Assistants Training Available

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Special Education
January 2011
Introduction

Who commissioned the booklet?

This booklet has been put together by Special Education as a reference for schools and other interested parties to identify the breadth and type of assistants training currently available within the NEELB area. We acknowledge the significant contribution of the working party in gathering and compiling the data.

Why was the booklet commissioned?

The booklet was created to assist principals and SENCO’s to access training to meet the particular needs of assistants employed within their school. In recent years the Board has faced significant financial pressure which has meant that funding for further study has not been available to any Board employee, however this booklet tracks relevant in house training which is available.

For whom is the booklet intended?

The booklet has been created as a reference guide for principals and their SENCO’s in primary and post primary schools with assistants who work with statemented pupils within the NEELB area. It may also be a guide for other interested parties within the NEELB area.

How is the booklet to be used?

The booklet is to be used as a reference document and principals and SENCO’s should follow the processes suggested in the document to access particular training. It does not guarantee the right to any or all of the training but simply clarifies who is responsible when initiating the process and who the relevant contact person for the different services/agencies is. It is entirely up to each organisation as to what happens next and, if there is criteria, whether the school meets it or not. (*Please note that prices quoted for courses may change)

Should schools require further information please contact:-

Mrs Oonagh McCann
Field Officer for Special Education
Transition Service
Ballee Community High School
TEL:- 028 2563 0302
e-mail address: - oonagh.mccann@neelb.org.uk
Identified Training Need - Medical

Guidance can be found in the recent DE document entitled ‘Supporting Pupils with Medication Needs’ (Feb 2008)

In SLD and MLD Schools

Information/Length of Course

Courses can be tailored for the individual needs of the pupil and/or the school

Training Provider

NHSCT
Nurse Manager for Learning Disability
Community Children’s Nurse (CNN) Service

Focus Group for Training

Whole Staff, individual classroom assistants, general assistants and escorts

Who requests it?

School

Who organises it?

NHSCT

1. Nurse Manager for Learning Disability - Ballymena and Coleraine area
   TEL:- 028 7034 7871

2. Nurse Manager for Learning Disability – Antrim, Magherafelt, Larne, Carrickfergus and Newtownabbey area
   TEL:- 028 2566 7150

3. Paediatric Clinical Educator (who will then signpost to appropriate Community Children’s Nursing Team)
   TEL:- 028 2766 3430
Identified Training Need - Medical

Guidance can be found in the recent DE document (Feb 2008) entitled ‘Supporting Pupils with Medication Needs’

In mainstream schools and other special schools

Information /Length of Course

Courses can be tailored for the individual needs of the pupil and /or the school

Training Provider

NHSCT
Community Children’s Nursing (CNN) Service
TEL: 028 9334 3514

Focus Group for Training

Whole Staff, individual classroom assistants, general assistants and escorts

Who requests it?

School

Who organises it?

NHSCT

1. e.g. Diabetes, asthma, peg feeding, oxygen, epilepsy(special schools)
   Paediatric Clinical Educator
   TEL: 028 2766 3430

2. Epilepsy (mainstream schools)
   Lead Nurse for School Nursing
   TEL: 028 2563 5683
Identified Training Need – First Aid at Work

Information/Length of Course

**Tier 1** – Initial Training – 4 day course for designated first aid officers. Cost £180-190* + VAT (Jan 2011)

**Tier 2** – Refresher Course – 2 day course required every 3 years (currently under review) Cost £125-135* + VAT (Jan 2011)

Training Provider

Accredited providers i.e. **Red Cross, St John Ambulance**

Focus Group for Training

Teachers and assistants

Who requests it?

**Tier 1** - School principal who requests it by writing to HR and copying to the **Learning and Development Manager**

**Tier 2** – Individual Officer (six months prior to expiry date of certificate)

Who organises it?

**Learning and Development Section NEELB** or school can organise it themselves (N.B. Should the Learning and Development Section organise it the cost is to the school)

**Learning and Development Manager**

**TEL:** 028 9448 2308
Identified Training Need – Manual Handling

Information/Length of Course

Depends on number of staff to be trained and needs of school

Training Provider

Special S Schools have at least one trainer on their staff

Focus Groups for Training

Teachers and assistants

Who requests it?

School

Who organises it?

Please contact your local NEELB SLD School to find out when training is scheduled:

Castle Tower School
Ballymena
TEL: 028 2564 8263

Hill Croft School
Newtownabbey
TEL: 028 9083 7488

Kilronan School
Magherafelt
TEL: 028 7963 2168

Riverside School
Antrim
TEL: 028 9442 8946

Roddensvale School
Larne
TEL: 028 2827 2802

Sandleford School
Coleraine
TEL: 028 7034 3062
Identified Training Need – Autistic Spectrum Disorder

ASD Support Service NEELB

Information/Length of Course

The NEELB ASD Support Service provides tiered training at three levels. A letter goes out to all mainstream schools in the NEELB area in September each year detailing the core training menu.

**Tier 1** – School Awareness Session - A school based session offered as part of a support package for a referred pupil/s. All staff, teaching and non-teaching, are encouraged to attend. Session includes characteristics of autism and practical strategies to support the learner in the classroom. The relevant AAO tailors the session to individual school contexts.

**Tier 2** - Core Training Menu - Two hour training sessions delivered at ABC during autumn/spring terms. Sessions include ASD Awareness, IEP and ASD, Promoting Communication, Promoting Positive Behaviour, Working in Partnership with LSA, Encouraging Social Skills, Sensory Issues, and Transition Planning. *It is necessary to register for these courses.*

**Tier 3** – Longitudinal Training Course (2 Parts) in the Coleraine area:

*Part 1 - LSAs access:*
- 9 weekly 2 hour sessions
- 2 follow up sessions (review of practice)

*Part 2 – Relevant class teacher:*
- 1 day training offered as part of a support package for pupils referred to ASD Service. Priority given to early intervention.

Training Provider

Tier 1, 2 and 3 - ASD Support Service

Focus Group for Training

Tier 1 - Whole Staff
Tier 2 - Teachers and interested assistants
Tier 3 - Targeted group following pupil/s referral to ASD Service
Who requests it?

Tier 1 - School
Tier 2 - School
Tier 3 - School makes referral to ASD Support Service

Who organises it?

ASD Support Service NEELB
TEL:- 028 9448 2305
Identified Training Need – Additional ASD Training

Information/Length of Course
Details and costs available from Middletown Centre

Training Provider
Centre for Autism
Middletown
Jill Drysdale
TEL: 028 3751 5750

Focus Group for Training
Teachers and assistants

Who requests it?
School

Who organises it?
School in consultation with Support Service NEELB and Centre for Autism Middletown
Identified Training Need – Speech and Language Disorder

Thornfield Outreach Service NEELB

Information/Length of Course

(Support moved from Stage 5 to 3c)
Complete training course in place. Runs from Jan – Mar (6 Week Course – 2 Hour Sessions)
Training booklets and certificate provided on completion

Training Provider

Thornfield Outreach Services
(Course availability is subject to the demands of the Outreach Service)

Focus Groups for Training

Classroom Assistants working with pupils with speech and language difficulties identified as their primary need

Who requests it?

School

Who organises it?

Thornfield Outreach Service
Thornfield House
8 -12 Jordanstown Road
Newtownabbey
BT37 OQF
TEL:- 028 9085 1089
Identified Training Need – Speech and Language Disorder

MAKATON Training

Information/Length of Course

Tier 1: Taster Workshop

A two hour introduction to Makaton/or Fringe User workshop teaching a small number of specific signs.

Tier 2: Foundation Workshop

This is available to all staff in nursery, primary schools and special schools. This is a two day course and there needs to be at least 4 weeks between Day 1 and 2. Usually there is a pupil with significant communication difficulties on the roll of the school but it is not a prerequisite for training. The cost for material is approximately £25* per person and the tutor’s time is usually free. A certificate is presented on completion of the course. (Jan 2011)

Tier 3: Enhancement Workshop

This is a further 3 day training programme which prepares the recipient to apply to go on to train as a Makaton trainer. Costs for manuals approx £30* (Jan 2011)
A 5 Day Residential Course is also available. Costs for course can be obtained from the Head of Speech and Language Services.

Training Provider

Speech and Language Therapist NHSCT through the Head of Speech and Language Therapy Service
Mildred Bell
TEL:- 028 9034 1586

Focus Group for Training

Tier 1

Teachers, assistants, catering staff, clerical administration and technical staff

Tier 2

Teachers and assistants
Who requests it?

School

Who organises it?

School in consultation with NHSCT Speech and Language Therapist and Head of Speech and Language Therapy Service

*Other Courses can be delivered by Speech and Language Therapists and can be individually tailored for a school’s particular needs. They can be delivered at a time which best suits the school, this may include ELKLAN training (see page 11 for information)*

Who organises them?

School in consultation with NHSCT Speech and Language Therapist and Head of Speech and Language Therapy Service

*Other Independent Trainers are available throughout NEELB and are known to the NHSCT Speech Therapists.*
Identified Training Need – Speech and Language Disorder

ELKLAN Training

Information/Length of Course

Complete training course available. See website www.elklan.co.uk
Schools can buy in courses for teachers and assistants. There are different levels of the 10 week course which can be accredited. Costs range from £250pp* for the non-accredited course to £290pp* for the accredited course (Jan 2011). Other courses have been run in partnership with the MASTS Teams.

Training Provider

Contact Person
Liz Elks
TEL: 028 9042 2069 or e-mail – liz@elklan.co.uk

Focus Group for Training

Teachers and assistants

Who requests it?

School

Who organises it?

Liz Elks
TEL: 028 9042 2069 or e-mail – liz@elklan.co.uk
Identified Training Need – Specific Literacy Difficulties/LTSS

**Information/Length of Course**

Staff working with Stage 3c in mainstream schools. Strategies used and areas covered within the course were outlined. Delivered through one off half day training alongside ongoing support and professional development.

**Training Provider**

LTSS

**Focus Group for Training**

All staff who work with individual pupils with specific literacy difficulties

**Who requests it?**

School

**Who organises it?**

Following initial assessment by an Educational Psychologist (at Stage 3 of the Code of Practice), pupils with specific literacy difficulties may be referred to LTSS.
Identified Training Need – Curriculum Training

Information/Length of Course

CASS has no official remit for training assistants. However, when a school requests INSET training, they are encouraged to include classroom assistants at the in-school development session. There is an onus on teaching staff attending courses to disseminate the training to their assistant in order to enable capacity building to take place. NB Reading Partners and Toe by Toe training are currently not available.

Training Provider

CASS/School

Focus Group for Training

Teachers and assistants

Who requests it?

School

Who organises it?

School through CASS Consultation at the end of the year.
Identified Training Need – MASTS Training Programme

MASTS Training Programme

Information/Length of Course

The MASTS training programme has been devised in a tiered manner with each tier building upon the knowledge and skills gained previously.

Tier 1: Foundation
Tier 2: Core
Tier 3: Trans-disciplinary

It is compulsory for participants to have completed the required Tier 1 course before applying for a course at Tier 2 level.

The MASTS service holds a central database for course attendance which will be cross-referenced upon receipt of course nomination forms. This year, only courses at Tier 1 and 2 will be provided. Tier 3 courses will be developed throughout this year, with the intention of offering these in the 2010-2011 academic year.

**This does not apply to courses within the Social, Emotional and Behavioural Category (Section 1)

Training Provider

MASTS Training Team

Focus Group for Training

This training is only available to schools involved in the MASTS Programme

Who requests it?

N/A

Who organises it?

Geraldine Teague
Manager of MAST Team
TEL:– 028 9442 7676

Lisa Montgomery
(Team Leader)
TEL:– 028 9036 0910
e-mail: lisa.montgomery@northerntrust.hscni.net
Identified Training Need – Behaviour

Behaviour Support Service NEELB

Information/Length of Course

A. Course can be designed in consultation with the school and Behaviour Support Team, will focus on the needs of the pupil/s/school and will include positive behaviour management strategies.

B. Induction programme and Continuous Professional Development for assistants who work with pupils who have been identified as needing extended behaviour support. The Behaviour Support Team currently has a pool of trained Behaviour Support Assistants. The team links with both MASTS and other NEELB Services.

C. Team Teach - The service can provide an awareness raising session for whole staff on the use of reasonable force and safe handling. A two day course is also available.

Training Provider

Behaviour Support Service NEELB

Focus Group for Training

A: Teachers and assistants  
B: Behaviour Support Assistants who are part of the Extended Behaviour Support Service  
C: Teachers and assistants in Special Schools

Who requests it?

A: School  
B: Behaviour Support Team  
C: School

Who organises it?

1. Priority is given to those schools who have identified the need in their SDP  
2. Schools can make a request for training through their CASS Link Officer and Consultation Document at end of year  
3. By a phone call to the service requesting support

Behaviour Support Service NEELB  
TEL:- 028 9448 2305
Identified Training Need – Child Protection Training

Information/Length of Course

Training should be delivered at least biannually by the school to all staff.

Training Provider

Schools should follow Circular 99/10 ‘Pastoral Care in Schools - Child Protection’ and the school’s own policy for Child Protection and Code of Conduct for staff

Focus Group for Training

Whole Staff at least biannually

Who requests it?

School

Who organises it?

Guidance can be given by the NEELB Child Protection Support Service for schools:

TEL:- 028 9448 2223