HEAD OF DEPARTMENT'S
Pocketbook

2nd edition

A pocketful of tips, tools and techniques to help secondary school teachers manage their departments or curriculum areas effectively

Brin Best & Will Thomas

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Head of Department's Pocketbook Brin Best,2014-01-01 This third edition of the Head of Department s Pocketbook will support middle leaders in both primary and secondary schools in carrying out their jobs confidently and efficiently Authors Brin Best and Will Thomas know from experience that managing diverse teams in a climate of inflated performance expectations is no easy task They devote a section of the Pocketbook to leadership and management encompassing vision goals and creativity as well as challenging adult behaviours up skilling influencing and motivating colleagues A later chapter called Raising Student Achievement looks at excellence in the classroom and includes material on enriching and supporting learning data use and lesson planning Effective documentation and raising the profile of your department or curriculum area are also explored Whether you re new to middle leadership or a seasoned hand you ll find the self evaluation checklist at the end of the book a useful professional development tool **Managing Workload Pocketbook** Will Thomas,2015-09-16 Teaching is a challenging and rewarding profession If there s a downside it s the workload not properly managed it can lead to stress and related problems If you feel you could be using time better working less and enjoying life more then this book offers some useful tips tools and strategies for work life balancing Sections on stress attitudes and habits time management and looking after yourself lead to a helpful workload evaluation tool at the end of the book Drawing on the experiences of real teachers in real schools you sense that Will Thomas understands the pressures and challenges peculiar to the job and his common sense approach is welcome **Business Planning Pocketbook** Neil Russell-Jones,2014-01-01 The Business Planning Pocketbook 3rd Edition explains what issues to address how to write a business plan what questions to ask how much detail to include and the time frame to adopt In the chapter on planning theory the author identifies eight different planning styles followed in the next chapter with a description of the seven stages of the planning process In his summary the author says A plan is a statement of what you intend to achieve how when and with what resources A complex subject made simple Author Neil Russell Jones is widely published speaks internationally lectures and is a special advisor for the Princes Youth Business Trust In the Management Pocketbooks Series he has also written books on decision making strategy managing change and marketing *How to be an Amazing Middle Leader* Caroline Bentley-Davies,2014-03-27 Today the myriad skills needed to be an amazing middle leader in schools can seem mind boggling What s more Middle Leaders are taking up the leadership reins after gaining experience for far fewer years than ever before Whether you are new to this role or are more experienced and aspiring to become a school leader this book will give you the vital information you need in order to understand what is really important about your role and how to improve your key skills *The Soldier's Pocket-book for Field Service* Garnet Wolseley Wolseley (Viscount),1874 *The soldier's pocket-book for field service* Sir Garnet J. Wolseley,1871 **Construction Project Manager's Pocket Book** Duncan Cartlidge,2024-07-18 The third edition of the Construction Project Manager s Pocket Book continues to guide and educate readers on the broad range of essential

skills required to be a successful construction project manager The book introduces the generic skills required by any project manager before tackling the core skills and activities of a construction project manager with direct reference to the RIBA Plan of Work and the OGC Gateway Key features and coverage in the new edition include a step by step explanation of construction project management from pre construction to occupancy hard and soft skills including ethics leadership team building procurement strategies supply chain and contract management feasibility studies development appraisals environmental issues digital tools and occupancy activities The updates in this new edition take account of all regulatory and legislative changes and also changing market conditions and working trends This is the ideal concise reference that no project manager construction manager architect or quantity surveyor should be without *Royal Air Force Field Service Pocket Book* Great Britain. Air Ministry,1925 *Architect's Legal Pocket Book* Matthew Cousins,2025-07-22 A little book that is big on information the Architect s Legal Pocket Book is the definitive reference guide on legal issues for architects and architectural students This handy pocket guide covers key legal principles which will help you to quickly understand the law and where to go for further information Now in its fourth edition this bestselling book has been fully updated throughout to provide you with the most current information available Subjects include contract administration building legislation planning listed buildings contract law negligence liability and dispute resolution This edition also contains new cases and legislation building safety contracts inspection duties practical completion and practical issues facing architects Illustrated with clear diagrams and featuring key cases this is a comprehensive guide to current law for architects and an invaluable source of information It is a book no architect should be without **Head of Department's Pocketbook** Brin Best,Will Thomas,2014-10 The position of Head of Department or Subject Leader is a key middle leadership role Once described by the National College for Teaching and Leadership as the engine room of change that can transform teaching and learning department heads play a key part in raising standards and maximising student achievement This Pocketbook will assist middle leaders in primary and secondary schools to carry out their jobs confidently and effectively This third edition of the Head of Department s Pocketbook is about cultivating and maintaining a climate for effective teaching and learning improving management and leadership skills and incorporating time to reflect Authors Brin Best and Will Thomas see creativity alongside building and sharing a vision as essential components of success Using a range of cartoons diagrams mnemonics and other visual devices this A6 book is a practical guide to excellent practice for new and existing heads of departments It covers areas such as goal setting creative thinking upskilling influencing and motivating colleagues and performance management There is also advice on preparing for inspection effective documentation planning a budget working with students colleagues and parents managing data and health and safety issues At the end of the book a helpful self evaluation tool enables a closer look at departmental practice which in turn aids the formulation of action plans for improvement **Field Service Pocket Book** Great Britain. War Office,1911 **Punch's pocket book for 1844 (-1881).**

,1879   *People Manager's Pocketbook* Ian Fleming,2015-09-16 Another popular title from Ian Fleming on ways to manage difficult people and their problems The People Manager s Pocketbook uses a practical and effective Signs Reasons Solutions structure Problem areas include the poor performer difficult individual reluctant team player persistent late comer slow learner isolated individual and unsupportive boss practical and rich in common sense reported Management Today journal

Key Account Manager's Pocketbook Roger E. Jones,2013-01-01 The new 2nd edition of the Key Account Manager s Pocketbook gives practical advice on how to keep and develop important customers thereby maximising ongoing revenue streams reducing sales costs improving investment planning and increasing market knowledge It opens by describing the key account manager s role and then goes on to describe how to rise up the so called customer perception ladder moving from a simple commodity supplier to developing a solid long term business partnership with your key customers The author next explains how to develop the key account development plan how to increase your influence with the decision maker in your key account relationship management and how to win new business The final chapter runs through the essential steps of key account handling There are short exercises throughout which if carried out will help to reinforce the key learning points

The Creative Teaching & Learning Resource Book Brin Best,Will Thomas,2008-10-09 An exciting mixed product of print and downloadalbe resources this book presents over 200 tips tools and practical strategies for more effective teaching and learning that can be used in your classroom tomorrow The emphasis is on exciting inclusive learning experiences which genuinely engage learners and raise motivation The book is a follow up to the ground breaking Creative Teaching and Learning Toolkit which sets out the key principles of effective teaching and learning Using their pioneering Creative Teaching Framework as a scaffold for the book award winning authors Brin Best and Will Thomas guide you through strategies that deal with each component of effective teaching As well as dealing comprehensively with actual teaching techniques you can use the authors also tackle the key areas of vision climate and reflection showing you how a range of practical approaches can also benefit your learners A special section deals with things you can do on a personal and professional level to improve your teaching skills too All the strategies included in the book are highly practical and represent tried and tested approaches from successful classrooms Each is presented concisely showing how you can embed the learning activities into your day to day lessons Special emphasis is placed on creative ways of producing successful learning outcomes for students of all abilities This resource book presents a rich compendium of teaching and learning strategies that can be used by teachers of all subjects It will help you to become more creative in your teaching and for learners to be more creative in their approaches It will widen your repertoire of teaching approaches to the benefit of all your learners Whether you are a teacher early in your career looking to gain new skills or an experienced practitioner wishing to expand your toolkit and freshen up your teaching then the Creative Teaching and Learning Resource Book has something for you   *Parliamentary Pocketbook* Stephen Heyns,1996   *The Architects' and Builders' Pocket-book* Frank

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