

# Returning to Teaching Courses

Returning to teaching courses are designed to update your skills and build your confidence before you return to the classroom. Literacy Matters is an Educational Training company approved by the Training and Development Agency for schools (TDA) to provide Returners' Courses.

## Who can apply?

If you have Qualified Teacher Status(QTS) but have not taught regularly in schools in England for at least one year you could apply to attend a Returners' Course. Perhaps:

- o you have had a career break and are now thinking of returning; or
- o you qualified some years ago and have never had a teaching post.

## What does it involve?

The Returner programme has three main stages:

1. Needs analysis, this is when your past experiences and individual requirements are taken into account to ensure that your needs are met.
2. Course input and school placement.
3. Follow up in order to support your return to teaching within six months of the completion of the course.

## How long does it take?

The course consists of:

- o 11 days course content over a 10-week period including tutorials and home study with access to e-learning through the Literacy Matters website. Materials will be available on disc for participants without internet access.
- o 10 days school placement. Five days interspersed through the course and five days in a block.

## What's in the course?

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Primary Curriculum: Teaching and Learning	
The National Strategies	<ul style="list-style-type: none"> <li>○ Planning, Teaching individuals, groups and whole class, and Reporting for Literacy and Numeracy</li> </ul>
Whole Class Management	<ul style="list-style-type: none"> <li>○ Assessing, Planning, Teaching whole class, and Reporting</li> </ul>
ICT	<ul style="list-style-type: none"> <li>○ Knowing and using ICT for own use</li> <li>○ E-learning support</li> <li>○ Using ICT with pupils</li> </ul>
Learning Styles and Thinking Skills	<ul style="list-style-type: none"> <li>○ How pupils learn best</li> </ul>
Cross Curricular Teaching	<ul style="list-style-type: none"> <li>○ Teaching History, Geography, Science</li> </ul>
Assessment and Target Setting	<ul style="list-style-type: none"> <li>○ Assessing, Planning, Teaching individuals, groups and whole class, and Reporting</li> </ul>
Behaviour Management	<ul style="list-style-type: none"> <li>○ Managing pupil behaviour</li> </ul>
School Management	
Schools Today	<ul style="list-style-type: none"> <li>○ The New Ofsted Inspection; school self-evaluation and improvement</li> <li>○ Career progression: performance management; threshold assessment</li> <li>○ Completing your CV and preparing for interviews</li> <li>○ Life/work balance: effective time management</li> <li>○ Workforce reform and its implications</li> <li>○ Avoiding stress in the workplace</li> </ul>
Different Pathways Module	
Inclusion	<ul style="list-style-type: none"> <li>○ SEN Code of Practice</li> <li>○ IEP</li> <li>○ Gifted and Talented</li> <li>○ Respecting Social and Cultural backgrounds</li> </ul>
E-Learning	
<p>Participants will have access to e-learning to help meet identified needs. Participants will be provided with a user name and password to access the HLTA e-learning support section of Literacy Matters Ltd website: <a href="http://www.literacymatters.com">www.literacymatters.com</a></p>	
School Based Tasks	
<p>Participants will complete a number of school based tasks related to the course input.</p>	

# Returning to Teaching Courses

## What does it cost?

When you apply to attend a Returning to Teaching course you pay a returnable deposit of £75, which will be returned to you on the end of the course. Support is available to help you return to teaching through training bursaries and help with child care. The course costs are met by the TDA. All teachers approved for a TDA funded Returners' Course are eligible to receive a Training Bursary of up to £150 per week. As the courses are over a 10 week period this means that you could be eligible to receive £1,500. This is paid shortly after the conclusion of the course. No tax is deducted from this amount.

If you need to pay for child care to enable you to attend a Returners' Course, financial support for this is available. You can claim for the days you are required to attend taught sessions and days you attend your placement school. For every child up to the age of 5, you can claim up to £150 per week, for every child aged between 5 and 14 you can claim up to £70 per week. You will need to provide us with receipts and copies of your children's birth certificates to claim this money at the end of the course.

If you do not complete the course, you will forfeit your entitlement to any bursary or child care payments and lose your course deposit.

## Where and when are the courses held?

For information on the latest courses check on our website:

[www.literacymatters.com/returners/courses](http://www.literacymatters.com/returners/courses)

Or see the enclosed flyer.

## How do I apply?

To attend a Returners' course, you **must** first register with the TDA's Returning to Teach Service (RTT) 0845 6000993 and obtain a RTT Number.

When you have your RTT number, complete the application form along with a supporting statement of no more than 300 words of why you wish to attend a Returners' course.

# Returning to Teaching Courses

Return this along with proof of Qualified Teacher Status to:

Sue Heathershaw  
Literacy Matters Ltd  
30A Market Street  
Disley  
Stockport  
Cheshire  
SK12 2DT

## How will you choose successful applicants?

We will use the following criteria to select applicants for Returners' Courses:

- Applicants are non-serving teachers, have QTS and have not taught regularly in schools in England in the previous year
- Applicants are proficient in speaking, reading and writing English
- Applicants can demonstrate that they are committed to returning to teaching within six months of the course completion
- Applicants' confirmation that they will not undertake additional work teaching in a school whilst attending the course
- When courses are oversubscribed preference will be given to secondary-trained applicants whose subject specialism is: English, mathematics, science, ICT, modern languages or religious education
- Course participants' commitment to registering with the RTT service prior to commencement of the course
- Participants' agreement to pay a returnable deposit of £75 to demonstrate their commitment to attending and completing the course

Successful applicants will attend an interview where a needs analysis will take place.

## What else do I need?

You will be required to have a Criminal Record Bureau (CRB) Enhanced Disclosure to enable you to work in schools.