NORTHERN LIGHTS
Teaching School Alliance

Building your timetabling capacity

Understanding the process of timetabling by exploring your own timetable and software

Who is this for?

- Secondary Trusts or schools who wish to develop colleagues into a timetabling role
- Schools with colleagues new to a timetabling role who wish to improve confidence
- Schools who would like to critique and develop current timetabling practice

Format

Four half day remote sessions, with gap task and optional mentoring and support as you schedule your timetable.

Venue

Local/hosted by your schools and trust

Cost

Guide price £240 per delegate per day. This is a bespoke offer and exact costs to be determined according to individual circumstances.

Facilitator

The course leader has many years' experience in delivering training and supporting timetabling in a variety of educational settings.

Schools must be willing to share their timetable file with the course leader in order that he/she can prepare for the training.

TO APPLY
shine@northernlightstsa.org

Programme

Day 1 and 2:
26th November 2020, 9.15am - 12.15pm
9th December 2020, 9.15am - 12.15pm

Timetable planning and key features of the timetable programme including:

- key features of the timetable software
- developing a timetable model from the Curriculum Plan, taking account costs, constraints and the requirements of the software
- exploring and understanding your own timetable including structures, strengths and weaknesses
- preparing next year's timetable by changing the timetable model and updating the data

Gap task:
Participants explore their own timetable and software to familiarise themselves with the software's functions in preparation for Day 3 and 4.

Day 3 and 4:
26th January 2021, 9.15am - 12.15pm
9th February 2021, 9.15am - 12.15pm

Scheduling elements of the participants' school timetable using their timetable software including:

- the key scheduling functions in the software and how they are interconnected
- understanding different scheduling strategies and consider when best to use them
- including strategies to manage the scheduling of part time staff (and a two week timetable if required)
- exploring the use of spreadsheets and their links with the software in order to understand and resolve timetabling difficulties

Follow up:
Individual coaching in school or by telephone/email to produce a timetable for next year.