



Best
Practice
Network



Take care of your CPD.

Discover the full range of
our training programmes.

“
I have thoroughly
enjoyed the course and
would highly recommend
to others.

Programme Graduate

Learn. Share. Grow.

bestpracticenet.co.uk/cpd-courses



Higher Level Teaching Assistant (HLTA) Status

A recognised progression route for school support staff. HLTAs work closely with teachers to raise standards and help each learner reach their potential. In a survey of our HLTA graduates, 91% answered that gaining the status had increased their confidence in their own abilities.

The benefits

- ✔ Highly positive impact on schools and outcomes for children and young people
- ✔ Enhances knowledge, expertise and skills in supporting learning
- ✔ Cost-effective, home-grown cover for PPA and other needs
- ✔ HLTAs can teach classes on their own and cover teacher planned absences
- ✔ Reduce teacher workload as HLTAs can support planning, preparation and delivery of activities
- ✔ Quality assured through rigorous national standards

Programme Structure

TERM 1

Online induction activities

Day 1

Online facilitated preparation

Feedback on draft task

Day 2

Online facilitated preparation

TERM 2

E-portfolio completion
Assessment

Learn more and apply at bestpracticenet.co.uk/HLTA
For more information call **0117 920 9428** or email enquiries@bestpracticenet.co.uk

“The confidence boost and professional development I have gained as an HLTA has enabled me to take on more important roles within the school.”

HLTA Graduate

What is included?

- Two days of live facilitated online study including virtual presentations, work with peers, and independent study
- Independent online course study
- Independent writing of tasks and creation of e-portfolio
- 1.5 hour assessment (interviews with candidate, teacher and headteacher)

Entry requirements

All applicants must have:

- Some experience of leading whole-class learning with no teacher present
- Level 2 in English and maths such as GCSE grade C or above

AT A GLANCE



Online Training



This Course Awards

HLTA Status



Course Duration

4 - 6 months



Upcoming deadlines

Regular programme intakes throughout the year. Please see the website for details.



Nick Thornber

HLTA Programme
Manager

PROGRAMME LEAD

Nick has worked in education for 30 years. He has a background in mainstream and special schools in both teaching and leadership roles. He enjoys facilitation and assessment of professional development for teaching assistants, SENCOs and school leaders.



Level 4 Diploma for School Business Managers (DSBM)

Designed for existing and aspiring school business managers who wish to enhance their leadership, management and administrative skills.

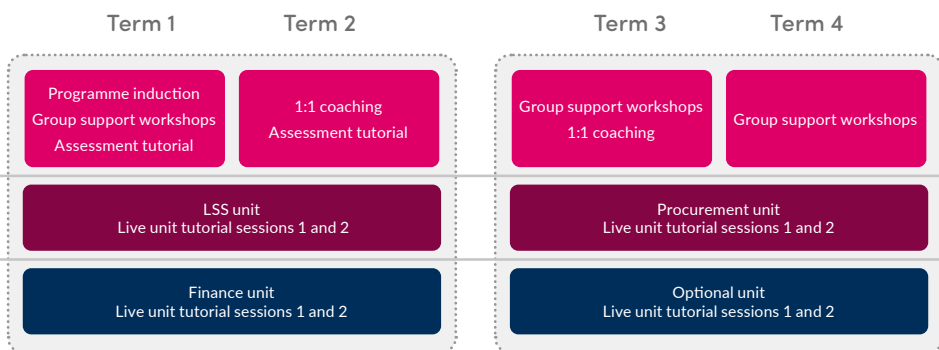


Approved Centre

The benefits

- ✔ Manage resources within a school more efficiently, effectively and sensitively
- ✔ Develop an understanding of the purpose of business management in a school context
- ✔ Demonstrate leadership and management decision-making skills
- ✔ Evaluate the efficiency and effectiveness of business management operations within a school
- ✔ Achieve an Institute of Leadership and Management (ILM) accredited qualification linked directly to the Institute of School Business Leadership (ISBL) professional standards

Programme Structure



Learn more and apply at bestpracticenet.co.uk/dsbm-L4

For more information call **0117 920 9428** or email enquiries@bestpracticenet.co.uk

“As an existing school office manager with ambitions to progress to a school business manager, I was recommended the Best Practice DSBM course. I have found the whole experience of undertaking this course incredibly positive.”

DSBM Graduate

Who is it for?

The programme is designed for existing and aspiring school business managers who wish to:

- Further develop their leadership, management and administrative skills
- Enhance their knowledge and understanding of key areas of school business management through a professional qualification

Mandatory units

- Leading Support Services in a School
- Finance in a School
- Procurement in a School

Optional units (choose one)

- Supporting Human Resource Management in a School
- Supporting School Infrastructure Management
- Marketing in a School

DSBM AT A GLANCE



Online Training



This Course Awards

Level 4 Diploma for School Business Managers



Course Duration

15 months



Upcoming deadlines

Two intakes per year.
Please see the website for details.



Val Andrew

DSBM Programme Manager
& EPAO Senior Assessor

PROGRAMME LEAD

Val has worked in the education sector for 25 years in school business management and leadership roles.

A graduate of the original National College SBM programmes, she is passionate about the profession and the availability of professional development for practitioners.



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How to Apply

STEP 1

Visit our CPD page at
bestpracticenet.co.uk/cpd-courses

STEP 2

Select the webpage for the programme
you would like to complete.

STEP 3

Click **Apply Now** to sign up!
You will need to setup an account
if you don't already have one.

STEP 4

For each CPD programme we will ask
you to provide a signed headteacher
declaration.

STEP 5

It takes about 20 minutes to apply for
one of our courses. Our friendly team
are available to help you.



Our CPD
advisors
are here
to help!

Learn more

0117 920 9200

enquiries@bestpracticenet.co.uk

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