

# **GRACE FOUNDATION TRAINING PATHWAYS 2024**

## Welcome to the Grace Foundation Training Pathways!

At Grace Foundation, we are passionate about training, equipping and inspiring you to be the best that you can be. This document outlines the training that we will be offering you during your time with us. That said, this isn't the last word on all things training. If you need specific training not covered here, let us know and we will do what we can to provide it.

This guide is split up by role: Ethos Leader, Youth Worker, Family Support Worker, Relationships and Sex Educator and Admin Team. For each role there are 3 parts: Induction Programme, Foundation Training and Ongoing Development.

During your Induction, we will take you through this plan and explain to you how you can access the training, and how you record that you have completed each module.

This plan will also be used to guide part of the conversation during your line management meetings with your line manager, and mentoring sessions with Matt Brown.

*"Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles. And let us run with perseverance the race marked out for us..." Hebrews 12 vs 1*

## ETHOS LEADER

### INDUCTION PROGRAMME

Your Grace Foundation Induction programme will last for 2 weeks and will be a mixture of in person and online. Our aim is to equip you with the tools of the trade to get you started in your new role. Within the first few weeks you will also have the opportunity to visit some of our existing partner schools.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school	1 DAY	THE GATE	IM GROUP DAVE BODEN MATT BROWN
ETHOS LEADER	In this module you will receive an introduction to being an Ethos Leader, and you will learn about the audit process, building an Ethos Programme, measuring impact and Ofsted expectations	2 DAYS	THE GATE	DAVE BODEN
OVERVIEWS	In this module you will learn about the Cornerstones of Youth Work and Family Support Work, be introduced to the Ethos Toolkit, and learn how we report Impact. You will also receive an Operations and Administration Induction and a BHR and CAS overview	2 DAYS	THE GATE	MATT BROWN CERI CLARKE EDUCATORS
ESSENTIALS	In this module you would learn some basic principles for supporting students and their families who have experienced trauma, how to manage behaviour the Grace way, and will receive our Level- One and Two Safeguarding and Keeping Children safe in Education Training	1 DAY	ONLINE	MATT BROWN
ABUNDANT LIFE	In this module you will learn some of the key issues for students who experience low self-esteem, poor anger management, low resilience, loss, and anxiety, and think about how you can support them. You will also learn how to deliver our Intervention Groups in relation to these issues	2 DAYS	ONLINE	MATT BROWN
MENTORING	In this module you learn about principles and practise of good mentoring and discover how those relate in our schools as part of our Ethos Programme	1 DAY	ONLINE	MATT BROWN
SCHOOL INDUCTION	There is always so much to learn when you start at a new school. This day will involve elements such as a tour of the school, meetings with key staff, the school day structure, policies, safeguarding, uniform, dress code, health and safety, and school priorities, amongst other things	1 DAY	SCHOOL	SCHOOL
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. There are also many policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses		ONLINE	EFC IM GROUP

## FOUNDATION TRAINING

Foundation Training is designed to be completed in the first year of your employment with Grace Foundation. It is a blended learning experience enabling you make a wider and deeper impact.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
DISC (OPTIONAL)	Team reports and session	1 DAY	THE GATE	EFC
LEADERSHIP YR 1	You will receive training on the following: Leading teams with DiSC, Motivating & Influencing, Difficult Conversations & Dealing with Conflict Working with senior Leaders, Assertiveness & Delegation, Developing a Coaching Culture	3 DAYS	THE GATE	EFC
LESSONS (OPTIONAL)	During this digital module you will learn more about planning and delivering great lessons through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
ASSEMBLIES (OPTIONAL)	During this digital module you will learn more about planning and delivering great assemblies through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EXTRA CURRICULAR (OPTIONAL)	During this digital module you will learn more about planning and delivering great extra-curricular groups through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EVENTS (OPTIONAL)	During this digital module you will learn more about planning and delivering a great event through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
IMPACT (OPTIONAL)	During this digital module you will learn more about writing a great Impact Report through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
PARENTING SKILLS (OPTIONAL)	During this digital module you will learn more about planning and delivering great parenting skills through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
PRACTICAL SUPPORT (OPTIONAL)	During this digital module you will learn more about planning and delivering great practical support through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN

SAFEGUARDING AND ATTENDANCE (OPTIONAL)	During this digital module you will learn more about planning and delivering great safeguarding and attendance through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EDUCATION, TRAINING AND EMPLOYMENT (OPTIONAL)	During this digital module you will learn more about planning and delivering great ETE through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
ESTEEM TRAINING	UK's Esteem teacher training in relationships and sex education (RSE) is designed primarily for secondary school teachers wishing to improve their RSE delivery and increase their confidence in delivering this subject. The course reflects the most up-to-date information, in line with the 2019 government guidance on relationships and sex education, sex education and health education.	1 DAY	<a href="https://www.acet-uk.com/">Online accredited Relationships and Sex Education training course (acet-uk.com)</a>	ACET
EMOTIONAL WELLBEING	Online training to help you spot the signs of emotional distress in children and adults and know how to respond to them effectively. It's becoming increasingly clear that this pandemic has had a huge impact on many people's emotional and mental health, especially children and families who have been struggling with isolation, anxiety, food insecurity and poverty. As we all start to emerge out of lockdown, we want to equip churches up and down the country to know how to spot the signs of emotional distress and respond to them effectively.	2 HRS	<a href="#">TLG - Emotional First Aid</a>	TLG

## ONGOING DEVELOPMENT


We are committed to helping you to be the best that you can be and there are numerous ways we do that through ongoing development. However, we also want to take a bespoke approach to this part of your training and development.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
LEADERSHIP	Options to be discussed with your line manager			
CLUSTER MEETINGS	To take place once per half term – with your colleagues from other Academies	6 X PA	THE GATE	DAVE BODEN
VISION DAYS	Training will be arranged as part of our Vision Days	2 DAYS	THE GATE	CAST
EXECUTIVE COACHING	Executive Coaching will be offered through EFC once per term. Additional sessions maybe available on request.	3 X PA	ONLINE	EFC

## YOUTH WORKER

### INDUCTION

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MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school.	1 DAY	THE GATE	IM GROUP DAVE BODEN MATT BROWN
OVERVIEWS	In this module you will learn about the Cornerstones of Youth Work and Family Support Work, be introduced to the Ethos Toolkit. and learn how we report Impact. You will also receive an Operations and Administration Induction and a BHR and CAS overview	2 DAYS	THE GATE	MATT BROWN CERI CLARKE EDUCATORS
ESSENTIALS	In this module you would learn some basic principles for supporting students and their families who have experienced trauma, how to manage behaviour the Grace way, and will receive our Level- One and Two Safeguarding and Keeping Children safe in Education Training.	1 DAY	ONLINE	MATT BROWN
ABUNDANT LIFE	In this module you will learn some of the key issues for students who experience low self-esteem, poor anger management, low resilience, loss, and anxiety and think about how you can support them. You will also learn how to deliver our Intervention Groups in relation to these issues.	2 DAYS	ONLINE	MATT BROWN
MENTORING	In this module you learn about principles and practise of good mentoring and discover how those relate in our schools as part of our Ethos Programme.	1 DAY	ONLINE	MATT BROWN
SCHOOL INDUCTION	There is always so much to learn when you start at a new school. This day will involve elements such as a tour of the school, meetings with key staff, the school day schedule, policies, safeguarding, uniform, dress code, health and safety, and school priorities, amongst other things.	1 DAY	SCHOOL	SCHOOL
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. There are also many policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses		ONLINE	EFC IM GROUP 

## FOUNDATION TRAINING

Foundation Training is designed to be completed in the first year of your employment with Grace Foundation. It is a blended learning experience enabling you make a wider and deeper impact.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
DISC	Team reports and session.	1 DAY	THE GATE	EFC
LESSONS	During this digital module you will learn more about planning and delivering great lessons through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
ASSEMBLIES	During this digital module you will learn more about planning and delivering great assemblies through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EXTRA CURRICULAR	During this digital module you will learn more about planning and delivering great extra-curricular groups through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
INTERVENTIONS	During this digital module you will learn more about planning and delivering great interventions through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2-HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
MENTORING	During this digital module you will learn more about planning and delivering great mentoring through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EVENTS	During this digital module you will learn more about planning and delivering a great event through a video, an interview, some reading, resources and finally, a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
IMPACT	During this digital module you will learn more about writing a great Impact Report through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
ESTEEM TRAINING	UK's Esteem teacher training in relationships and sex education (RSE) is designed primarily for secondary school teachers wishing to improve their RSE delivery and increase their confidence in delivering this subject. The course reflects the most up-to-date information, in line with the 2019 government guidance on relationships and sex education, sex education and health education.	1 DAY	<a href="https://www.acet-uk.com/">Online accredited Relationships and sex education training course (acet-uk.com)</a>	ACET
EMOTIONAL WELLBEING	Online training to help you spot the signs of emotional distress in children and adults and know how to respond to them effectively. It's becoming increasingly clear that this pandemic has had a massive impact on many people's emotional and mental	2 HRS	<a href="#">TLG - Emotional First Aid</a>	TLG



	health, especially children and families who have been struggling with isolation, anxiety, food insecurity and poverty. As we all start to emerge out of lockdown, we want to equip churches up and down the country to know how to spot the signs of emotional distress and respond to them effectively.			
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## ONGOING DEVELOPMENT


We are committed to helping you to be the best that you can be. There are a number of ways we do that through ongoing development, but we also want to take a bespoke approach to this part of your training and development.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
CORE TRAINING	Bespoke, needs led training will be provided through the Core Training.	3 DAYS	THE GATE	MATT BROWN
CLUSTER MEETINGS	To take place once per half term– with your colleagues from other Academies.	6 X PA	THE GATE	MATT BROWN
VISION DAYS	Training will be arranged as part of our Vision Days.	2 DAYS	THE GATE	CAST
ASPIRE COACHING	Aspire Coaching will be offered to staff after their 3-month probation period. This will include an initial assessment, 2 coaching sessions per term and a built-in review process.	6 X PA	ONLINE	MATT BROWN

## FAMILY SUPPORT WORKER

### INDUCTION

Your Grace Foundation Induction programme will last for 2 weeks and will be a mixture of in person and online. Our aim is to equip you with the tools of the trade to get you started in your new role. Within the first few weeks you will also have the opportunity to visit some of our existing partner schools.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school.	1 DAY	THE GATE	IM GROUP DAVE BODEN MATT BROWN
OVERVIEWS	In this module you will learn about the Cornerstones of Youth Work and Family Support Work, be introduced to the Ethos Toolkit. and learn how we report Impact. You will also receive an Operations and Administration Induction and a BHR and CAS overview	2 DAYS	THE GATE	MATT BROWN CERI CLARKE EDUCATORS
ESSENTIALS	In this module you would learn some basic principles for supporting students and their families who have experienced trauma, how to manage behaviour the grace way, and will receive our Level- One and Two Safeguarding and Keeping Children safe in Education Training.	1 DAY	THE GATE	MATT BROWN
ABUNDANT LIFE	In this module you will learn some of the key issues for students who experience low self-esteem, poor anger management, low resilience, loss, and anxiety and think about how you can support them. You will also learn how to deliver our Intervention Groups in relation to these issues.	2 DAYS	THE GATE	MATT BROWN
MENTORING	In this module you learn about principles and practise of good mentoring and discover how those relate in our schools as part of our Ethos Programme.	1 DAY	THE GATE	MATT BROWN
SCHOOL INDUCTION	There is always so much to learn when you start at a new school. This day will involve elements such as a tour of the school, meetings with key staff, the school day, policies, safeguarding, uniform, dress code, health and safety, and school priorities, amongst other things.	1 DAY	SCHOOL	SCHOOL
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. There are also many policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses		ONLINE	EFC IM GROUP 

## FOUNDATION TRAINING

Foundation Training is designed to be completed in the first year of your employment with Grace Foundation. It is a blended learning experience enabling you make a wider and deeper impact.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
DISC	Team reports and session.	1 DAY	THE GATE	EFC
INTERVENTIONS	During this digital module you will learn more about planning and delivering great interventions through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
MENTORING	During this digital module you will learn more about planning and delivering great mentoring through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EVENTS	During this digital module you will learn more about planning and delivering great event through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
IMPACT	During this digital module you will learn more about writing great through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
PARENTING SKILLS	During this digital module you will learn more about planning and delivering great parenting skills through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
PRACTICAL SUPPORT	During this digital module you will learn more about planning and delivering great practical support through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
SAFEGUARDING AND ATTENDANCE	During this digital module you will learn more about planning and delivering great safeguarding and attendance through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EDUCATION, TRAINING AND EMPLOYMENT	During this digital module you will learn more about planning and delivering great ETE through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EMOTIONAL WELLBEING	Online training to help you spot the signs of emotional distress in children and adults and know how to respond to them effectively. It's becoming increasingly clear that this pandemic has had a massive impact on many	2 HRS	<a href="#">TLG - Emotional First Aid</a>	TLG

	people's emotional and mental health, especially children and families who have been struggling with isolation, anxiety, food insecurity and poverty. As we all start to emerge out of lockdown, we want to equip churches up and down the country to know how to spot the signs of emotional distress and respond to them effectively.			
BUDGET COACHING	This course is aimed at those wishing to help people learn how to budget. It provides all the materials and training for you to be able to get alongside clients and those struggling to manage their money and enable them to draw up realistic budgets.	1 DAY	<a href="https://www.communitymoneyadvice.com/training-and-conferences/trainingprogramme/budget-coach-budgeting">https://www.communitymoneyadvice.com/training-and-conferences/trainingprogramme/budget-coach-budgeting</a>	CMA

## ONGOING DEVELOPMENT


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MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
CORE TRAINING	Bespoke, needs led training will be provided through the Core Training.	3 DAYS	THE GATE	MATT BROWN
CLUSTER MEETINGS	To take place once per half term – with your colleagues from other Academies.	6 X PA	THE GATE	MATT BROWN
STAFF GATHERINGS	Training will be arranged as part of our Staff Gathering Days.	2 DAYS	THE GATE	CAST
ASPIRE COACHING	Aspire Coaching will be offered to staff after their 3-month probation period. This will include an initial assessment, 2 coaching sessions per term and a built-in review process.	6 X PA	ONLINE	MATT BROWN

## RSE and CAREERS EDUCATOR

### INDUCTION

Your Grace Foundation Induction programme will last for 6 days, which will be at our office located in The Gate. You will also have 6 days of Esteem Training, as close to your starting date as is possible. Our aim is to begin to equip you with the tools of the trade to get you started in your new role. Within the first few weeks you will also have the opportunity to visit our existing partner schools.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school.	1 DAY	THE GATE	IM GROUP DAVE BODEN MATT BROWN
BHR/CAREERS INDUCTION	TBC	1 DAY	THE GATE	MATT BROWN
OVERVIEWS	You will be introduced to the Ethos Toolkit, <a href="https://gracefoundation.thinkific.com/">https://gracefoundation.thinkific.com/</a> and Impact reporting. You will also receive an Operations and Administration Induction.	1 DAY	THE GATE	MATT BROWN CERI CLARKE
ESSENTIALS	In this module you would learn some basic principles for supporting students and their families who have experienced trauma, how to manage behaviour the Grace way, and will receive our Level- One and Two Safeguarding and Keeping Children safe in Education Training.	1 DAY	THE GATE	MATT BROWN
ABUNDANT LIFE	In this module you will learn some of the key issues for students who experience low self-esteem, poor anger management, low resilience, loss, and anxiety and think about how you can support them. You will also learn how to deliver our intervention groups in relation to these issues.	2 DAYS	THE GATE	MATT BROWN
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. Once this has been submitted EFC will make contact with you to tell you more about your Disc profile and how that can shape your practise and your work in schools and especially how you relate to your team. There are also lots of policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses.	1 DAY	THE GATE	IM GROUP
Esteem Training	UK's comprehensive Esteem relationships and sex education (RSE) training course equips participants to deliver relationships and sex education to young people and can be completed with or without accreditation.	The course is 6 days, split over 3 weeks	LIVE ONLINE	 GRACE FOUNDATION

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DISC	Team reports and session.	1 DAY	THE GATE	EFC
LESSONS	During this digital module you will learn more about planning and delivering great lessons through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
INTERVENTIONS	During this digital module you will learn more about planning and delivering great interventions through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
EVENTS	During this digital module you will learn more about planning and delivering great event through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
IMPACT	During this digital module you will learn more about writing great through a video, an interview, some reading, resources and finally a personal reflection to help improve your practise.	1-2 HRS	<a href="https://gracefoundation.thinkific.com/">HTTPS://GRACEFOUNDATION.THINKIFIC.COM/</a>	MATT BROWN
ADVANCED SAFEGUARDING (RSE)	This course provides a thorough understanding of child protection by covering a breadth of topics relevant to anybody with a responsibility for safeguarding children and young people.	1 DAY	<a href="https://www.myeducare.com/shop/product/child-protection-advanced/">https://www.myeducare.com/shop/product/child-protection-advanced/</a>	EDUCARE
EMOTIONAL WELLBEING	Online training to help you spot the signs of emotional distress in children and adults and know how to respond to them effectively. It's becoming increasingly clear that this pandemic has had a massive impact on many people's emotional and mental health, especially children and families who have been struggling with isolation, anxiety, food insecurity and poverty. As we all start to emerge out of lockdown, we want to equip churches up and down the country to know how to spot the signs of emotional distress and respond to them effectively.	2 HRS	<a href="#">TLG - Emotional First Aid</a>	TLG

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CLUSTER MEETINGS	To take place once per half term – with your colleagues from other Academies.	6 X PA	THE GATE	DAVE BODEN
VISION DAYS	Training will be arranged as part of our Vision Days.	2 DAYS	THE GATE	CAST
ASPIRE COACHING	Aspire Coaching will be offered to staff after their 3-month probation period. This will include an initial assessment, 2 coaching sessions per term and a built-in review process.	6 X PA	ONLINE	MATT BROWN



## ADMIN TEAM

### INDUCTION

Your Grace Foundation Induction programme will last for a week and will be at our office located in The Gate. Our aim is to begin to equip you with the tools of the trade to get you started in your new role.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
BIG PICTURE	In this module you will learn about the vision and values of IM Group and Grace Foundation. You will also explore what it means to love and serve your local school.	½ DAY	THE GATE	IM GROUP DAVE BODEN
ADMIN INDUCTION	In this module you learn about diary management, Impact Reporting, the Ethos Toolkit, social media, event planning, social action, expenses and purchase requests.	3.5 DAYS	THE GATE	VARIOUS
OTHER	During your induction you will be contacted by EFC who will ask you to complete a DiSC profile form. Once this has been submitted EFC will make contact with you to tell you more about your Disc profile and how that can shape your practise and your work in schools and especially how you relate to your team. There are also lots of policies for you to complete as an employee of IM Group. These include but are not limited to GDPR, Anti-Slavery and IT courses.	1 DAY	THE GATE	IM GROUP

### FOUNDATION TRAINING

Foundation Training is designed to be completed in the first year of your employment with Grace Foundation. It is a blended learning experience enabling you make a wider and deeper impact.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
DISC	Team reports and session with EFC.	½ DAY	THE GATE	EFC
SOCIAL MEDIA	- Technical training on the major platforms you use: FB, Insta, Twitter, Youtube. Copywriting for post creation. Simple graphic creation and useful tools for the creative graphic, and how to make the most out of all of the platforms.	½ DAY	THE GATE	PARAGON SALES SOLUTIONS
QUICKBOOKS	<a href="https://quickbooks.intuit.com/uk/get-started-tutorials/">https://quickbooks.intuit.com/uk/get-started-tutorials/</a> <a href="https://quickbooks.intuit.com/uk/small-business-webinars/">https://quickbooks.intuit.com/uk/small-business-webinars/</a>	VARIOUS	ONLINE	VARIOUS
BOOKKEEPING	<a href="https://www.icslearn.co.uk/landing-pages/aat-bookkeeping-courses">https://www.icslearn.co.uk/landing-pages/aat-bookkeeping-courses</a>	VARIOUS	ONLINE	VARIOUS



## ONGOING DEVELOPMENT

We are committed to helping you to be the best that you can be. There are a number of ways we do that through ongoing development, but we also want to take a bespoke approach to this part of your training and development.

MODULE	LEARNING OUTCOME	LENGTH	LOCATION	TRAINER
CLUSTER MEETINGS	To take place once per half term with your colleagues from the CAST.	6 X PA	THE GATE	DAVE BODEN
VISION DAYS	Training will be arranged as part of our Vision Days.	2 DAYS	THE GATE	CAST
EXECUTIVE COACHING	Executive Coaching will be offered through EFC once per term. Additional sessions maybe available on request.	3 X PA	ONLINE	EFC