

# Professional Clerks' Development Programme

## Rutland Cohort

As a provider nationally approved by the Department for Education, this programme offers both new and experienced clerks an opportunity to develop their role so that they can contribute effectively to governance at their school or academy trust. New clerks will be able to develop their understanding of clerking and develop essential knowledge and skills, whilst experienced clerks will be able to enhance and develop their competencies and expertise.

The programme will consist of:

- ♦ Four face-to-face modules, facilitated by experienced, high quality facilitators
- ♦ 360° evaluation to establish your competencies and areas to develop
- ♦ Inter-session research and activities to put your learning into practice
- ♦ Reflection on your learning throughout the programme
- ♦ Peer support and sharing practice with other clerks on the programme

<b>Module 1 - 13th September</b>	Understanding Governance and the Role of the Clerk
<b>Module 2 - 11th October</b>	Administration, Advice and Guidance
<b>Module 3 - 15th November</b>	People and Relationships
<b>Module 4 - 13th December</b>	Panels & Evaluation of Programme Learning & Impact

All face-to-face modules will be held at the Adult Learning Centre, Oakham Enterprise Park, from 9.30am to 1.00pm. Lunch and refreshments will be provided.

The full cost of the programme is **£430** per delegate; **£350** will be funded by the Department for Education, which means that schools will only be required to pay **£80\***

*\*Rutland County Council will provide £80 funding for Clerks in Rutland schools*

**For further information, or to book your place, please visit our online booking system or call Leicester Teaching School on 0116 2689727**