

Bastow Literacy Master Trainer course

CONTEXT

- In June 2017, Phase 1 of the Literacy and Numeracy Strategy was introduced to improve literacy and numeracy outcomes for all students. This strategy's vision is to lift literacy and numeracy achievement by directly and systematically influencing classroom practice.
- Professional learning supported through the Bastow Institute of Educational Leadership (Bastow) included a 'train the trainer' model in which educators were endorsed by regions to become Literacy Master Trainers and deliver the Leading Literacy for Networks course in their local networks.
- In Semester 1 2018, 133 Literacy Master Trainers were trained and went on to facilitate 59 intakes of Leading Literacy for Networks in Semester 2 2018.
- To continue this initiative in 2019, there is an intake of the Literacy Master Trainer course in Term 1. This will enable the delivery of Leading Literacy for Networks in those networks where facilitators are no longer available to facilitate.
- Through collaboration within and across schools, networks, areas and regions the strategy will support excellence in teaching and learning. This includes collaboration in cross-school Professional Learning Communities (PLCs), Communities of Practice, and through Literacy and Numeracy Leader workshops.

KEY ISSUES

- Literacy Master Trainer nominations are required from those networks where one or both of the 2018 Literacy Master Trainer is unable to continue in 2019.
- Literacy Master Trainers will undertake the five-day course at Bastow in North Melbourne in early 2019. The training will equip Literacy Master Trainers with the skills, knowledge and dispositions to facilitate Leading Literacy for Networks in 2019.
- Literacy Master Trainers will deliver one intake of this five-day (non-consecutive) course in their network in 2019, with a maximum intake size of 30 participants.

LITERACY MASTER TRAINER NOMINATIONS

- Literacy Master Trainers are experts with a deep understanding of effective literacy practice, who demonstrate commitment and leadership of literacy improvement in schools.
- Nominees must be employees of the Department of Education and Training. They may be teachers, school leaders, principals or regional staff such as Education Improvement Leaders (EILs), PLC Managers or Senior Education Improvement Leaders (SEILs).
- A nomination form is attached to allow networks and areas to nominate additional Literacy Master Trainers to ensure each network has two trained Master Trainers.
- Preference should be given to Literacy Master Trainers who have previously completed Bastow's Leading Literacy course.
- Nominations should be submitted to both the Area Executive Director (AED) and the Executive Director School Improvement (EDSI) as soon as possible. **The AED and EDSI will work closely with SEILs and Network Chairs to ensure high quality nominations are endorsed.**
- Details of new regionally endorsed Master Trainer nominees must be communicated to Bastow **by the end of 2018.**

Successful MASTER TRAINERS will:

- become representatives of Bastow's professional learning
- understand the role of this course is to bring about literacy improvement
- understand big-picture thinking, systemic change and the impact their role will have across the system
- show commitment and professionalism throughout
- work in partnership, sharing responsibilities with their partnered Master Trainer and network
- communicate their progress to the network as required
- collaborate and work with others who have various degrees of literacy understanding, knowledge and teaching ability
- commit to delivering Bastow's five-day Leading Literacy for Networks course in 2019.

ADDITIONAL INFORMATION

- Bastow will provide participant management support to all networks through the usual registration process on the Bastow website.
- Bastow will be responsible for booking venues and catering.
- Literacy Master Trainers will be provided CRT backfill for training and delivery (including three planning days).

The **NETWORK CHAIR** will support both Master Trainers throughout. The Network Chair will be responsible for:

- communicating course dates, venue and catering company information to Bastow
- sending out network specific communications for promotion of the course and closing dates
- open or visit the Leading Literacy for Networks workshops
- claim any consumables and venue costs through the funds allocated for network related administration activities.

The **SCHOOL PROFESSIONAL DEVELOPMENT COORDINATOR** will provide support and assistance to the networks as required. Please seek advice from them if issues arise with venues, catering or claims.

Literacy Master Trainer nomination

To be completed by principals for school staff; by managers for regional staff

Name: _____ Role: _____

School/Network: _____

Area: _____ Region: _____

I nominate _____ to participate in the Bastow Literacy Master Trainer course. My nomination is based on <please insert rationale for nomination of this person>

I understand that if _____ is accepted into the Bastow Literacy Master Trainer course they will be required to attend training at the Bastow Institute of Educational Leadership, North Melbourne for five (5) days as well as the Master Trainer Forums as part of their ongoing professional learning. I also understand that upon completion of the Bastow Literacy Master Trainer course, _____ is expected to facilitate one intake of the five-day Leading Literacy for Networks course within the _____ Network during 2019.

Signature: _____

Date: ____ / ____ / ____

NOMINEE DETAILS

Name: _____ Role: _____

School/Area: _____ Region: _____

Qualification or equivalent experience:

I understand that if I am accepted into the Bastow Literacy Master Trainer course I will be required to attend training at the Bastow Institute of Educational Leadership, North Melbourne for five (5) days as well as the Master Trainer Forums as part of my ongoing professional learning. I also understand that upon completion of the Bastow Literacy Master Trainer course, I will be expected to conduct one intake (up to 30 participants) of the five-day Leading Literacy for Networks course within the _____ Network during 2019.

Nominee's signature: _____

Date: ____ / ____ / ____

AREA EXECUTIVE DIRECTOR and EXECUTIVE DIRECTOR SCHOOL IMPROVEMENT – APPROVAL

Name: _____ Name: _____

Area: _____ Region: _____

Please check the box beside the applicable statement below:

We approve the selection of _____ to attend the Bastow Literacy Master Trainer course.

Please provide reason:

AED Signature: _____

Date: _____ / _____ / _____

EDSI Signature: _____

Date: _____ / _____ / _____