities and tasks, to enable students to be able to process the information and become more confident in this skill.

Speaking Skills

Speaking will be an integral part of lessons. Students are given the opportunity to express their ideas in a relaxed classroom atmosphere, by use of a range of activities to encourage communication.

Reading Skills

A variety of reading activities is used to encourage students to develop the various reading skills that are needed to read effectively.

Writing Skills

Writing will be practised to develop accuracy. Writing activities may also be set for homework.

Grammar Awareness

Grammar for effective communication will be presented and practised at all levels.

Vocabulary

Vocabulary is a key element in learning a foreign language. Various activities to encourage the acquisition of vocabulary are an integral part of the course.

Component Content and Strategies

Our 'Intensive General English' language component is for those seeking an intensive, thorough study of English. The in-depth approach develops all aspects of English - listening, speaking, reading and writing. Classes are offered at 5 levels from Elementary to Advanced. There will be up to 12 students in each class.

The Class Tutor is responsible for the class's progress and academic welfare. Homework is set and student progress is discussed at the weekly Teachers' Meeting. Students have regular tutorials with their teachers to discuss their progress and ways to maximise their learning.

Sample 5-Day Programme

Component contact hours: 21 hours per week

This is a sample schedule which may be adapted to suit the participants' needs.

WEEK 1	Day One	Day Two	Day Three	Day Four	Day Five
8.50	Welcome	Lessons will be topic based with new language being presented through a variety of listening, speaking and reading tasks. The lessons will follow an integrated approach to enable all 4 skills (reading, writing, listening and speaking) to be developed. Morning lessons will involve grammar presentation and practice, as well as activities to help with the acquisition of key vocabulary.			
09.15-12.35	Testing and Evaluation RLC Orientation				
Lunch Break					
14.00-15.30	This lesson will focus on practising and developing listening and speaking skills	Academic English skills will be practised with the emphasis on developing reading and writing skills	This lesson will focus on practicing and developing listening and speaking skills	Academic English skills will be practised with the emphasis on developing reading and writing skills	Free afternoon for self-study or optional activities

Sat and Sun	INFORMAL LEARNING: personal research, cultural visits and activities, practising language skills
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Outcomes

- Improving personal English Language skills: fluency, accuracy, authenticity
- Improving confidence in using the language, developing communicative skills
- Improving language skills for school management
- Improving language skills for International Projects
- Better understanding of students' needs and behaviour during classes
- Observing teaching techniques to improve students' motivation
- Developing Cultural Consciousness
- Teamwork and Interpersonal Abilities
- Knowledge of Erasmus+ potential for professional development