

# The Complete Assistant Headteacher

A One Day Course From Coeus Education Ltd



**Becoming An Outstanding Leader Yourself**

**Developing & Leading Key Teams**

**Prioritising Workloads & Improving Your Performance**

**Supporting & Challenging Your Headteacher**

## The one day course will consider :

- how to build, manage and challenge teams
- leading teaching and learning effectively
- becoming an excellent leader
- identifying your strengths and weaknesses
- managing your time to best effect
- what the role of the Assistant Head is
- leadership v management
- the job description : more or less than ?
- inter-personal skills and qualities
- becoming proactive and not reactive
- identifying school priorities
- being honest with your Headteacher
- your career progression
- sustaining your impact
- OFSTED expectations

## Participants Receive ...

Delegate File With Additional Materials  
Certificate of Attendance  
Online Access to Materials

## Course Dates & Venues

**Wed 3rd May 2017**

Central Birmingham

**Thursday 4th May 2017**

Central London

## Course Fee

Includes Lunch, Refreshments & File

1st Booking : £295

3 Bookings : 25% Off

Card Payment : Additional 10% Off

**Book Now By Visiting :**

**[www.coeuseducation.org/courses.html](http://www.coeuseducation.org/courses.html)**