

“LEADING AND MANAGING AN OUTSTANDING SIXTH FORM: PRACTICAL STRATEGIES”

FRIDAY 18 JUNE 2010

at the Royal National Hotel, Euston, Central London

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7
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SESSIONS IN
JUST ONE DAY!

- **Key update from UCAS:** what heads of sixth should know for 2010 onwards
- **‘Emotional intelligence’ on the post 16 agenda:** practical strategies for tutorial time
- **Keeping up-to-date with curriculum reform:** the impact on the sixth form
- **Management training:** tackling difficult conversations with staff about subject performance and lesson concerns
- **Managed Learning Environments at post 16 –** using technology to manage the post 16 experience even more effectively
- **Higher Education support and ‘new’ competitive courses:** practical advice and support for students
- **Dealing with ‘impact’ in your SEF:** creating strategies to show ‘outstanding’ leadership and management

BIOGRAPHICAL DETAILS

“LEADING AND MANAGING AN OUTSTANDING SIXTH FORM”

MATTHEW WELBOURN

Professional Development Officer, UCAS

Matthew joined UCAS at the beginning of 2005 having spent several years in the Royal Navy as an Intelligence Analyst. As a Professional Development Officer, Matthew has extensive experience of providing training and consultancy on key issues that impact on progression to higher education to delegates including admissions and recruitment, staff working in higher education institutions, teachers and careers counsellors advising applicants through the admissions process. Matthew represents a seven strong team of Professional Development Officers, who are chosen not just for their educational experience, but also for their ability to empathise with the needs of advisers in the delivery of outreach services and training.

MICHAEL SENIOR

Assistant Headteacher and Author

Michael currently manages a Sixth Form of over 450 students. His centre was recently assessed to be in the top five percent of Sixth Forms, according to value added data, and now over one third of his students achieve AAA grades at Advanced Level. A former Chief Examiner in his subject area, Michael is better known for having produced a range of highly successful practical publications for post-16 students including **Writing an Effective Personal Statement** (4th ed) and **Developing the Skilled Sixth Former** (2008). Michael has been working with management trainers within a multi-national organisation to transfer training for senior business leaders to educational leaders and managers.

PATRICK MCNEILL

Education Training and Publishing Consultant

As a freelance consultant and former teacher and Commissioning Editor, Pat works across the full range of 14-19 curriculum and qualifications, including GCSE, AS/A level, diplomas, vocational qualifications, key skills, Skills for Life, functional skills, and apprenticeships. Pat has worked on many projects for LSN, QCA, the DfES Standards Unit, NRDC, DCELLS (Wales), and the three unitary awarding bodies, as well as for companies in the private sector, including Coca Cola Enterprises Ltd and Tesco, and with many educational publishers. Pat is asked regularly to update publishers, awarding bodies and educational establishments about the latest changes to curriculum and its potential implications.

JUDITH JAKES

Consultant and Trainer

Judy is a rare speaker on IT developments in that she not only is at the cutting edge of her field but is sensitive to the demands of teachers and managers - being a former Head of Sixth Form with over 30 years teaching experience, and for the last 7 years Judy was a Project/Curriculum Developer at the Haringey City Learning Centre working with staff and students across all Key Stages. Judy is an accredited trainer for a number of companies including the London Managed Learning Environment and she is particularly interested in ensuring that the pedagogy for using the MLE is clearly developed and incorporated into school life so that it benefits both staff and students alike. Judy is currently supporting sixth form centres wishing to develop their MLE sites.

PHILLIP RANDALL

Assistant Principal, South Dartmoor Community College

Phil is an experienced manager of the sixth form and is a former head of department and pastoral head. He has managed a large team of tutors and developed an extensive tutorial programme. Phil is the co-author of 'Creating the Personalised Sixth Form' (2008) which offers a range of practical resources for post 16 tutors. Phil has been working on new material that supports tutors developing and extending the emotional 'skills sets' of post 16 students. His sixth form centre is currently rated as Outstanding and Phil is working hard to retain the grade under the new Framework - though recognises the challenges it poses!

STEPHEN THOMAS

Higher Education and Oxbridge Co-ordinator

Stephen is responsible for UCAS applications including Oxbridge at Castle School Thornbury, a comprehensive school in South Gloucestershire. He was an Open University Tutor in Education for fourteen years, is currently Editor of '**Social Science Teacher**', the journal of the Association for the Teaching of the Social Sciences (ATSS), and has written regularly for the Times Educational Supplement and other publications. Stephen is the author of **Supporting applicants to Competitive Degrees: 14-19'** (2009) as well as '**AS Critical Thinking**' (2008). He has spent many years preparing resources, developing strategies and encouraging able students to gain entry to highly competitive courses.

CONFERENCE PROGRAMME

KEY UPDATE FROM UCAS: WHAT SHOULD HEADS OF SIXTH KNOW FOR 2010 ENTRY ONWARDS? - MATTHEW WELBOURN

In this session, Matthew will address the issues affecting progression and entry to higher education, for 2010 and beyond. This will examine the UCAS process and procedures that advisers should be aware of in supporting applicants through the 2010 confirmation period in August, as well as outlining the issues and developments affecting entry to higher education in 2011 and in the near future. In particular, Matthew will:

- offer the response from UCAS regarding the way AS / A2 Levels are changing to differentiate the most able;
- examine changes to the UCAS process, including opportunities to incorporate unit grade information and contextual data;
- explore the role of admissions tests in selecting applicants;
- examine the tools that UCAS provide to support students in their application and pre-application research;
- discuss changes to the 2010 confirmation process and explore the adjustment process;
- provide an update on the current advice to pass onto students about writing their personal statement in terms of the ways in which UCAS can identify plagiarism;
- advise Heads of Sixth of key changes and developments that affect UCAS applicants from 2011 onwards.

STANDING SIXTH FORM: PRACTICAL STRATEGIES

MANAGEMENT TRAINING: TACKLING DIFFICULT CONVERSATIONS WITH STAFF ABOUT SUBJECT PERFORMANCE AND LESSON CONCERNS - MICHAEL SENIOR

It is not always the case that post 16 leaders and managers are trained in how to tackle difficult conversations with staff addressing concerns about teaching quality and course results. Michael has been working with his own leadership and management team on developing practical advice and strategies to tackle these sensitive but predictable issues. In this session, Michael will:

- provide a strategy for heads of sixth to manage the triggers prompting difficult conversations to remove any personal nature when responding to the concerns
- offer strategies to engage in a difficult conversation that help ensure the conversation remains focused, professional and secure for both parties and has an impact
- provide material that delegates can use with other subject leaders to help them engage even more effectively with difficult conversations
- provide delegates with an opportunity to try out some of the strategies during the session!

'EMOTIONAL INTELLIGENCE' ON THE POST 16 AGENDA: PRACTICAL STRATEGIES AND READY-MADE RESOURCES FOR TUTORIAL TIME - PHIL RANDALL

The development of emotional literacy through drivers such as SEAL are viewed as key at earlier key stages. The SEF and ECM agenda also highlights the role of emotional well-being; the question remains 'how are heads of sixth leading and managing the development?' In this session, Phil will offer delegates:

- strategies within post 16 to develop emotional well-being
- ready-made resources for tutors that are tailored to post 16 and that develop a range of emotional skills for tutors
- advice on how to make use of the strategies and resources to address ECM and complete the SEF

CURRICULUM REFORM 2010 ONWARDS: THE IMPACT ON THE SIXTH FORM - PAT MCNEILL

Every year at the conference, delegates are offered a session that ensures they are kept up-to-date with current curriculum reforms. With an election in 2010, the future shape of post-16 is sure to be interesting! Should the impact of political change be significant and reform be forthcoming, Pat will offer a full session. However, if the timing and the political climate do not justify an intense session, Pat will provide a briefing paper – whatever seems more appropriate.

In particular, Pat will:

- select key issues for future planning of the post-16 curriculum from 2010;
- explore how the known political and educational agendas in 2010 are expected to impact on post-16 provision

Participants will be invited to share information and experience, comment on and discuss the issues, and consider the implications.

VIRTUAL AND MANAGED LEARNING ENVIRONMENTS (MLES) AT POST 16 – USING TECHNOLOGY TO MANAGE THE POST 16 EXPERIENCE EVEN MORE EFFECTIVELY - JUDITH JAKES

Some centres will have developed a Managed Learning Environment in their sixth form and will be interested to see how others have approached it. Other delegates will be beginning the VLE/MLE journey or know little about it. This session will:

- show the benefits in developing a VLE/MLE for teaching and learning at post 16
- provide an example of how a VLE/MLE can help communicate even more effectively with a diverse range of post 16 students – often so hard to track down!
- explore how VLE/MLEs help elicit the student voice
- assume little knowledge of VLE/MLEs but will offer delegates an opportunity to share ideas from centres more advanced on their 'VLE/MLE journey'

PREPARING STUDENTS FOR THE 'NEW' COMPETITIVE HE COURSES - STEPHEN THOMAS

Medicine, Vet Medicine, Dentistry and Law are no longer the only fiercely competitive university courses. The UCAS application data shows that Psychology, Sport, History, English and Teaching have become increasingly competitive over recent years in terms of grades expected and/or number of applicants for each place. In this session Stephen will:

- offer guidance to support students' background preparation, work experience, course choice, Personal Statement and interview performance for these five courses.
- provide five PowerPoint presentations and other material for delegates to take away to support their students in these subject areas.

DEALING WITH 'IMPACT' IN YOUR SEF: CREATING STRATEGIES TO SHOW 'OUTSTANDING' LEADERSHIP AND MANAGEMENT - MICHAEL SENIOR

This session builds on one Michael offered in 2009 on writing an outstanding SEF - which was extremely well received by delegates. The issue of 'impact' is key to the new SEF and to achieving 'outstanding' under the new OFSTED Framework. Apart from both these two 'drivers', 'impact' should be key to effective leadership and management in any organisation – yet is often hard to define and measure. In this session, Michael will offer:

- strategies on how he addresses impact in his own SEF
- provide feedback regarding impact from an impending OFSTED inspection likely to take place before the conference in 2010 – should it take place in time!
- explore what areas might be addressed in terms of leadership and management within the SEF and strategies to help achieve 'outstanding' on leadership and management under the new OFSTED evaluation schedule

EASY TO REACH VENUE:

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Royal National Hotel is in central London, 2 minutes walk from Russell Square tube & close to Euston main line station.



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- Ideas and materials from SIX specialist speakers
- A day designed in collaboration with practising heads of sixth form
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- Book early to avoid disappointment.
- Fee to be paid two weeks before event date.
- The full fee is payable if cancellation is made within two weeks of the conference date, although substitutions can be made.
- Registration at 9.00am.
- Coffee & pastry served at registration.
- Conference begins at 9.40am. Conference ends at 3.55pm.
- Organisers reserve the right to amend the programme in the event of reasons beyond their control.
- Please note that this event has been over-subscribed in the past, so early applications are advised.

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