



## Head of Year: getting the best from your team

**A professional development opportunity for Heads of Year in secondary schools**

Do you want to:

- Develop leadership skills to make a difference?
- Explore strategies to empower your tutor team?
- Better organise and manage time and tasks?
- Ensure you remain focussed on outcomes for students?

## Programme Details

### Programme aims:

- Enable you to focus your time and leadership skills for maximum impact on pupil outcomes
- Develop an understanding of how to empower your tutor team
- Understand how to manage relationships within your school: upwards, downwards and sideways to achieve your aims
- Develop skills to manage powerful dialogues that achieve the outcomes you want

### Learning model:

Participants engage in four 2.5hr face-to-face sessions, interspersed with focused tasks carried out in their own schools. Sessions combine bursts of theory with practical activity.

**“Practical strategies to take and use within my role to help facilitate improvement”**

BTEC Sports Co-ordinator  
Morpeth School



## Programme Structure

### Session 1: Teamwork and leadership

- What does research tell us about leading effective teams?
- What does research tell us about models of leadership that will make a difference to you in your role?

### Session 2: Active listening and managing challenging conversations

- The power of active listening and the role of trust
- Managing challenging conversations to get the outcomes you want

### Session 3: Working strategically, using data.

- Data for dialogue: a problem solving tool
- Tools to enable you to work strategically: visioning, action planning and tracking impact

### Session 4: Managing yourself, coaching others

- Getting the best from yourself: time management and resilience
- Developing coaching skills to enable you to get the best from your tutor team

## Further Details

### Programme dates

#### 2018 Programme

26 September (16.00-18.30)  
17 October (16.00-18.30)  
14 November (16.00-18.30)  
12 December (16.00-18.30)

#### 2019 Programme

22 January (16.00-18.30)  
26 February (16.00-18.30)  
26 March (16.00-18.30)  
7 May (16.00-18.30)

**Costs:** £500 per participant

To book your place:

[www.lcll.org.uk/lcll-booking-form.html](http://www.lcll.org.uk/lcll-booking-form.html)

Contact:

[londoncentre@ucl.ac.uk](mailto:londoncentre@ucl.ac.uk)

Tel: 020 7612 6245

### Venue

UCL Institute of Education  
20 Bedford Way,  
London WC1H 0AL

**This programme can be offered as a bespoke programme to meet the needs of your own school/organisation**

**“Great resources and research, shared in an actionable way.**

**Really good space to take a moment and reflect on my practice and then actively improve it”.**

*Assistant Head of Year  
Preston Manor School*