



### The SEF: showing quality

#### Details

The course helps senior managers learn how to write a clear, realistic and evaluative SEF.

#### Objectives

- The purpose of the SEF and implications for leadership
- Collecting and presenting the evidence
- SEF writing skills: evaluative not descriptive
- Proving effectiveness: using the PANDA and other sources of data to show improvement
- Diagnosing strengths and weaknesses
- Making judgements: diagnosing strengths and weaknesses
- Planning for improvement

#### Aimed at

Headteachers and senior managers

#### Method of tuition

The course is mix of tuition, discussion and practical activity.

#### Pattern for the day

9:00-9:30	Arrival and registration (coffee provided)
9:30-10:45	Session 1
10:45-11:00	Morning coffee
11:00-12:15	Session 2
12:15-12:45	Lunch (included in the price of the course)
12:45-2:00	Session 3
2:00-2:15	Afternoon tea
2:15-3:30	Session 4
3:30	Tea and departure

#### Venue

The course is held at Heath House, Cheadle Road, Uttoxeter, ST14 7BY.

#### Cost

£95 plus VAT

#### Dates

22 March 2006	(Reference SE220306)
26 April 2006	(Reference SE2260406)
7 June 2006	(Reference SE070606)

#### BOOKING FORM

**Title:** The SEF: showing quality

Date:

Reference:

Name and full home address:

School name and address:

Telephone contact details (home and school):

I wish to be enrolled on the course. I will send a cheque or school order form for the full amount within five days of my place being confirmed.

Signed:

Date:

