

**NEW
PROGRAM
FOR 2022**



CAMBRIDGE
INTERNATIONAL COLLEGE
WWW.CAMBRIDGECOLLEGE.CO.UK

INTERNATIONAL DIPLOMA PROGRAM ON SCHOOL LEADERSHIP & MANAGEMENT (for Aspiring Headteachers)

Headteachers occupy an influential position in society and shape the teaching profession; they are leading professionals and significant role models within the communities they serve. The values and ambitions of Headteachers determine the achievements of their respective schools, and they are responsible for the education of current and future generations of children. Jointly, their leadership ability has a decisive impact on the quality of teaching and students' achievements in the Nation's classrooms.

Headteachers must lead by example and ensure the professional conduct and practice of teachers in a way that encourages high-quality continuous professional staff development and minimises unnecessary teacher workloads. They must create a climate for the exemplary behaviour of students, and set goals and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary society. Headteachers, together with those responsible for governance, are the **'guardians of the Nation's schools'**, and have an enormous impact on the future citizens of their Nation - including its potential business and political leaders.

This is the fourth, and most advanced, in CIC's unique series of Programs on Education and Teaching, comprising:-

- ★ **EARLY CHILDHOOD CARE & EDUCATION**
- ★ **CLASSROOM MANAGEMENT & PSYCHOLOGY (for Teachers)**
- ★ **EDUCATIONAL PSYCHOLOGY & ADMINISTRATION**

Attaining the prestigious position of Headteacher is usually the most rewarding moment of a teacher's career, and often represents the culmination of years, if not decades, of working in teaching and education. This unique School Leadership & Management Program provides professional training for ambitious experienced teachers who aspire to the prestigious position of Headteacher.



The Fee for the Program includes two substantial and illustrated Study & Training Manuals, written in clear and easy to understand language with clear explanations, and with practical examples, to ensure your rapid study progress throughout the Program. The Manuals are yours to keep and to refer to whenever you need.

The professionally produced Manuals comprise 12 Modules (see their contents on the next page) with a Self-Assessment 'Progress' Test set for each one, with detailed Recommended Answers which together provide practice in answering examination questions and past-papers. This ensures your understanding and rapid progress, and preparation for Examination success and achieving the CIC Diploma.

Jam Mulekeni Luhanga from Malawi:
"Let me testify that CIC is superb compared to other institutions of higher learning. Thank you CIC for making my dream of becoming a professional English Teacher come true."



Hassan Gabow Salan from Kenya:
"I was privileged to pursue a Diploma in Classroom Management & Psychology. I have gained vast knowledge which assures I can teach relevant content in my professional career in teaching."



Ms. Ata Lutia Lifuka from Tuvalu:
"I have gained a CIC International Diploma in Classroom Management & Psychology, and I now teach at Fetuvalu Secondary School, with ambition to become a headteacher."



Velentin Ivlev from Russia:
"I now teach English at an International Institute. It was really an enormous advantage to have learned English and Teaching with Cambridge International College. Thank you for your excellent training materials and support which made my success so fantastic."



International HQ: Attique House Business Centre, Route de Quennevais, St Brelade, Jersey JE3 8FP, Britain.

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CONTENTS OF THE 12 ILLUSTRATED MODULES INCLUDE:

MODULE ONE

The Practice of Headship

School organisation and hierarchy: chain of command, teaching/academic staff, office/administrative and support staff. Headteacher's day to day roles and responsibilities. Headteacher qualifications and standards for school culture, ethos, behaviour, curriculum, teaching and assessment, special education needs, professional development, school improvement. Route to Headship: experience, shadowing.

MODULE TWO

Leadership, Management, & Administration

Main areas of responsibility of Headteachers. Managing teaching and learning. Educational management, educational administration. Educational inputs, outputs, outcomes. Components of management. Importance in raising standards. Promoting school improvement. Strategic planning: vision, mission, values, long-term goals, action plans. School vision and mission statements.

MODULE THREE

The Headteacher as a 'Manager'

A Headteacher's need for interpersonal skills; unspoken communication and body language, relations with school staff, students, parents, PTA. Headteacher's roles in planning before school opens, during and after a school year. Organising, co-ordinating, directing, leading, supervising, monitoring, evaluating, problem solving, decision-making. Retaining good teachers. Rules, regulations, discipline.

MODULE FOUR

The Headteacher as 'Leader'

Characteristics and traits of effective school leaders. Pivotal role in affecting school climate, attitude, reputation. Building a school community, empowering teachers, cultivating leadership skills. Creating a collaborative, inclusive learning environment. Styles of leadership, affects of leadership style on schools, factors influencing leadership choice. Situational leadership: being adaptive.

MODULE FIVE

Delegation of School Duties

Factors influencing the need for delegation. Responsibility, authority and accountability. Principles and stages of effective delegation. Overcoming barriers to delegation, delegating in the right way; mistakes to avoid. Allocation of work, how much responsibility to delegate. Stewardship: encouraging subordinates to use initiative, feedback. Maintaining "managerial control", monitoring performance.

MODULE SIX

School Personnel - the Human Resource

Senior Leadership Team: make-up, focus, responsibilities. Role of senior leaders within a school. Middle leadership in schools. School academic department heads: responsibilities and duties. Deputy, vice and assistant school Heads. School office personnel, administrative assistants, their range of duties. School support staff. Specialised instructional support staff. Pastoral care.

MODULE SEVEN

Teams and Team Leadership in Schools

Make-up of teams of school personnel. Department heads, senior teachers, roles, responsibilities, leadership skills. Teamwork, team spirit, team cohesiveness, team dynamics, team values. The Headteacher as team leader and Leader of Learning: visible leadership for all school staff, responsible for all school teams, forging the whole-school team; teacher collaboration, collaborative teaching.

MODULE EIGHT

Motivation of School Staff and Students

School employers and employees. Motivation in management, motivating individuals and groups. Motivations for learning and behaviour, needs and goals. Intrinsic motivation, extrinsic motivation. Leadership and motivation: motivation, ability, environment. Maslow's Hierarchy of Human Needs. The Headteacher and motivation, staff counselling. Motivating students.

MODULE NINE

Academic Staff Recruitment, Training

Identifying staffing needs. The headteacher's involvement. Filling vacancies and vacant posts, seeking applicants for a teaching vacancy, job analysis, job descriptions, person specifications. National body's "pool" of teachers. Interviewing: panels of interviewers, appointment. Probationary periods. Student teachers and internships. Induction. Teacher training & development. Staff appraisal.

MODULE TEN

School Improvement Planning

Effectiveness versus improvement. Measuring school effectiveness. Factors influencing school effectiveness. The school improvement plan: purpose and goals, the improvement planning process. SWOT analysis: determining a school's strengths, weaknesses, opportunities, threats. Co-curricular and extra-curricular activities. School community, environment, climate.

MODULE ELEVEN

Health and Safety in Schools

Hazards and risks in schools, factors affecting hazards and risks in different schools. Causes of common injuries in schools. Accident prevention in schools. Preventing slip, trip and other accidents. Responsibilities of the school employer: a school's health & safety policy. Risk assessment. Student duty of care. Managing risks in schools. First aid and medical facilities. School security.

MODULE TWELVE

School Resources and Finance

Roles of educational administrators. Responsibilities of Headteachers and the SLT. The Headteacher and school finance. Financial accounting: recording transactions. Financial management. Types of education resources, allocation. Budgets and budgeting: sources of funding, estimates of expenditure, categories of school outgoings. Planning and forecasting school budgets, budget reviews.

The FEE for the complete Diploma Program is;

GB£200 or US\$400 if paid in full on enrolment, OR 3 Instalments of GB£90 or US\$180 per month for 3 months.



CAMBRIDGE INTERNATIONAL COLLEGE

THE BRITISH INTERNATIONAL COLLEGE OF PROFESSIONAL MANAGEMENT

Professional Study & Training for Successful Careers

International HQ: Attique House, Route de Quennevais, St Brelade, Jersey JE3 8FP, Britain.

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Enrolment/Registration Form for the CIC Diploma Program on SCHOOL LEADERSHIP & MANAGEMENT

My FULL Name:	
My FULL Postal Address:	
Email address:	
Telephone:	
Date of birth:	
Nationality:	
Previous qualifications** if any (Certificates, Diplomas, Degrees, etc) awarded on <i>examination success</i> - attach photocopies or attach to your CV:	
Work experience** if any; state start and finish dates, positions, work activities - or attach details and employer work references to your CV:	
Special needs if any:	

(** It is **not** compulsory or required to have previous qualifications or work experience to enrol for this Program.)

I am sending the Fee of:	FULL PAYMENT ON ENROLMENT OF	or the 1st of 3 MONTHLY INSTALMENTS* of
tick <input checked="" type="checkbox"/>	<input type="checkbox"/> £200 <u>or</u> US\$400 <u>or</u> €300	<input type="checkbox"/> £90 <u>or</u> US\$180 <u>or</u> €135

Fee payment method (see next pages for options): _____

I agree to and accept the Terms and Conditions of Registration of the College, as stated on its full Enrolment/Registration Forms and website, and **I agree to abide by all CIC Rules and Regulations** in force and as they might be amended or added to from time to time.

Signed: _____ Date: _____





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There are 12 main ways by which you may send your payment to the College:

by Bank Transfer	by On-line Banking	by Western Union 'Quick Pay'
by MoneyGram	by Bank Draft or Bank Cheque	by Western Union 'Will Call'
by Currency Notes	by Credit card or Debit card	by PayPal
by Dahabshiil Money Transfer	by British Postal Orders	by Cheque

These 12 methods are explained below.

By BANK TRANSFER

You can arrange to make a transfer or payment straight in to one of the College's **Bank Accounts**.

If you (or a friend, or a family member, or your company) have a bank account, you can ask the bank to transfer a payment to the College. Most banks will allow you to send a payment by bank transfer even if you do not have an account in British Pounds, US Dollars, or Euros.

Or, you can go into a bank with some money (such as cash) and ask the bank to send that amount to a College bank account. Most banks will accept money in your local currency or British Pounds, US Dollars, or Euros; the bank will ensure the College receives British Pounds, US Dollars, or Euros.

To transfer money to one of the College's accounts, your bank needs the details below (which you might need to write in a bank transfer form):

Bank Account Name: Services to Management (for Cambridge International College)

Bank name: HSBC Bank plc

Bank address:- road: King Street; City & Region: St. Helier, Jersey; Post Code: JE4 8NJ; Britain

for transfers in British Pounds (£) send to: Account Number: 32144670

Sort Code: 402534, SWIFT/BIC Code: MIDLGB22, IBAN: GB35 MIDL 4025 3432 1446 70

for transfers in US Dollars (US\$) send to: Account Number: 68294583

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB59 MIDL 4005 1568 2945 83

for transfers in Euros (€) send to: Account Number: 68343364

Sort Code: 400515, Swift/BIC Code: MIDLGB22, IBAN: GB38 MIDL 4005 1568 3433 64

Then post, or scan and email, or fax, your details **with the bank receipt** to the College in Britain. We can "credit" you **only** with the sum the College actually receives, so ensure you also pay any bank charges, and **add £15 or US\$30 or €20** to the Fee amount for incidental charges.

Note, to overcome possible problems of changes in exchange rates between your local currency and British Pounds or US Dollars, you can use the "Western Union Global Pay for Students" service - for details see the "How Can I Make a Fee Payment" section of the CIC website.

By ON-LINE BANKING

If you (or a friend, or a family member, or your company) have a bank account which offers "**on-line banking**", you can make a transfer or payment straight to one of the College's bank accounts. The College's bank account details are stated above in the "By Bank Transfer" section.

By WESTERN UNION 'QUICK PAY' SERVICE

This is **the best and quickest way** to send a payment to the College. If there is a Western Union Agent in your country or area which offers the 'Quick Pay' service, then the Agent can send your payment to the College on your behalf. You can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). You (or a friend, family member or your company) can make a payment through Western Union **Quick Pay** service using these details:

Account Name: Services to Management Code City: SMCOLLEGE,UK Account No: AUK040697

(If you need more information about using Western Union Quick Pay, ask the College)

By MONEYGRAM

If there is a MoneyGram Agent in your country or area, then the Agent can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the MoneyGram Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by MoneyGram transfer *you should first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm to you the **name of the receiver** (the person to whom the transfer should be sent) and the **location** of the receiver (this is information the MoneyGram Agent will need).

By BANK DRAFT or INTERNATIONAL MONEY ORDER (IMO):

You (or a friend, or family member, or your company or employer) can buy or order a bank draft - sometimes called a bank cheque or IMO - from a bank. The bank draft or IMO must be payable to 'Cambridge International College' and **must** be in British Pounds or US Dollars or Euros. It must be posted by registered post or courier to the College in Britain. A **bank draft** or IMO in **British Pounds** or **Euros** must be drawn on a bank in **London** (England); a bank draft or IMO in **US Dollars** must be drawn on a bank in **New York** (USA). Bank drafts and IMOs in Euros or US\$ can only be accepted if they have a minimum value of €200 or US\$200.

By WESTERN UNION 'WILL CALL' SERVICE

If there is a Western Union Agent in your country or area, the Agent might be able to send a payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Western Union Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). If you wish to make a payment by Western Union 'Will Call' transfer *you must first contact the College* with details of how much you wish to send, and the purpose of the transfer (such as for Registration). The College will then confirm if it will accept a payment by Western Union 'Will Call', and to whom a transfer should be addressed.

(Do NOT use Western Union 'Will Call' without receiving permission, and 'receiver' details, from the College)

By CURRENCY NOTES

The College accepts notes in **British Pounds (£), United States Dollars (US\$), Euros (€)**. The notes must be clean and new. If you send currency notes by post, send them by registered postal delivery or courier to minimise the chance of theft whilst on their way to the College.

By CREDIT or DEBIT CARD

You can make a payment using your **American Express, Mastercard** or **Visa** debit or credit card. You **must** send the College by post or email: a **signed letter** from the **cardholder** stating the **card number** and **expiry date** and his/her **name** and **contact address**, which authorises a **stated sum** of money to be paid, and the purpose of the payment; and a **photocopy of the front and back** of the **signed** credit or debit card itself. The amount charged will be in British Pounds.

By PayPal

If you have a debit or credit card, or a PayPal account, then you can quickly enrol and make your Fee payment through the College website using the secure worldwide PayPal payment system: simply go to the **College website**, fill in your details, and follow the instructions so that you can use your debit or credit card, or a PayPal account, to make a payment.

Additionally, if you have a PayPal account, you can also send other payments to CIC by sending from your PayPal account to: **registrar@cambridgetraining.com**

By DAHABSHIIL Money Transfer:

A Dahabshiil Agent in your country or area can send your payment to the College on your behalf. You (or a friend, family member or your company) can pay to the Dahabshiil Agent in **your 'local' currency** (or in British Pounds, US Dollars or Euros). Address the transfer to:

Beneficiary: David Simon Lawson Destination: Britain Telephone: +44 77977 13999

Then post, or scan and email, or fax, your details **with** the Dahabshiil **receipt** to the College, stating clearly the Money Transfer Number and the "sender name" exactly as it is on the receipt.

By BRITISH POSTAL ORDERS

You (or a friend or family member) can purchase British Postal Orders from **British Post Offices** and send them to the College - by registered or recorded delivery post - with your details.

By PERSONAL CHEQUE

Avoid using "personal" cheques wherever possible, because despatches of Study & Training Materials will be delayed by at least 4 weeks when Fee payment is made by personal cheque.