



Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

GTCW Professional Development Funding Programme April 2009 to March 2010

Guidance to Network Coordinators

1.0 Introduction

The GTCW Programme makes available a variety of funding streams to enable individual teachers to identify their own professional development needs, within the context of performance management and to organise CPD activities to meet those needs.

One such professional development activity which may be undertaken by teachers is the Professional Network. This enables a group of teachers to work together, regularly, over a period of time, to undertake an identified activity or programme, which will impact on their own practice as teachers.

All Professional Networks funded by the Council require a person to act as the co-ordinator. Typically, such persons might be an LEA Adviser, member of the Senior Management Team, a teacher or occasionally a Higher Education Institution academic.

Please refer to the CPD Information Booklet 2009-2010 for full guidance.

2.0 Timescale

Funding is allocated on a financial year basis with the requirement that the activity is completed, and a claim submitted, no later than 18th March 2010.

Applications must be received by the CPD Team **no later than 1st June 2009**. Applications will not be considered after this date. Funding will be allocated for **activities undertaken during the autumn and spring terms only**.

The Network Coordinator will need to collect and submit individual application forms from all participating teachers (Form 4b), together with the separate form for Coordinators (Form 4a). All applications must be submitted together and no proposed Networks will be considered unless this is the case.

3.0 The role of the Network Coordinator

A Network Coordinator may only coordinate one Network in any financial year.

The Council views the role of the Network Coordinator as being to play a lead role in:

- designing and planning the Professional Network, while ensuring that Network members are clear on the objectives of the Network and confident that it will impact upon their own practice in the classroom
- ensuring the Network adheres to the timetable set out on the application form

- co-ordinating the preparation and submission of all necessary paperwork both at the time of application and when submitting financial claims
- providing a central point of contact for the network
- evaluating the success of the Network's objectives in a report prepared following the activity
- sharing/disseminating the teachers' experiences with others and supporting individual Network members in their dissemination

4.0 Planning and designing a Professional Network

In submitting an application for GTCW funding, the Network Coordinator will need to specify the following for the group:

- details of the professional development activity, including meeting dates
- clear details of the expected outcomes or benefits of the activity on their own practice, the school and pupil learning
- clear details of how they will measure the success of the professional development activity
- clear details of how the experiences will be shared with others (disseminated)

With these matters in mind, key considerations for the Network Coordinator are set out below. If you are not satisfied that the matters below have been addressed, you should not support / submit the application.

All Network activities must be completed within a financial year.

4.1 Composition of the Network

Networks should consist of a minimum of 5 and a maximum of 12 teachers, drawn from at least 3 different schools. Network should contain a balance of members from the schools which constitute the Network. Preference will be given to Networks with members from more than one LEA and to Networks which include external expertise.

Registered teachers who work full time or part time in maintained schools in Wales are eligible to be members of a professional Network. The funding enables teachers to use supply cover to release them to attend Network sessions. The Council will not employ supply teachers to attend CPD activities.

Networks should be considered as 'Task & Finish' groups. They are not intended as long term associations.

Network members are required to meet together on a minimum of 3 occasions. Sometimes teachers will trial strategies or research topics in the intervening periods, these should be stated in the project outline but will not be funded. Sub-groups are not appropriate.

A teacher may apply for only one grant in any financial year. It is the Network Coordinator's responsibility to ensure that all Network Members are eligible to apply (please refer to sections 1.2 & 1.3 in the CPD Information Booklet).

The Council will only pay costs associated with members of the Network who have submitted individual professional Network application forms.

4.2 Identifying the collective professional development needs of Network members

Coordinators are advised that a teacher's desire to work as part of a professional Network should usually result from:

- the annual Performance Management review in his / her school
- discussions between the teacher and his / her line manager.

The main emphasis should be upon satisfying the specific knowledge and/or skills the teachers are trying to gain and in doing so, what area of their work they are trying to improve. In addition, teachers will need to consider how the activity might link to the needs of their schools, LEA or national priority.

It is accepted that different Network members will have differing professional needs, however, you will need to summarise these for the group as a whole in preparing the application.

4.3 Expected outcomes

All professional development activities should be undertaken with an anticipated set of outcomes or benefits in mind, and which can be demonstrated or measured. It is important that the evaluation of the activity is planned at the beginning of the CPD project.

Any outcome in terms of resources produced should be regarded as secondary to the teachers' increase in knowledge, skills and understanding.

4.4 Dissemination/sharing

The Council considers that sharing the experiences from working as part of a Network is an important element of any professional development activity. Such projects offer a particular teacher the opportunity to share the learning experience with others, including for example to:

- train others
- cascade skills and experiences to teachers of the same Key Stage or department
- raise the awareness of staff.

This sharing of information might be at a school, LEA or national level, and may be delivered individually or together.

In previous years, some Networks have proved to be particularly rich in respect of their suitability for the dissemination of good practice. In planning a Network, co-ordinators should give consideration to how they might share good practice from the Network, for example through LEA cluster meetings, subject associations or within individual schools.

The Council would highlight that in previous years, teachers who have presented the outcomes of their projects to fellow teachers, whether locally or nationally have found this to be particularly valuable as a developmental opportunity in its own right, enabling the teacher to consolidate new knowledge or practice by sharing / disseminating it to others.

4.5 Competing priorities

The Council recognises that many co-ordinators will have other priorities. However, once an application is supported, a coordinator has a commitment to ensure that Network members are made aware of all aspects of the Network programme, including:

- the funding level agreed
- the financial requirements upon the co-ordinator and individual teacher
- dates of meetings and end date for the project
- and the specified timescale

The Council has seen occasions where funded Networks have not been completed within the dates agreed or not completed at all.

5.0 Financial claims and reporting

5.1 Financial claims

The Council will only pay costs associated with members of the Network who have submitted individual professional Network application forms.

Network Coordinators are responsible for all financial and administrative aspects of a project. Financial claims will only be accepted from the coordinator. As a Coordinator, you may either submit a financial claim at the end of autumn term, or submit the whole claim following the completion of the activity.

To make an interim claim the coordinator will be required to submit the following:

- a financial claim form, including accompanying invoices
- completed supply cover forms (where appropriate) from the individual teacher's schools

For the final claim, the coordinator needs to include

- a financial claim form, including accompanying invoices
- completed supply cover forms (where appropriate) from the individual teacher's schools
- a coordinator 2,000 word report (see below)
- Network Members are expected to write a report up to 1,000 words to be kept in the teacher's Professional Development Portfolio.

As Coordinator, you will need to ensure that teacher members understand the need for you to submit the documentation described above and understand that the Council will not settle claims where this is incomplete.

All claims must be submitted within one month of the completion of the Network, and not later than 18th March in any financial year. Claims received after this date will result in loss of funding.

5.2 Report

The coordinator is responsible for the submission of an evaluative report on behalf of the network and which should be up to 2,000 words in length.

The report may be produced by the Coordinator or by several members of the Network together.

It should contain the following:

- a brief rationale for the Network, in terms of the professional requirements identified by teachers

- details of the activities the Network has undertaken (this could be set out briefly as a table)
- reflection on the realism of objectives or targets set by the Network and the extent to which these were met
- **the benefits brought to members of the Network terms of improvements to teachers' skills, knowledge, or ability to fulfil their role**
- the outcomes produced by the Network, for example resources, curriculum support materials, if appropriate
- how the experiences and new skills gained have been / will be shared with others (disseminated)

In addition, you are advised that individual Network members are required to prepare a report of up to 1,000 words for their own Professional Development portfolio.

Further details on report writing are available in the separate guidance sheet for teachers. This is available from the Council's CPD Wales website (www.gtcw.org.uk) or from the Council's Professional Development team.

6.0 Further information

The Professional Development Team, The General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW. Telephone: 029 2055 0350, Fax: 029 2055 0655, E-mail: cpd@gtcw.org.uk.

The Council's CPD Wales website (www.gtcw.org.uk) holds a range of information to assist teachers and others with an interest in the GTCW Professional Development Funding Programme, including exemplar applications and reports, guidance material and details of previous projects.