



CHARTERED COLLEGE OF TEACHING

NETWORKS

Application guidance document
2019/20

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TEACHING

WHAT ARE NETWORKS?

Networks are groups led by members of the Chartered College of Teaching who have been appointed as network leaders. Networks provide opportunities for education professionals to get together for meetings and events such as:

- conferences, workshops, lectures
- research, book, or journal clubs
- discussions and debates
- webinars
- TeachMeets
- and more...

With the Chartered College of Teaching's support and resources, networks offer opportunities at a local level for professionals to learn new things, develop their practice and engage in discussions and debates around relevant themes and issues. They also play a vital role in growing the Chartered College of Teaching's membership by inviting new members to join.

NOT ALL EVENTS ARE NETWORK EVENTS...

Network events are not:

- Events run by other organisations where our members are invited to attend
- Events run by other organisations where the Chartered College of Teaching has a stand or speaking slot
- Partner/joint events where the Chartered College of Teaching network isn't the only organiser
- Larger event ideas which require support beyond what the networks programme can offer.

Whilst they do not meet our requirements for a network event, we are still interested in partnering on activities which meet the Chartered College of Teaching's aims, including such events as outlined above.

If you have an opportunity for us to share, get in touch via events@chartered.college

WANT TO BE A NETWORK LEADER?

If you wish to be a network leader you will need to meet the following requirements:

- Be a member of the Chartered College of Teaching
- Support the Chartered College of Teaching's mission and objectives
- Have a desire to bring education professionals together to connect around issues that matter to the profession
- Be happy to operate on a voluntary basis with support from the Chartered College of Teaching
- Agree to follow our guidance and expectations, and our terms and conditions for network leaders (which cover areas such as GDPR, Privacy, money handling, and branding).

THE SUPPORT WE OFFER

The Chartered College of Teaching provides you with valuable support and resources to help meet the needs of education professionals. Some of the things we offer include:

- **Financial support** to cover event costs such as speaker fees and refreshments
- **Half-termly newsletters** to keep you updated on what other networks have organised, sharing of good ideas, and updates to the networks programme functionality
- **Marketing support** to promote your events to our current members and help spread the word to potential new members
- **Media packs** to help you spread the word to your local contacts
- **Materials** such as research digests, and compact guides for you to distribute at your events
- **A banner** to promote the Chartered College of Teaching at your events
- **Access and support** on selling and booking tickets
- **Support and advice** on request from our experienced networks and events team.

The support we provide lets you focus on running great events for your local education community without having to worry about some of the more time-consuming elements of running an event.

NETWORK EVENTS

Once you become a network leader, we will provide you with a guidance document to help you take full advantage of the funding and admin support we provide, such as:

- All your events hosted from our Eventbrite account with bookings managed by the networks and events team
- Advice around how to submit bids for each event, to ensure they're financially viable
- Submission deadlines so that you know when we will next be telling our members of upcoming events in their region and uploading events to our websites
- Advice on how to ensure your events meet teachers' needs (steering groups, consultations, etc)
- Advice on how to approach booking speakers and getting sponsorship to cover higher cost events
- Processes that ensure you stay legally compliant when handling personal data (GDPR, privacy)
- Host webinars from our Livestorm account
- Post-event evaluations and constructive feedback from the networks and events team
- And more!

HOW TO APPLY

If you wish to apply to become a network leader you will need to fill in an application form and gain approval from the Chartered College of Teaching's networks and events team.

Applications can be made via the following link:

<https://charteredcollege.submittable.com/submit/deaa6dc0-17f2-4e86-9986-af2a6bf635b9/network-application-form>

Questions you will need to consider:

- **PURPOSE** - What will be the purpose of your network especially around meeting the mission of the Chartered College of Teaching?
- **ENGAGEMENT** - How will you engage your local education community to ensure your events meet professionals' needs and are cost effective?
- **CONNECTIONS** - Do you have the connections and support locally to ensure that your network is a success?

PURPOSE

PURPOSE - What will be the purpose of your network especially around meeting the mission of the Chartered College of Teaching, which is:

“Celebrating, supporting and connecting teachers to provide world-class education benefiting pupils and society is what the Chartered College of Teaching is all about. Together we will raise the status of the teaching profession”

Things to think about:

- Theme – this could be around a specialism/subject, a particular area of pedagogy or research, career development focused, or career stage, etc
- Audience – what phase, career stage, specialism/subject, etc
- Your connection to the network purpose, why are you so passionate about this network idea?

ENGAGEMENT

ENGAGEMENT - How will you engage your local education community to ensure your events meet professionals' needs and are cost effective?

Things to think about:

- How you will engage with education professionals to ensure that your events will interest members and potential members, and therefore will be well attended?
- How can you set up an effective steering group to support decisions and delivery (**see next page**)?
- How will you ensure your events provide value for money?

As the Chartered College of Teaching is a charity, we take how we spend our money very seriously. Ensuring that the financial support we provide goes towards benefiting education professionals is an important step in approving event bids.

STEERING GROUPS

Setting up and regularly meeting with a steering group is an excellent way of crowdsourcing event ideas and testing what will work for your network. They can also help promote/market your event to their colleagues, increasing your reach and ensuring success.

We recommend between five and ten professionals in a steering group, preferably from the same region but spread across different schools.

If your network is focused on a specific subject/theme, getting individuals involved who are also passionate about the subject/theme is recommended. For example, a network focusing on secondary English teacher practice and research may want to have a steering group made up of English teachers and subject leaders from a variety of schools in the area who can advise on the interests and needs of English teachers.

It might be worth seeing if some of the following are interested in joining your steering group:

Fellows (FCCT)

Fellowship is an accolade held by some of the most committed teachers and leaders who have shown a significant and sustained contribution to the teaching profession and their own professional development. Our Fellows are often willing to engage with local networks to offer support and advice, and even deliver sessions.

Chartered Teachers (CTeach)

Chartered Teachers have undertaken our 15-month teacher certification programme, aligned to the Chartered College's aims to raise the status of the profession and support teachers to acquire the expertise necessary to maintain excellence in teaching and secure the best outcomes for children and young people.

Once you have successfully applied, we will provide a process in which you can contact Fellows and Chartered Teachers in your region to potentially join your steering group.

CONNECTIONS

CONNECTIONS - Do you have the connections and support locally to ensure that your events are a success?

Things to think about:

- How will you get the word out about your network's activities to the current and potential members who will want to attend?
- Do you have connections with headteachers, schools, trusts, subject leaders, etc who can share your upcoming events with colleagues?
- Will you be setting up a twitter account? Do you already have social profiles you use professionally?
- Have you got professionals from across different work places on your steering group?

The Chartered College of Teaching will spread the word about your network activities to our members in the region. As a network leader, we expect you to help spread the word outside of our connections and be an important part of our recruitment strategy.



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THANK YOU WE LOOK FORWARD TO WORKING WITH YOU SOON

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