

ERASMUS+ STRUCTURED TRAINING COURSE

School Management Courses (1 Wk or 2 Wks)

Course Ref: **EP 11**

Entry Levels

CEF B1+ to C1+

Course Programme EP11.5
5 Course Days

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

Total Course contact hours

A 5 Course Days - 25.5 hours

C 10 Course Days - 46.5 hours

Maximum group size 12

Course Provider:

**Shadows Professional
Development Ltd**

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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 Programme EP11.5 (5 Course Days)

| EP11.5 5-DAYS | Monday 5-Day Course Welcome 09.00 | Tuesday | Wednesday | Thursday | Friday 5-Day Course ends 12.35 |
|---------------|--|---|--------------|-------------------------------------|---|
| | 09.15-12.35 School Approaches to Learning | 09.15-12.35 UK Educational system. Comparative Workshop | School Visit | 09.15-12.35 Erasmus+ for schools | 09.15-12.35 Academy Schools ...the UK Revolution |
| | 13.30-15.30 School Approaches to Learning | 13.30-16.00 School Visit Preparation | School Visit | 13.30-15.30 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

Total component contact hours:
21 hours per week

Maximum class size 14

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:

- Pre-course testing available
- 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

- A Certificate of Attendance and Achievement
- Europass Mobility

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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.

Phonology

Phonology will be an integral part of the lessons. All aspects of pronunciation will be practised. Remedial areas will be addressed.

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 skills - listening, speaking, reading and writing, vocabulary acquisition and phonology practice. Classes are offered at 5 levels from Elementary to Advanced. There will be up to 14 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 |
|-------------------------|---|---|-----------|--|----------|
| 15 hours 09:15-12:30 | 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. | | | |
| | Testing and Evaluation Orientation | | | | |
| Lunch Break | | | | | |
| 6 hours 13:45-15:30 | Lessons will use all skills for grammar and vocabulary development and practice. There will also be the opportunity to negotiate course content according to individual needs/interest. | | | Free afternoon for self-study or optional activities | |

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

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