



## S7 Support Staff Conference 2025 - Workshops Information

**When making your selection on the registration form you need to indicate which two of the following workshops you would like to attend.**

### **1/ AI in Action: transforming support roles in sixth form colleges**

This workshop explores how Generative Artificial Intelligence (GenAI) can enhance the role of support staff in a sixth form college setting. We will examine practical AI tools that can streamline administrative tasks, improve communication, and support student wellbeing. Participants will gain insights into how GenAI can assist with reducing workload while improving efficiency.

**Vladimir Bolla-Bolla, Head of Computing/IT/Digital Media, Woking College**

### **2/ De-escalation of low-level student behaviour**

This training session aims to equip support staff with effective strategies to de-escalate low-level disruptive behaviours in sixth form settings, fostering a positive learning environment. Participants will learn to identify and apply both proactive and in-the-moment de-escalation techniques. The session includes strategies for building positive relationships with students and is an opportunity for staff to share their challenges with managing student behaviour.

**Matt Simpson, Assistant Principal (Safeguarding and Support), Godalming College**

### **3/ Effective communication with colleagues**

In this session we will delve into what factors make for effective communication with our colleagues, why this is important, and some of the challenges we might face in trying to achieve this. We will also look at how we might overcome these challenges in hopes of maintaining a productive and harmonious workplace.

**Natalie Chescoe, Pastoral Director, Reigate College**

### **4/ Excel Improvers**

This workshop is designed for those staff who already have a basic understanding of Excel and are looking to improve their skills. This workshop will focus on practical techniques and advanced features and will provide you with the tools you need to make the most out of Excel.

You'll learn about advanced functions and formulas such as IF statements, LOOKUP functions, linking worksheets, more advanced sorts & filters and conditional formatting, time-saving shortcuts, and essential features such as pivot tables and data validation. Through hands-on exercises and real-college examples, you will gain skills and confidence. There will also be plenty of time for questions and tailoring so if there is a particular function or a particular task you need help with we can accommodate some personalisation during the workshop

**Tara Davies, Information Manager, BHASVIC**





### **5/ How to make Sharepoint look beautiful**

Designing SharePoint sites: Engaging staff and students.

- This provides a look at how to turn SharePoint from a file sharing/storage site to something more akin to a VLE.
- The intention is that participants can be 'hands on' but it's to gain interest and demo the key functionality.

This requires all participants to have access to SharePoint (Microsoft 365) and isn't compatible with 'Google'.

**Andy Lewis, Digital Coach and Teacher of History, BHASVIC**

### **6/ Navigating Difficult Conversations**

Overview: This workshop helps sixth-form college staff handle challenging conversations with parents and colleagues using practical strategies for confident, professional, and empathetic communication.

Key Objectives:

- Understand challenges in difficult conversations.
- Manage emotions under pressure.
- Develop listening and communication skills.
- Handle real-life scenarios.
- Set boundaries and de-escalate situations.

Attendees will be better equipped to handle challenging conversations effectively.

**Lisa Watkin-Stevens, Vice Principal, Varndean College**

### **7/ Professional Joy: bringing your whole self to work**

Will Baldwin looks at the 5 steps to 'Professional Joy' and how much we should bring our 'whole selves' to work in order to feel a genuine sense of Belonging.

Be prepared to discuss your views!

**Will Baldwin, Principal, BHASVIC**

### **8/ Understanding EHCPs and the review process**

This session is for those who wish to find out more about what an EHCP is, the Statutory Implications around EHCPs and what happens in colleges to support students with an EHCP. This will include the processes involved by teaching and support staff, students' parents and the SEND team.

**Debbie Center, Deputy SENCO, Reigate College**

### **9/ Wellbeing and Resilience in education**

In this workshop we will focus on strategies to support our wellbeing and resilience such as habits, sphere of control, compassion fatigue, competency, mind the gap coaching model and finding positive people.

**Louise Davison, Assistant Principal, Bexhill College**

### **10/ Working in an inclusive workplace**

We hear a lot about how to support neurodivergent learners in our colleges. But what about the staff?

The aim of this workshop is to help us to develop an inclusive workplace, where neurodivergent colleagues can thrive. We will focus mainly on autism, but also talk about ADHD and dyslexia. The workshop will involve some (hopefully fun and interesting!) activities, rather than just being a talk.

**Jan Lusty, Head of Learning Support, Godalming College**

