

The HertsCam Teacher Led Development Work (TLDW) Programme

An accredited programme suitable for **all** those involved in the education and care of children and young people in maintained and non-maintained settings

Engaging in the TLDW programme has given us the confidence to take the initiative and lead change rather than waiting for someone else.



I feel I have learnt from all the obstacles and challenges I faced. This has definitely helped to develop my leadership skills.

This transformational programme supports all educators no matter what their role or job title to focus on **school improvement** through developing the quality of teaching and learning by leading innovation and development work in their settings.



With its origins in Hertfordshire in 2004, the TLDW programme has now spread to other regions in the UK with participants and facilitators from all phases and school types.



Through participating in the HertsCam TLDW Programme your organisation has access to high quality support for leadership and school improvement

To enable participants to lead development work, they are supported through:

- 7 school-based twilight sessions across an academic year
- regional and international Network Events
- regular tutorials with their TLDW facilitator
- Annual Conference
- opportunities to visit other settings.

Participants assemble a portfolio of evidence of participation and an account of their development work which leads to the award of the HertsCam Certificate in Teacher Leadership.

To develop and enable facilitators to lead TLDW groups they are supported through:

- Facilitator Team conference
- regular meetings and supervisions
- bespoke resources and tools to plan and lead group sessions
- regular bulletins
- session visits with detailed feedback
- regional and international Network Events
- Annual Conference
- moderation of participant portfolio assessment

Over two years, facilitators receive personalised support and coaching and in the second year they assemble a portfolio of evidence of having facilitated a TLDW group which leads to the award of the HertsCam Certificate in Facilitating Teacher Leadership.

To enhance school improvement, the TLDW programme supports your organisation by:

- impacting recruitment and retention
- improving student and teacher learning
- developing a more collaborative school culture
- enhancing the quality of professional dialogue
- developing leadership capacity.

If someone in your organisation is participating in either the HertsCam TLDW or MEd in Leading Teaching and Learning programmes, then anyone in your organisation can attend our Network Events and Annual Conference free of charge.

What is HertsCam?

We are an independent charity¹ governed by teachers and headteachers through a Steering Committee. Our MEd and TLDW programmes and events are organised and led by teachers.

**For more information please visit us at www.hertscam.org.uk
or contact our administrator Heather Walker:
hwalker@hertscamnetwork.org.uk**

¹ (reg no 8337179)

The HertsCam TLDW Programme The Facilitator and Participant roles

The TLDW Programme, a vehicle for school improvement, is led by **facilitators** who recruit a group of **participants**. HertsCam supports facilitators to lead their TLDW groups.

The Role of the Facilitator

Who can be a facilitator?

A facilitator is typically someone in your organisation who has the capacity and desire to enable colleagues to lead change (a senior leader, an advocate of teaching and learning, someone who has successfully completed a TLDW project) and impact school improvement.

What are the expectations of a facilitator?

Across an academic year, facilitators are expected to:

- recruit participants to form a TLDW group (between 6 - 12 members)
- plan and facilitate school-based sessions (6 two-hour sessions + 1 one-hour session)
- provide 3 one-to-one tutorials
- ensure participants adhere to the programme expectations
- assess participants' portfolios
- attend regional and international virtual/F2F Network Events and the HertsCam Virtual International Annual Conference
- meet once a term with their headteacher or member of SLT regarding the impact of the programme
- develop a **portfolio of evidence** documenting their facilitation of the TLDW programme.

How do we support facilitators?

Over 2 years, facilitators receive **50 hours** of ongoing support including:

- Facilitator Team virtual /F2F international conference
- regular virtual/F2F Facilitator Team meetings
- Facilitator & Participant Handbooks
- bespoke resources and tools to plan and lead TLDW group sessions
- password protected access to online tools and resources
- 2 virtual/F2F session visits with detailed feedback
- 3 virtual/F2F supervisions
- regional and international virtual/F2F Network Events (attend or host)
- HertsCam Virtual International Annual Conference
- moderation of participant portfolio assessments
- certification for facilitating Teacher Leadership
- membership of the HertsCam Network.

What does the facilitator portfolio involve?

The facilitator portfolio, developed in the second year of the Facilitator Programme, is a collection of evidence of having facilitated a TLDW group and having participated fully in the programme of support provided by HertsCam.

Facilitated a teacher leadership support group

- An initial reflective statement
- A record of session planning and preparation
- A record of facilitated sessions
- A record of post session evaluations
- A record of tutorials with participants
- A record of reflections on tutorials with participants
- A record of reflection on feedback from visits by TLDW Programme Leader or Assistant Programme Leader
- A commentary on the assessment of participants' portfolios
- A summative reflective statement

Participated fully in the programme of support

Records of participation from

- the International Facilitator Team Conference
- at least 2 virtual/F2F Network Events
- Facilitator Team meetings
- HertsCam Virtual International Annual Conference



Due to the nature of the facilitator role, we recommend that facilitators are given 25 hours planning and assessment time during the course of each year to enable them to best support their participants and develop their own facilitation skills.

The Role of the Participant

Who can be a participant?

A participant can be anyone in your organisation regardless of role or experience. For example, a TLDW participant can be an Early Years educator, NQT +1, librarian, middle leader, LSA, senior leader or science technician.

What does it mean to be a participant?

A participant is someone who wants to change something in their practice to impact student learning. As a member of a TLDW group, a participant leads a process of change in their organisation and documents their leadership of this process in a portfolio of evidence. The portfolio leads to the HertsCam Certificate of Teacher Leadership.

How are participants supported?

Participants receive **15 hours** of ongoing support including:

- 7 school-based twilight sessions across an academic year
- a Participant Handbook & tools
- regional Network Events
- regular tutorials with their TLDW facilitator
- assessment of a portfolio of evidence
- HertsCam Virtual International Annual Conference
- membership of the HertsCam Network.



Due to the nature of the participant role, we recommend that participants are given 15 hours planning and reflection time during the course of the year to enable them to lead their development projects and document their leadership journey through a portfolio of evidence.

How your organisation can be involved

If you are interested in establishing a TLDW group in your organisation, there are different ways of doing this.

Option 1

Your organisation identifies 6 – 12 participants to form a TLDW group and two facilitators to support the group.

Benefits:

- A group of this size is most likely to realise the full potential of the programme due to the fact that both facilitators and participants are from the same organisation and can collaborate to lead the programme including informally supporting participants outside of the sessions.

Option 2

Your organisation identifies between 3 and 5 participants who join forces with a neighbouring organisation to form a TLDW group of 6 or more participants. The group is led by two facilitators, one from each of the organisations involved.

Benefits:

- Useful for smaller organisations who do not have the capacity to lead a group independently
- Joint groups can foster collaboration both between participants and facilitators and strengthen or develop collaboration and networking at organisational level.

Option 3

Your organisation identifies between 1 and 3 participants who would join an existing TLDW group. The facilitator(s) of that group would support your participants.

Benefits:

- Minimum impact on financial and human resources
- Individual participants will develop their leadership capacity and impact pupil learning and colleagues' practice.

The Costing Model

Because the TLDW Programme is a vehicle for school improvement which is an ongoing process and cannot be achieved through a one-off training course, HertsCam is committed to fully supporting facilitators over two years. Therefore, our costing model reflects that.

Facilitator 1 st year (<i>with personalised support & coaching</i>)	£750
Facilitator 2 nd year (<i>with portfolio of evidence leading to certification</i>)	£750
<i>Developing a portfolio of evidence which documents the process of facilitating a TLDW group deepens understanding of both the programme and how to enable colleagues to exercise leadership. HertsCam has opportunities for certificated facilitators to support with inducting facilitators nationally and internationally which further enriches facilitators' own leadership capacity and school improvement in their organisation.</i>	
Participant	£450



If you are interested in discussing how your organisation could be involved with the TLDW Programme in 2020-21, please contact our administrator Heather Walker at hwalker@hertscamnetwork.org.uk