



Liberty
Academy Trust



**TRAINING
AND
DEVELOPMENT**

CONTENTS

INTRODUCTION

03

An introduction from the CEO on the value of training and development.

EDUCATION

05

Full suite of Education-based training and development available, including opportunities for networking and involvement in the Research School.

SAFEGUARDING

22

Full suite of Safeguarding training and development available, including opportunities for networking.

OPERATIONS

29

Full suite of Operations-based training and development available, including opportunities for networking.

FINANCE

38

Full suite of Finance-based training and development available, including opportunities for networking.

Welcome to the Liberty Training and Development brochure!

As a group of schools committed to offering an exceptional educational offer for autistic children and young people, we need to ensure all colleagues have access to the appropriate training and development that guarantees this aim.

We also want colleagues across the Trust to know that investment in them is always a high priority and that support and guidance is available so that everyone can be the best versions of themselves.

With that in mind, hopefully this training and development brochure will act as your 'one stop shop' for your needs - and we will continue to increase our offer as we grow.

Nic

Dr Nic Crossley
Chief Executive Officer



When you join Liberty Academy Trust you will be provided a log in and be able to freely access a range of courses suited to your role and interest.

Overview

The National College is an online platform that offers professional development resources for schools, colleges, trusts, and nurseries.



The National College's online training includes:

Courses: Expert-led courses on a variety of topics

Webinars: Webinars to help with professional development

Podcasts: Weekly podcasts with the latest news and guidance from key bodies like DfE and Ofsted

Parent Guides: Online resources that help parents and carers keep children safe online

You will also use National College to access mandatory induction training including:

- Annual Certificate in Safeguarding for Staff
- Annual Certificate in the Prevent Duty
- Certificate in Equality, Diversity and Inclusion
- Certificate in Understanding Mental Health
- Annual Certificate in Data Protection and GDPR for Staff
- Annual Certificate in Health and Safety for Staff

Who is this course for?

All staff in Liberty Academy Trust

Timing / Duration

The exact time can vary according to the sessions. Typically, sessions are 1 hour. The Annual Certificate in Safeguarding is 90 minutes.

Delivery

Online

Certification

All courses on National College are certified and the platform can be used to store documents to develop your Career Professional Development portfolio.

Training Lead

Andy Richardson, Head of HR

How to Book

More information can be obtained by emailing: andy.richardson@libertytrust.org.uk

The background features three large, overlapping circles. A purple circle is positioned in the upper right, a green circle is in the upper left, and a red circle is in the lower left. The word "EDUCATION" is centered within the purple circle.

EDUCATION

Autism Training in Liberty Academy Trust

All colleagues require training in autism education as standard, so that our children and their families are understood and appropriately supported. However, we also offer a range of professional development opportunities to enhance knowledge and understanding of autism further.

1. Foundational Training (Tier 1) Equip all staff with basic knowledge and understanding of autism which ensures that every staff member has a baseline understanding, promoting a more inclusive and supportive environment for autistic individuals.

2. Intermediate Training (Tier 2) Builds on foundational knowledge with more specific strategies and greater depth of understanding. This course enhances the ability of staff to implement effective interventions and support strategies tailored to individual needs, improving outcomes for autistic individuals.

3. Advanced Training (Tier 3) Develop specialised expertise among key staff members. Allowing those with an undergraduate degree to achieve a Post Graduate Certificate in Professional Education (Autism Leadership).

This structured approach ensures that all staff members are equipped with the necessary skills and knowledge to support autistic individuals effectively, fostering a more inclusive and supportive environment.

The infographic is titled "Autism Training" and features the Liberty Academy Trust logo on either side. It is divided into three vertical columns representing different tiers of training:

- Tier 1 (Foundational Training):**
 - Whether experienced in the field or new to working in Autism all staff will complete the following induction training:
 - 2 day SPELL Framework**
 - Introduction to the LAT Quality of Life Framework**
 - AET workbased CPD programme:**
 - Autism Awareness
 - Supporting Social Understanding and Communication
 - Supporting Flexibility, Information Processing and Understanding
 - Supporting Sensory Processing and Integration
 - Autism and the Individual.
- Tier 2 (Intermediate Training):**
 - The next stage of your continued professional development at Liberty Academy trust will be to complete the **LAT Autism Professional Training programme**. This will consist of modules designed in house.
 - Examples include:
 - Ambition and Inclusion
 - Autism and Toileting
 - Autism and Cognitive theories
 - SPELL in practice
 - Autism and wellbeing
 - Safeguarding and Autism
- Tier 3 (Advanced Training):**
 - For those staff who have progressed their learning to degree level and want to further their Autism training. Staff will be able to apply to join a **Post Graduate Certificate in Professional Education (Autism Leadership)**. This will be accredited by the University of Warwick and will include 6 taught sessions. These sessions will include:
 - Statutory and regulatory frameworks
 - Child development theory
 - Latest autism research
 - Neuroscience and education
 - Memory and cognitive load
 - Cognitive theories
 - Autism and sensory considerations
 - Dispelling the myths
 - Understanding differing perspectives
 - Developing an inclusive culture
 - Leading effective practice for autistic learners

At the bottom of the infographic, a box states: "All training will wherever possible incorporate the perspectives of Autistic people."

Autism Education Trust Work Based CPD (TIER 1 Autism Training)

Overview

This is an online, flexible, video-based learning programme provided by the Autism Education Trust and delivered by school based facilitators. It is designed to upskill and empower all educational professionals in good autism practice.

The aims of the programme are:

- Drive whole school autism awareness and culture change within education settings.
- Develop a consistent understanding and delivery of good autism practice in whole school settings.
- Embed the use of research-based, practical tools across a whole setting.
- Achieve better well-being and learning outcomes for autistic children and young people.

There are 5 units:

- Whole Workforce Autism Awareness
- Supporting Social Understanding and Communication
- Supporting Flexibility, Information Processing, and Understanding
- Supporting Sensory Processing and Integration
- Autism and the Individual

Who is this course for?

This is a mandated course and all staff in Liberty Academy Trust should attend Unit 1 Whole Workforce Autism Awareness. This should take place in induction in the first week of working in a school. All staff who work with children and young people should attend Units 1-5 within induction.

Timing / Duration

The exact time can vary according to discussion that takes place in the sessions.

Facilitators allow: 90 minutes for session 1. 60 minutes for sessions 2-5.

Delivery

Face to face at schools or online for central team.

Training Lead

Central Team: Jo Galloway;

Church Lawton School: Simon Lawley, Charlotte Steele;

Thames Valley School: Phoebe Edmonds, Hannah Irwin;

Vanguard School: Dan Bunker, Joel North



How to Book

More information can be obtained by emailing Sara.Newman@libertytrust.org.uk or by speaking to one of the facilitators in your school.

National Autistic Society SPELL Training (TIER 1 Autism Training)

Overview

SPELL is the National Autistic Society's framework for understanding and responding to the needs of autistic children and adults. It focuses on five principles that have been identified as vital elements of good practice when working with autistic people and emphasises ways to change the environment and our approaches to meet the specific needs of each person.

Those five principles that have been identified as vital elements of best practice in autism and emphasises ways of how to change the environment and our approaches, to meet the specific needs of autistic children and adults.

Our interactive training options provide delegates with access to our courses in a learner friendly and accessible way. Your training will be delivered by one of our experienced and knowledgeable SPELL trainers, using a combination of PowerPoint presentation, videos and discussion to support learning. We schedule regular breaks into all our sessions.

Who is this course for?

This is a mandated course and all Liberty Academy Trust staff working with Children and Young People should attend this course. This course is ideal for anyone working with autistic children or adults who are looking to develop their understanding of best practice in supporting autistic people using the SPELL approach. A prior understanding of autism is required for this course.

Timing / Duration

2 days

Delivery

Face to face at schools

Certification

This is a certificated course which allow staff to build their Career Professional Development portfolio.

Training Lead

Central team: Jo Galloway;

Church Lawton School: Lorraine Clegg; Simon Lawley

Thames Valley School: Gemma Buley

Vanguard School: Joel North



How to Book

More information can be obtained by emailing: Sara.Newman@libertytrust.org.uk or by speaking to one of the SPELL trainers in your schools.

LAT Improving Teaching Programme (Tier 2 Autism Training)

Overview

The Improving Teaching programme is a bespoke training offer designed to support inclusive practice in the classroom. Written from a SEND-friendly pedagogical approach, it is of particular relevance to those teaching autistic learners.

There are five sessions:

- Understanding How We Learn
- Pedagogy into Practice
- Dialogic Teaching and Oracy
- Executive Function and Cognitive Load
- Supporting Metacognition and the Power of Mindset



Who is this course for?

All Liberty staff who have completed Tier 1 Autism Training. This is mandated for all teachers and strongly recommended for all other staff.

Teachers, trainee teachers, instructors, TAs, Learning Mentors, families and external partners.

Timing / Duration

5 x 1hr sessions.

Delivery

Fortnightly sessions delivered online through TEAMS.

Programme runs three times a year, starting in September, January, and May.

Certification

This course is CPD accredited through CPD UK; attendance at all 5 sessions is required to receive a certificate.

Cost

Free to LAT employees.

£150 per person for external partners.

Training Lead

Dr Nic Crossley



How to Book

More information can be obtained by emailing:

Harriet.Mughal@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk

LAT Autism Professional Training Programme (Tier 2 Autism Training)

Overview

This bespoke modular programme consists of a growing number of courses that last between 1 and 2 hours.

These courses are designed to build on obtained knowledge with more specific strategies and greater depth of understanding. This course enhances the ability of staff to implement effective interventions and support strategies tailored to individual needs, improving outcomes for autistic individuals.

These courses are being developed by professionals across the Trust according to need. Topics include:

- Ambition and Inclusion
- Autism and Toileting
- Autism and Cognitive theories
- SPELL in practice
- Autism and wellbeing
- Safeguarding and Autism

This is not an exhaustive list and the Trust Autism Training working party is responsive to need and able to draw on expertise and develop specific sessions as required.

Who is this course for?

All staff who have completed Tier 1 Autism Training.

Timing / Duration

1-2 hours per course

Delivery

Face to face at schools or online via TEAMS

Certification

These are certificated courses which allow staff to build their Career Professional Development portfolio.

Cost

Free to LAT employees. £75 per person per course for external partners.

Training Lead

Jo Galloway / Autism Leads in Schools / Principals

How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk or by speaking to your Autism Lead or Principal in your school.



Postgraduate Certificate in Professional Education (Autism Leadership) (Tier 3 Autism Training)

Overview

Liberty Academy Trust has developed a high-quality training programme which supports Autism Leadership in education. This face-to-face taught programme supports completion of the Postgraduate Certificate in Professional Education, through the University of Warwick, with access to quality research and practice.

In order to bring the learning to life, hear from leading speakers in their field. Past speakers have included parent specialist and co-author of *Square Peg*, Ellie Costello; curriculum specialist, Dr Megan Dixon; and safeguarding specialist, Dr Carly Danesh.

Mandated Units:

- Philosophy of Education
- Child Development Theory
- Neuroscience and Education
- Safeguarding Autistic Learners



Optional Units:

- Developing an Inclusive Culture
- Curriculum, Pedagogy, and Assessment
- Promoting a Quality of Life
- Supporting Communication in the Curriculum

Who is this course for?

All staff who have completed Tier 1 Autism Training and who have an undergraduate degree in any discipline.

External partners interested in Autism Leadership and who have an undergraduate degree in any discipline.

**Postgraduate Certificate in Professional Education (Autism Leadership)
(Tier 3 Autism Training)****Timing / Duration**

12 months.

4 x full day mandated sessions, plus a minimum of two optional full day sessions (maximum four sessions)

Delivery

Face to face with a June start date each year.

Assignment Requirements:

Two assignments of 6,000 words each - November and June submission.

Certification

Successful attendance of the LAT training sessions and successful submission of two assignments to Warwick University leads to a Postgraduate Certificate in Professional Education.

Cost

Free to LAT employees.

£3,500 to external partners.

How to Apply

LAT employees should discuss with their line manager in the first instance to ensure time is given to attend taught sessions.

All applicants need to book through LAT as below and also apply directly to Warwick University and meet their admissions criteria before a formal offer is given. Guidance will be provided by LAT to support the direct application process.

Applicants must have an undergraduate degree to be considered.

Training Lead

Dr Nic Crossley

How to Book

More information can be obtained by emailing:

Harriet.Mughal@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk

Subject Leads Training

Overview

This is a Liberty Academy Trust bespoke course designed specifically for subject leads and teachers. This course aims to provide you with the essential tools and knowledge to enhance your understanding and implementation of the curriculum. Here's what you can expect to learn:

- 1. Understanding the Overarching Goals and Philosophy of the Curriculum:** Gain insights into the fundamental principles and objectives that drive our curriculum, ensuring a cohesive and comprehensive educational experience for all students.
- 2. Learning about the LAT Trust Approach to Curriculum Development:** Delve into the LAT Trust's unique approach to curriculum development and consolidate your understanding of the LAT Curriculum policy to align your teaching strategies with our educational standards.
- 3. Exploring Sequencing and Schema in Curriculum Development:** Discover the importance of sequencing and schema in curriculum planning and learn how to structure your lessons to build on prior knowledge effectively.
- 4. Understanding Different Types of Knowledge:** Differentiate between various types of knowledge, including procedural, declarative, and conceptual, and understand how to integrate them into your teaching practices.
- 5. Learning about Resources that Can Support Your Teaching:** Explore a range of resources available to support your teaching, from digital tools to traditional materials, and learn how to utilise them to enhance student learning.
- 6. Evaluating Your Curriculum Subject Area:** Develop the skills to critically evaluate your curriculum subject area, ask key questions, and make informed decisions to improve educational outcomes.
- 7. Identifying Misconceptions in Learning:** Understand the importance of identifying and addressing misconceptions in student learning to ensure a solid obtainedation of knowledge.
- 8. Evaluating the Curriculum by External Providers:** Learn how the curriculum is evaluated by external providers and use this knowledge to meet and exceed external standards and expectations.
- 9. Planning for Ongoing Professional Development:** Plan for your ongoing professional development to continuously improve your teaching practices and support the effective implementation of the curriculum.

Who is this course for?

Subject Leads / Teachers

Timing / Duration

Half day / Twilight

Delivery

On site or online via TEAMS.

Cost

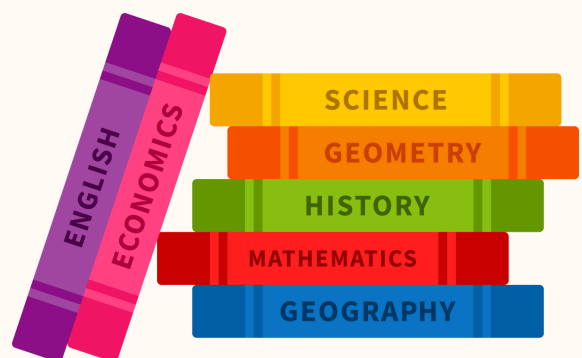
Free to LAT employees. £200 per person for external partners.

Training Lead

Jo Galloway or Curriculum Leads in Schools

How to Book

More information can be obtained by emailing: Sara.Newman@libertytrust.org.uk or speaking to your Deputy Principal or Curriculum Lead.



Maximising the Impact of Teaching Assistants (MITA) Training

Overview

Informed by the research of Rob Webster and Roy Blatchford at UCL, MITA stands for Maximising the Impact of Teaching Assistants, a training programme that helps schools improve how teaching assistants (TAs) are used in the classroom. The programme is designed to improve pupil outcomes by exploring how the appropriate deployment of non-teaching staff has the power to accelerate or hinder pupil progress and the pivotal role that leaders play in determining this.

In our schools we refer to Teaching Assistants as Learning Mentors to denote the importance of mentoring learners to become independent rather than assisting but the term Teaching Assistant is interchangeable in this training.

The training has the following aims:

- Explore what the research says about Teaching Assistants (TAs)
- Clarify why the TA role is a whole school leadership issue
- Consider and define an alternative role for TAs in your setting, so that pupil progress can be accelerated, and the impact of TAs can be quantified
- Develop a strategic framework for sustainable change and increased effectiveness

Who is this course for?

Principals and Senior Leaders.

Timing / Duration

1 day or 2 Twilight INSETS

Delivery

Face to face at host schools.

Cost

Free to LAT employees.

£1,000 per school for external partners.

Training Lead

Dr Nic Crossley / Jo Galloway



How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk

Maximising Your Impact on Learning

Overview

Informed by the research of Rob Webster and Roy Blatchford at UCL, Maximising Your Impact on Learning acts as the follow-up session to the MITA training for Senior Leaders and is designed to support Teaching Assistants and Learning Mentors enhance their impact on learning.

Offering an insight into the research and practical approaches to develop classroom practice, colleagues are encouraged to take a critical view, whilst also sharing solutions with like-minded peers.

The training has the following aims:

- To understand what the research says about Teaching Assistants
- To unpick some learning theories and how these impact on the role of the Teaching Assistant in the classroom
- To explore practical approaches to support the development of a 'TA Toolkit'

Who is this course for?

Learning Mentors and TAs whose Senior Leaders have already attended the Senior Leader (MITA) training.

Timing / Duration

1 day or 2 Twilight INSETS

Delivery

Face to face at host schools

Cost

Free to LAT employees.

£1,000 per school for external partners.

Training Lead

Dr Nic Crossley / Jo Galloway



How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk

Developing Writing for Autistic Learners

Overview

This course is designed by educators within the Liberty Academy Trust. It focuses on the challenges autistic learners face in writing and offers practical, research-informed strategies to support them through the entire writing process—from planning to publishing.

The course emphasises writing is a cyclical and developmental process, not a one-time task. It explores how structured teaching of each stage - planning, drafting, sharing, evaluating, revising, editing, and publishing - can empower autistic students to become more confident and capable writers.

The training has the following aims:

- Understand the specific difficulties faced by autistic learners in developing writing skills.
- Identify the barriers that make some learners reluctant to engage with writing tasks.
- Discuss practical approaches to help autistic and reluctant learners overcome these challenges.
- Share inclusive and adaptive teaching methods that foster engagement and confidence in writing.
- Understand Writing as Both Process and Product
- Focus on the cognitive and creative aspects of writing, beyond the physical act.
- Highlight the importance of guiding learners through the stages of writing—from planning and drafting to revising and finalising.

Who is this course for?

Teachers and educators working with autistic learners, particularly those in mainstream or specialist educational settings. It is also suited to SENCOs, teaching assistants, and literacy coordinators seeking to deepen their understanding of inclusive writing instruction. Suitable for both new and experienced educators.

Timing / Duration

The course is designed to run over one term.

Delivery

Pre reading

Session 1 is Face to face at schools. Full day.

Sessions 2 and 3 are online. 1.5 hours each.

Gap tasks are included between sessions.

Cost

Free to LAT employees.

Training Lead

Church Lawton School: Tracey Ellis, Liz Wood

Thames Valley School: Eirini Akrivopoulou

Vanguard School: Steve Carroll



How to Book

More information can be obtained by emailing: Sara.Newman@libertytrust.org.uk or by speaking to one of the trainers in your schools

Digital Literacy Programme

Overview

This is a Liberty Academy Trust bespoke course designed for all staff to improve their Digital Literacy. This course aims to provide you with the essential tools and knowledge to enhance your use of the digital technology and systems available in Liberty Academy Trust.

The course will be mix and match where you can complete modules relevant to your knowledge level and role type.

1) Foundational Digital Skills

- Microsoft Excel:
 - Basic – Navigating spreadsheets, formatting, and basic functions and formulas
 - Advanced: Pivot tables, advanced functions and formulas, graphs

2) Digital Communication and Collaboration

- Getting started with SharePoint
- Getting started with Teams
- SharePoint Intermediate
- Class Teams Intermediate
- Deep Dive into Assignments
- Deep Dive into Class Notebook

3) Cybersecurity and Digital Safety

- Cybersecurity
- Digital Safety

4) Pedagogical Integration of Ed Tech

- Microsoft Whiteboard /Visualisers: Interactive teaching with digital whiteboards
- Canva
- Lyfta
- Classroom Cloud

5) Accessibility and Inclusion

- Built-In Accessibility Tools:
 - Using dictation, magnifier, and contrast settings in Windows.
 - Learning Accelerators – Reading Progress, Maths Progress, Reflect

6) Assessment and Feedback

- Forms for Quizzes and Surveys: Creating assessments, collecting feedback, and analysing results
- Insights in Microsoft Teams: Monitoring student engagement and performance trends

7) Artificial Intelligence

- The benefits and risks of AI, particularly in terms of ethical dilemmas and security concerns
 - AI in educational settings, recognising both its opportunities and challenges
 - AI Tools: Microsoft Co-Pilot, Chat GPT, Other tools.
-

Digital Literacy Programme

Who is this course for?

All Staff.

Timing / Duration

1 hour twilight for each session.

Delivery

Online via TEAMS.

Cost

Free to LAT employees.

£50 per person per session for external partners.

Training Lead

Lisa Thompson / Trust Digital Specialists / Cloud Design Box



How to Book

More information can be obtained by emailing:

Lisa.Thompson@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk

Networks

Curriculum and Teaching Network

The aim of the Curriculum and Teaching Network is to develop consistency in quality and approach, continually raise standards and support regular collaboration. They build teacher expertise in curriculum, deliver contextually tailored professional learning opportunities, and foster evidence-based practices. These meetings also focus on developing and sharing high-quality pedagogical practices and providing leadership opportunities. Curriculum network leaders collaborate with members to set goals, facilitate meetings, share resources, and maintain action trackers. Members are expected to prepare, attend regularly, contribute in meetings, and apply professional learning to improve student outcomes.

Who is this Network for?

These are attended by the Curriculum and Teaching leads in each school.

Frequency

Termly - two on Teams and one face to face.

Principals Network

Our professional learning group for Principals is essential for fostering a culture of continuous improvement, collaboration, and innovation in educational leadership. By participating in such a group, Principals can enhance their skills, share knowledge, and support each other in their professional journeys, ultimately leading to better-managed schools and improved student outcomes. The purpose of this group is to discuss and address issues affecting our schools, whether educational, policy-related, or concerning the wider Trust. The group operates confidentially to implement policies and practices that ensure efficient school management leads to continual improvement. Members contribute their views, offer challenges and advice, and support their schools in alignment with the Trust's values, vision, and strategy, aiming for high standards in our schools.

Who is this Network for?

Principals.

Frequency

Vary according to need, but typically one per term.



How to Book

More information can be obtained by emailing:
Sara.Newman@libertytrust.org.uk

Networks

SENCO & Therapeutic Network

The aim of the SENCO & Therapeutic Network is to give SENCOs and Therapy Teams a voice in guiding policy and practice, provide networking and support opportunities, and create a collaborative platform for sharing best practices and resources. This enhances support for students with special educational needs, promotes professional development, and fosters a community of practice.

Who is the Network for?

SENCOs, Clinical Leads, Therapeutic Assistants, Psychologists, Occupational Therapists, Speech and Language Therapists

Frequency

Meetings are held termly, with two meetings on TEAMS and one at school sites.



Autism Lead Practitioner's Network

The aim of the Autism Lead Practitioners Network is to allow our Autism Leads to lead the way in guiding policy and best practice in relation to the support of autistic pupils in our schools. The meetings provide networking and support opportunities, and ensure they are confident in leading on autism-related advice, drawing on research, coaching colleagues, consulting on learning environments, and providing training.

Who is this Network for?

Autism Lead Practitioners

Frequency

Meetings are held termly, with two meetings on TEAMS and one at school sites.

How to Book

More information can be obtained by emailing:
Sara.Newman@libertytrust.org.uk

Networks**Digital Champions Network**

The aim of the Digital Champions Network is provide opportunities for networking and support, is a collaborative platform for Digital Champions to share best practices, resources, and support each other in their roles. The aim of the network is to enhance the use of technology for both staff and students, promote professional development, and foster a community of best practice.

Who is this Network for?

Digital Champions in each school.

Frequency

Meetings are held half-termly online via TEAMS.

How to Book

More information can be obtained by emailing:
Lisa.Thompson@libertytrust.org.uk



Research Network

The aim of the Research Network is to provide colleagues with a passion for research, an opportunity to come together, collaborate with researchers, and help shape the future of education for autistic individuals.

The meetings focus on identifying and supporting practitioner action-research in schools, as well as identifying opportunities to share and present research findings with University partners - and the sector more widely.

The network offers new perspectives and tools that can help drive change and innovation in everyday practice.

Who is the Network for?

Research Associates in school.

Frequency

Meetings are held termly online via TEAMS.

How to Book

More information can be obtained by emailing:
Christina.Johnston@libertytrust.org.uk or ResearchSchool@libertytrust.org.uk



The background features three large, overlapping circles. A purple circle is positioned in the upper right, a green circle is in the lower right, and a red circle is in the lower left. The word 'SAFEGUARDING' is centered within the purple circle in white, bold, uppercase letters.

SAFEGUARDING

Safeguarding and Child Protection Training (Annual Updates)

Overview

Safeguarding and promoting the welfare of children is everyone's responsibility in school. All staff must understand the different types of harm and abuse, be alert to the warning signs of harm or abuse, including online/technology assisted harms, and be able to identify children who may need Early Help.

All staff must understand their role and responsibilities in safeguarding, adhering to law, statutory guidance and Trust policy.

In the training we will cover:

- Recognising, responding to and reporting concerns
- building a culture of safeguarding
- safer recruitment
- developing or implementing safeguarding policies and procedures
- information sharing
- local child protection procedures
- relevant legislation and guidance.

Who is this course for?

All Staff.

Timing / Duration

3 hours

Cost

Free to LAT employees.

£150 per school for external partners.

Delivery

Face to face at schools or online via TEAMS.

Training Lead

Nic Law



How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk

Designated Safeguarding Lead Development Training

Overview

Designated Safeguarding Lead Development training is specialised training designed to equip DSLs with the necessary knowledge, skills, and confidence to effectively fulfil their safeguarding responsibilities within their school.

This training ensures alignment with statutory guidance provided by the Department for Education.

In the training we will cover:

- Understanding legislation, policies, and procedures as outlined in KCSIE
- Identifying, managing, and responding to safeguarding concerns, with a focus on a child-centred and coordinated approach
- Leadership development to lead and support teams effectively
- Risk assessment and managing risks for vulnerable children and young people, with an emphasis on Early Help
- Case management including documentation, reporting, and record-keeping
- Handling allegations against staff or volunteers
- Reflective practice for continuous improvement.

Who is this course for?

All new to role DSLs and Deputy DSLs.

Any DSL or Deputy DSL who would like a refresher to their training.

Timing / Duration

Half day to full day, dependent on whether new to role or refresher training.

Delivery

Face to face at schools or online via TEAMS.

Not available to external partners.

Training Lead

Nic Law



How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk

CPOMS Training

Overview

CPOMS (Child Protection Online Management System) is the system we use in every school to record safeguarding and child protection concerns about children and maintain the child protection file.

All staff should have access to the system to report concerns about children and understand how to record and categorise concerns.

The training covers statutory requirements, quality record-keeping guidance and staff responsibilities in line with guidance and policy.

Who is this course for?

All Staff.

Timing / Duration

1.5 hours

Delivery

Face to face at schools or online via TEAMS.
Not available to external partners.

Training Lead

Nic Law



How to Book

More information can be obtained by emailing:
Sara.Newman@libertytrust.org.uk

Safeguarding Supervision

Overview

Safeguarding supervision is a protected space and structured process that supports professionals in the field of safeguarding to reflect on their practice, develop their skills, and maintain high standards.

This is a significant component in ensuring the safety and well-being of our staff who undertake such a crucial role and allows staff to unpack experiences and support emotional containment.

The Purpose of Supervision:

- **Support:** To provide emotional and practical support to safeguarding staff dealing with complex and often distressing cases.
- **Skill Development:** To help staff develop their knowledge, skills, and competence in safeguarding.
- **Quality Assurance:** To ensure that safeguarding practices are effective, compliant with policies and legislation, and continuously improved.

Who is Safeguarding Supervision for?

Designated Safeguarding Leads and Deputy DSLs.

Timing / Duration

Sessions are offered for an hour a month - or more frequently on request.

Cost

Free to LAT employees.

£60 per hour for external partners.

Delivery

Online via TEAMS.

Training Lead

Nic Law



How to Book

More information can be obtained by emailing:

Sara.Newman@libertytrust.org.uk

Networks

Designated Safeguarding Leads & Attendance Network

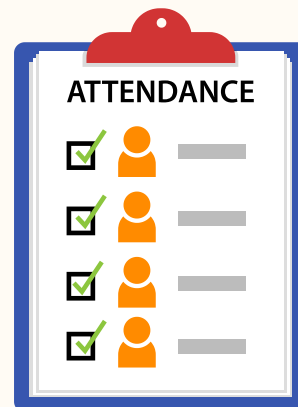
The DSL & Attendance network is for Designated leads, Deputy DSL's and attendance leads, to share knowledge and best practice, guidance and policy updates and develop partnership working across the Trust. The network is led by the LAT Director of Safeguarding, facilitating time for key updates, time for discussion, group supervision and reflective practice.

Who is the Network for?

DSLs, Deputy DSLs, Safeguarding Link Governors, Safeguarding Trustees, Attendance Leads.

Frequency

Half-termly on TEAMS with at least one face to face meeting a year.



How to Book

More information can be obtained by emailing:
Sara.Newman@libertytrust.org.uk

Networks

Behaviour and Team Teach Network

The purpose of the Behaviour and Team Teach Network is to bring together the Team Teach trainers across the Trust and Behaviour Leads to discuss and share practice and implementation of the Team Teach approach. The group works collaboratively to review systems, policies and the behaviour handbook.

Who is the Network for?

Team Teach trainers, Behaviour Leads

Frequency

Termly on TEAMS.



How to Book

More information can be obtained by emailing:
Sara.Newman@libertytrust.org.uk

The background consists of three overlapping circles. A large purple circle is positioned in the upper right, a large green circle is in the lower right, and a large red circle is in the lower left. The word "OPERATIONS" is centered within the purple circle.

OPERATIONS

Bromcom Training

Overview

Bromcom is Liberty Academy Trust's Management Information System (MIS). The MIS system is the back bone of the school operations and process and is the key database which houses all our data.

All staff should have access to the MIS to varying levels depending on your role in the organisation.

Essential training for roles is covered in the staff induction program and is bespoke to an individual. Individuals can access further training to extend their knowledge via the self service portal or requests via their line manager.

There are various options to access training:

- Online courses (self-led learning)
- Live Webinars
- Webinar recordings
- Face to face

Who is this course for?

All staff

Timing / Duration

Bespoke as per need.

Delivery

The majority of the training will be delivered by Bromcom and accessed via their training portal: [Bromcom Training](#), [Bromcom Training School](#)

Not available to external partners.

Bespoke face-to-face training is also available from the Trust Head of Digital, Data and Technology.

Training Lead

Lisa Thompson

How to Book

More information can be obtained by emailing:
Lisa.Thompson@libertytrust.org.uk



Delivering Effective Line Management Workshop

Overview

The purpose of this workshop is to equip school leaders and line managers with the skills and strategies needed to manage their teams effectively, fostering a supportive and productive school environment.

This workshop offers six key areas of focus:

- Understanding the role of the line manager in a school setting
- Exploring how effective line management contributes to a positive school culture and staff wellbeing
- Providing strategies for leading and motivating staff
- Discussing techniques for resolving conflicts and managing difficult conversations
- Setting goals and expectations, including monitoring and feedback
- Understanding the appraisal process and addressing underperformance

Who is this course for?

School leaders, middle leaders and all those with line management responsibilities.

Timing / Duration

Full day or series of twilights.

Delivery

Face-to-face or online via TEAMS.

Cost

Free to LAT employees.

Face to face £1,000 per school (up to 15 attendees)

Training Lead

Andy Richardson, Head of HR

How to Book

More information can be obtained by emailing:
Andy.Richardson@libertytrust.org.uk



Good Estates Management Workshop

Overview

The Good Estate Management for Schools (GEMS) tool provides guidance to help schools manage their buildings and land effectively. Its purpose is to ensure a safe, healthy, and sustainable school environment by supporting strategic planning, resource management, and maintenance practices.

This workshop offers five key areas of focus:

- Introduction to GEMS, its purpose and benefits in schools
- Strategic planning and how best to use the tool
- Resource Management, including maintenance and sustainability practices
- Health and Safety
- Compliance and Regulations

Who is this course for?

Sites and facilities staff and other operational leads, including those responsible for managing school buildings and land.

Timing / Duration

Half day workshop.

Delivery

Face to face at schools or online via TEAMS.

Cost

Free for LAT employees.

£200 per person for external partners

Training Leads

Lisa Saunders, Head of Strategic Estates and Project Management

Chris Rossiter, Director of Governance and Compliance



How to Book

More information can be obtained by emailing: Lisa.Saunders@libertytrust.org.uk

Health and Safety for Senior Leaders in Special Schools

Overview

This course is designed to equip senior leaders in special schools with the knowledge and skills necessary to ensure a safe and healthy environment for students, staff, and visitors. It focuses on the unique challenges and responsibilities associated with managing health and safety in special education settings.

This course offers eight key areas of focus:

- HSE Managing Health and Safety (HSG65) framework and application to Special Schools.
- Creating and implementing health and safety policies and procedures.
- Identifying and assessing risks specific to special schools.
- Promoting a culture of safety within the school community.
- Strategies for continuous improvement in health and safety practices, including monitoring and evaluation.
- The importance of valid and up-to-date staff training and development.
- Developing and implementing emergency response plans.
- Working with stakeholders to promote health and safety through clear and effective communication.

Who is this course for?

Senior Leaders, SBMs, Facilities Managers and Site Supervisors, School Governors and Trustees.

Timing / Duration

Full day or 4-8 twilight sessions.

Delivery

Face-to-face or online via TEAMS.

Cost

Free for LAT employees.

£150 per person for external partners



Training Lead

Lisa Saunders, Head of Strategic Estates and Project Management

How to Book

More information can be obtained by emailing: Lisa.Saunders@libertytrust.org.uk

Risk Assessments in Special Schools

Overview

The purpose of this workshop is to equip senior leaders, teachers, and support staff in special schools with the knowledge and skills necessary to develop and implement effective risk assessments.

This workshop aims to ensure the safety and wellbeing of students, staff, and visitors by identifying potential hazards and mitigating risks specific to special education settings.

The workshop will focus on five key areas:

- Understanding legal requirements, and the roles and responsibilities of school leaders and staff.
- Understanding and conducting risk assessments, including a specific focus on common risks in special schools
- Implementing control measures, including strategies for mitigation.
- Monitoring and reviewing risk assessments and the importance of regular review.
- Promoting a safety culture and the importance of involving all stakeholders in the risk assessment process.

Who is this workshop for?

Senior leaders, including SENCOs, Health and Safety Officers, Facilities Managers and Site Supervisors, Governors and Trustees.

Timing / Duration

Half day or two twilight sessions.

Delivery

Face-to-face or online via TEAMS.

Cost

Free for LAT employees.
£200 per person for external partners

Training Leads

Lisa Saunders, Head of Strategic Estates and Project Management
Chris Rossiter, Director of Governance and Compliance

How to Book

More information can be obtained by emailing: Lisa.Saunders@libertytrust.org.uk



Estates, Health and Safety and Sustainability Training

Overview

This dedicated Liberty Academy Trust training ensures all sites and facilities staff and sustainability leads can undertake their responsibilities in relation to good estates management, health and safety, and sustainability.

Who is this course for?

Sites and facilities staff, sustainability leads, and other operational leads.

Timing / Duration

Bespoke as per need.

Delivery

Face to face at schools or online via TEAMS.

Training Leads

Chris Rossiter / Lisa Saunders



Data Protection and Security Training

Overview

All staff are required to complete the Annual Certificate for Data Protection and GDPR.

Who is this course for?

All Staff.

Timing / Duration

1 hour online.

Delivery

Online via National College.

Training Leads

Chris Rossiter / Lisa Saunders



How to Book

Estates Training: More information can be obtained by emailing:

Lisa.Saunders@libertytrust.org.uk

Data Protection Training: More information can be obtained by emailing:

Chris.Rossiter@libertytrust.org.uk

Networks

Admin Network

The purpose of the Admin Network meetings is to share administrative best practice across the Trust. The meetings serve as a platform for discussing any new Trust wide admin procedures and best practice, relevant tips and tricks, as well as sharing work or achievements in schools that can be shared more widely on the Trust intranet, website or CEO newsletter.

The aim of the network is to develop closer relationships between administrative professionals in the central team and schools.

Who is the Network for?

Any admin professional across the Trust.

Frequency

Once every term via TEAMS.



How to Book

Admin Network: More information can be obtained by emailing Harriet.Mughal@libertytrust.org.uk

Networks

Operations Network

The purpose of the Operations Network is to allow colleagues with responsibility for Estates Management and Health and Safety a shared space to review progress against trust-wide strategies and ensure key performance indicators are being met. It also provides an opportunity for sharing best practice in working towards DfE Standards.

Who is the Network for?

Site Supervisors, Facilities staff, Operational Leads.

Frequency

Once every term via TEAMS.



Sustainability Network

The purpose of the Sustainability Network is to support the development of a more sustainable and equitable future through accessible environments that are environmentally sustainable and centred around well-being and growth.

There are five key areas of focus for the network:

- Carbon footprint
- Resource use
- Waste management
- Green space development
- Project engagement

Who is this course for?

School sustainability leads and aspiring leads.

Frequency

Once every term via TEAMS.



How to Book

Operations Network: More information can be obtained by emailing Lisa.Saunders@libertytrust.org.uk

Sustainability Network: More information can be obtained by emailing Paul.Scales@churchlawtonschool.org.uk

The background consists of three overlapping circles. A large purple circle is positioned in the upper right quadrant. A light green circle is in the upper left quadrant. A large red circle is in the lower left quadrant. The word "FINANCE" is centered within the purple circle.

FINANCE

IRIS Planner Training

Overview

IRIS Planner is Liberty Academy Trust's budgeting system used to record all the budgets and 3 year plan.

All finance staff, School Business Managers and budget holders should have access to IRIS Planner to varying levels depending on their role in the organisation.

Essential training for roles is covered in the staff induction program and is bespoke to an individual. Individuals can access further training to extend their knowledge via their line manager.

Who is this course for?

All staff who have a budgeting aspect to their role.

Timing / Duration

Bespoke as per need.

Delivery

There are various options to access training:

- 1:1 with finance colleagues, either online or face to face
- Live webinars

Training Lead

Lynn Hadfield, Chief Financial Officer



How to Book

More information can be obtained by emailing Sara.Newman@libertytust.org.uk

Networks

Finance Network

The purpose of the Finance Network is to allow colleagues with responsibility for Finance a shared space to review progress against trust-wide strategies and ensure key performance indicators are being met. It also provides an opportunity for sharing best practice.

Who is this Network for?

Finance staff.

Frequency

Meetings are held termly online via TEAMS.

Network Chair

Lynn Hadfield, Chief Financial Officer



How to Book

More information can be obtained by emailing Sara.Newman@libertytust.org.uk

Liberty Academy Trust Transforming Lives Conference

Networking

Workshops

Keynote speakers



You are invited to join us for a day of learning, sharing, and networking at our inaugural Liberty Academy Trust Conference. The theme is 'Transforming Lives' and we will be exploring different approaches and initiatives that have transformed lives within our Schools.

Workshop choices will include: managing home-work balance, delivering a manageable curriculum, improving the safeguarding culture in schools and much more!

[For more information, please click here.](#)

Inspirational Speakers:



Emeritus Professor Des Hewitt

Emeritus Professor Des Hewitt is a Member for Liberty Academy Trust and was previously Head of Primary and Early Years Teacher Education at the University of Warwick.



Margaret Mulholland

Margaret is a Member for Liberty Academy Trust and advisor on SEND policy for the Association of School and College Leaders and Whole School SEND Project Director leading an evaluation for the Education Endowment Foundation.



Dr Nicola Crossley

Dr Nicola Crossley is the current CEO for Liberty Academy Trust. Her specialist interest areas are Autism and Social, Emotional and Mental Health (SMEH).

Date: Tuesday 2nd September 2025

Time: 9am - 4pm

Venue: Online

Attendees: All Education staff

Questions and booking: info@libertytrust.org.uk

www.libertytrust.org.uk



Only £65 if
you book
before 1st June!

Price rises to
£99 after



Liberty
Academy Trust