

Welcome to the Return to Teaching Course (Distance Learning)

Course dates:

Wednesday 12th September 2018, 9.30am-3.00pm

Wednesday 28th November 2018, 9.30am-3.00pm

**Venue: St Patrick's Catholic Voluntary Academy, Barnsley Road,
Sheffield, S5 0QF**

Cost of course: £450

Welcome to the Return to Teaching Course provided by The Benjamin Curtis Foundation. We hope you find the following information helpful and that it enables you to decide whether or not this course will help you back into the teaching profession. We trust we will have answered most of your questions but if you have need of any further information just ask. Our contact details are as follows:

Name: Jane Pow (Course Director)
Email: enquiries@bcfoundation.com
Tel: 01709 864020

Find us on the web at www.bcfoundation.com

Who we are

BCF has been leading the Return to Teaching Course for the past fifteen years. Our courses were evaluated by the TDA on several occasions and achieved outstanding grades for the quality of our provision. BCF has worked to improve the provision even further based on feedback from participants, schools, and inspections.

The course provides clear guidance and support in helping you back into the profession for which you were once trained. It provides up-to-date information regarding all the changes that have taken place at national level along with practical guidance on the latest methodology to help you regain your professional confidence in preparation for returning to the classroom.

What are the benefits of undertaking the Return to Teaching Course?

It is interesting how quickly our confidence in the classroom diminishes when we have been out of the teaching role for even a short while. The main benefit of the

course is that you will re-enter the profession with renewed enthusiasm and confidence.

Some head teachers will not consider applications from teachers who have been out of the profession for more than one year unless they have completed a Return to Teaching course and many supply agencies make this a requirement before you can register with them.

Jane Pow is the Course Director and it is her task to ensure that your learning needs are met through the course. Jane has taught in both primary and secondary phases and is passionate about children and their learning. Jane has trained teachers both pre-service and in-service and was the founder of the Benjamin Curtis Foundation. She is an associate of the National College of Teaching and Leadership and has worked with the Department for Education as a member of the Expert Panel on assessment and accountability, along with several other national projects. Her expertise in leading training in a wide variety of settings is consistently regarded as inspirational and motivational.



Jane Pow - Course Director

Jane's input to the course may be further assisted by specialist consultants where appropriate, all of whom have proven track records in working with returning teachers. They are all excellent teachers and will offer practical ideas and guidance throughout the course.

What You Can Expect of Us

Since its inception in 1999, The Benjamin Curtis Foundation has received high acclaim for the quality of its provision. We are confident that we will provide that same high quality throughout this course ensuring the best possible opportunity for you to learn.

At BCF we believe that everyone is unique and has a unique set of learning needs. For this reason, you can expect a personalised learning programme, which is specially designed to give you the help that you need.

What We Will Expect of You

Because the course is intensive, we do need participants to attend the face-to-face sessions of the course, and to commit themselves to undertaking and completing all elements of the course to a high standard. This is not an assessable course; you have already qualified as a teacher, but a Certificate of Attendance will be awarded on completion of each element. These certificates will further support your future applications for teaching posts.

What the Distance Learning Course Offers

The Return to Teaching Course (Distance Learning) offers a comprehensive programme that enables participants to gain the training and support needed by each individual. The offer will comprise the following elements:

- **Taught Face-to-Face days**
This comprises two taught days, one at the beginning of the course and one at the end, focussing on the following aspects:

Day 1: National update on teaching in schools today, including approaches to planning and assessment

Day 2: Applying for jobs and interview techniques
- The **school placement** which should be a minimum of five days.
- The **Teaching and Learning Modules** which will provide guidance for further self-study, school based tasks and personalised support, linked to the school placement and focusing on **three key teaching skills: planning for learning, assessment for learning and behaviour.**

- The **course textbook 'Through the Eyes of the Child'**; a no-nonsense, practical manual that supports the teacher in leading the learning process for children. The textbook informs the basis of the Teaching and Learning Modules above.
- One-to-one personalised support programme achieved through **distance learning** by telephone and email

Certification and References

Participants completing the full course and completing all necessary school based tasks will receive the **BCF Return to Teaching Certificate** and a **BCF reference**.

The principle aim throughout all of these activities is to work closely with you to help you to re-build your confidence in the classroom.

Other features of the course include:

- Information for your school mentor on how best to support your development during school placement.
- Guidance on auditing your teaching skills against the Teachers' Standards.
- Personalised advice and feedback on practice in school placement and help in identifying and working towards your personal targets.
- Reflection-in-action: discussion that assists you in the identification of targets and the opportunity to try out new practice in the classroom and reflect upon its effectiveness.
- Career planning guidance to help you to prepare for application and interview.
- Support in developing your Professional Portfolio.

School Placement

You must arrange your own school placement and we will provide the information you require in order to do this. We are happy for you to arrange your school placement in a local school to ensure less strain on your travel arrangements. We will also provide the school with any further information they need if this is required. Once you have been offered and have accepted a place in a school, you will need to send the school details to us including the name of the

school, point of contact and their contact details. Many returners are able to spend this time in a school where they already have a relationship, either a professional relationship or as a parent.

The school placement is a vital element of the course. The main objective of the placement is to further develop your experience and confidence in the classroom. We know you can teach! You need to reassure **yourself** that you are still an effective teacher and that will be achieved through refreshing and practising the skills you know you already have. You will spend a minimum of 5 days in the classroom during which time you will undertake some observation and some teaching. This will be supported by us and by the school. The dates of the placement are flexible and can be arranged between you and the school but must be completed, where possible, within the duration of the course.

Professional Portfolio

All participants will be required to construct a Professional Portfolio. This may be either paper copy or electronic or a mixture of both. The purpose of the file is to provide and maintain a record of your professional learning and development over time. If well-kept it can support you in Performance Management procedures and career progression. Advice and guidance as to what goes into the file will be provided on Day One of the course, and specific advice will be provided on how you might gather evidence of your developing confidence and experience. Perhaps the most significant, potential benefit of the file is that it will help raise confidence levels when approaching the interview situation.

Who is the course for?

This course has been designed for teachers who have been absent from the classroom and who wish to return to teaching. Returners will be teachers who have Qualified Teacher Status (QTS), and who have not taught in school in England for at least a year, excluding supply work. We welcome applications from everyone who feels they will benefit from the course and from every background, age group, gender and ethnicity. We also welcome applications from teachers who have trained overseas but whose qualifications have been endorsed in the UK. It does not matter how long you have been out of the profession-the record of the longest time out to date amongst our participants is thirty two years!

Teachers wishing to change age phase

Those who wish to teach in an age phase different to that for which they originally trained will find this course particularly useful. We have successfully supported many colleagues who wish to undertake this transition and have helped them to find employment in the new context for their teaching role.

How do I apply?

Simply complete the online enquiry form and we will be in touch with you. If you have further questions before you complete the form contact us via the website, telephone on 01709 864020 or email enquiries@bcfoundation.com.

Talk to us!

We often find that applicants feel more comfortable having a person-to-person chat so feel free to call us and we will ensure you speak directly with one of the Return to Teaching team who will be able to answer all of your questions and address any concerns you may have.

What do I need to send with my application?

- Proof of Qualified Teacher Status (QTS): this may be a copy of your Certificate of Education or Post-Graduate Certificate of Education
- Your Teachers' Reference Number (previously known as the DfEE number)

Do I need a Disclosure and Barring Service (DBS) Check?

If your application is successful, you will be required to acquire a DBS check so that you can work in school. Your placement school may agree to undertake this check for you, or we will arrange this for you if you wish. The cost for a DBS check is £64 which includes our administration charge covering postage etc. This must be paid in addition to the course costs and should be made as a separate payment to the course fees.

I already have a DBS check. Can I use this for the school placement?

If you have a DBS check which is less than six months old (by the time the course commences) and has been done by either the Local Authority or the school in which you are undertaking your school placement then you will not require another DBS check.

Costs of the Course

The Return to Teaching (RTT) Core Course, including the learning manual 'Through the Eyes of the Child', along with all required course resources is priced at **£450 including VAT**.

Once you have been offered and have accepted a place on the Course, this place will be subject to receipt of the Course fee within 7 days.



Please be aware that there may be the possibility of financial assistance in meeting the cost of the course available from JobCentrePlus. Please contact your local JobCentrePlus if you wish to explore this option. It may also be possible for you to pay for the course in instalments. Please call us to discuss this option once you have been accepted on the course.

Cancellation:

Should you wish to cancel your place on the course at any time the following **cancellation fees** shall apply:

56 days + before the first day of the course commencement: no cancellation fee due.

28 - 56 days before the first day of the course commencement: a cancellation fee of half the total course fees due will be payable.

Up to 28 days before the first day of the course commencement: a cancellation fee of the total amount of total course fees due will be payable.

How do I pay?

Payments may be made either by cheque, payable to the **Benjamin Curtis Consultancy Ltd.** or by **BACS** direct transfer to the following:

Account Name:	The Benjamin Curtis Consultancy Ltd
Royal Bank of Scotland	
Sort code:	16 18 30
Account No.	10290810

Please insert your name as the reference when paying by BACS.

PLEASE NOTE WE CANNOT ACCEPT PAYMENT BY PAYPAL FOR THIS COURSE

Any other questions?

Should you have any further questions about the course please do not hesitate to contact us. We are here to help and look forward to supporting your return to the teaching profession.