

Nickii Messer

All the geese

School Business Management and
Leadership Development

Leading INSET for support staff

Nickii Messer
www.nickiimesser.com
Nickii.sbm@gmail.com



Know what you are trying to achieve



All the geese



Who will you include?



All the geese



Where to start.....

- Half day – allow staff to ‘catch up on work’
- Have fun
- Share important information
- Activities you feel comfortable leading
- Ask Headteacher/Principle to drop in – and then leave!!
- Make it simple but effective
- Be positive!!



Planning ahead

- Consider where – nice room (kick teachers out!!)
- Make it a treat
- Play to your strengths
- Draw up an agenda
- Agree times eg 9.00 am – 1.00 pm
- Get others involved –
what can your colleagues offer?
- Keep equipment needs simple and minimal
- Tell people why you are doing it
- Encourage buy in



On the day

Look like a leader

.... and that doesn't
mean doing it all
yourself



All the geese



Inset sessions

- School improvement planning - news, updates
- How to prioritise
- Managing change
- Draw your school
- Team development
- 'Coaching'
- Creative ways to use Word/Excel
- Team appraisal



Team appraisal

In teams

Once a year

One hour

Team 'spokesperson' to report back

Aim: to celebrate successes and consider 'even better if's'

Aim: for all support staff to get to know
each other better

Aim: TO PROVIDE HIGHEST QUALITY OF SERVICE



Team appraisal

Team name:	
Team values	
Team: what are we here for, what are our objectives?	
Team: what went well over the last 12 months [WWW]	
Team: over last 12 months - even better if...[EBI]	
Team Aims for next 12 months	
Team training and development needs for next 12 months	



Team Service Level Agreement

SLA sets out the services the team provides and to what standards. This forms part of the 'contract' between the team and immediate stakeholders. Typically it includes:

- the services provided
- client identification, eg teachers, pupils, parents
- the standards of service
- the delivery timetable
- responsibilities of supplier and customer
- mechanisms for monitoring and reporting
- how disputes will be resolved



Top tips

- Want it to happen
- Know what you want to achieve
- Ask for professional support for the first event
- Make this a calendared event
- Make it fun but purposeful
- Have cakes!
- Provide a mixture of pace and reflection
- Keep to time and finish on time
- Be courageous
- Be a credible leader



Any questions?

All the geese



Nickii Messer

www.nickiimesser.com

Nickii.sbm@gmail.com

