



Dates for 2012

29 July – 11 August

12 August – 25 August

Fees

For Comenius/Grundtvig applicants	€1,920
For all other applicants	£1,480

Managing Content and Quality in Education

This course description is an overview of the type of content you can expect to cover in this programme. Courses are tailored according to the teaching context of the participants.

Who is this course for?

Practising managers – head teachers, directors of studies, and senior teachers - at secondary or tertiary level who are interested in developing their school management skills. Participants are expected to have a good command of English (at least C1) in order to benefit fully from the course.

Course aims

- To help participants develop the skills they need to be effective managers in the education sector.

Course programme

The course will be delivered through seminars and workshops, lectures and demonstrations. Participants will be expected to play a very active role in the course through participation, discussion, pooling of experience, practical projects, reflection, and feedback.

Topics typically include:

- People management
- Resources management
- Administration
- Deploying staff
- Professional leadership
- Performance management
- Stakeholder and relationship management
- Staff development
- Quality management and quality assurance
- Management of change.

Bell Teacher Campus



This course will take place at Bell Teacher Campus in Cambridge, based at Homerton College which is part of the University of Cambridge. Homerton College is an outstandingly beautiful college in secluded wooded grounds with easy access to Cambridge town centre. It has first-class learning and social facilities. Half-board accommodation is available in single en-suite rooms on site. The training staff at Bell Teacher Campus are all highly qualified, many of whom are materials writers and conference speakers. Afternoons entail a conference style approach with participants able to join an interesting variety of workshops, cultural talks and a special lecture each week from a prominent speaker.

Sample timetable – week 1

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 10.30	Orientation to the course – processes and outcomes	Organisations – culture and ethos	Human Resource issues: managing performance	Decision-making: a practical framework for consultation and negotiation	Making decisions and managing change
COFFEE					
11.00 – 12.30	Leadership, management, administration explored	Workshop: Leadership and leadership skills	Workshop: Developing and supporting staff	Discussion and workshop: action research projects	Dealing with difficult People
LUNCH					
14.00 – 15.30	Managing people- what does it mean? What people management do you do? Case studies and experience	** Campus Conference	X Key Lecture	** Campus Conference	Special Teacher's Excursion
15.30	Optional talks, cultural activities, social programme or study time				

** Campus Conference - choose from a range of workshops and talks on topical issues and/or aspects of British Life and Culture.
X Key Lecture. Talks by well-known plenary speakers and writers.

Sample timetable – week 2

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9.00 – 10.30	An overview of quality assurance	Quality in the classroom Getting feedback from the client	Tools and procedures for interview and selection Assessing staff strengths	Programme design Student assessment Managing materials	Project presentations
COFFEE					
11.00 – 12.30	Relevant principles of quality management Setting standards and assuring quality	Appointing and deploying staff Describing jobs, specifying terms and conditions	Quality in course management Mini presentations	Time management Managing oneself	Project feedback and review Forward planning
LUNCH					
14.00 – 15.30	Quality in teaching and learning – setting standards	** Campus Conference	X Key Lecture	** Campus Conference	Special Teacher's Excursion
15.30	Optional talks, cultural activities, social programme or study time				

Please note that this is a sample timetable. Your trainer will negotiate and agree a timetable specifically designed for your group's needs. Your course is likely to be different from the sample timetable.

Further information

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