



SUMMARY OF THE EXPECTATIONS/COMMITMENTS OF GROUP LEADERS DELIVERING THE INCREDIBLE YEARS PROGRAMMES FOR TEACHERS AND THE MANAGEMENT SUPPORT REQUIRED

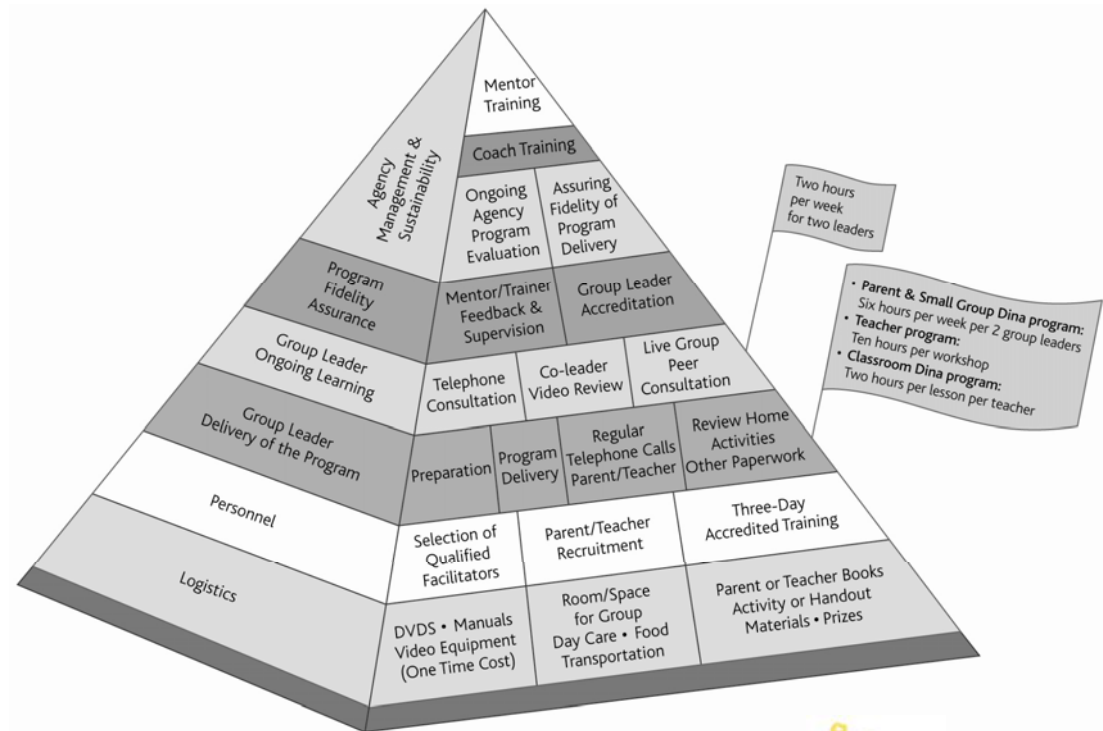
The Incredible Years programme for teachers involves six full day sessions held over a period of six months, plus a one-day session three months later.

Potential group leaders for the programme need to be able to commit both the time to deliver these sessions and also time for preparation, administration, supervision and professional development.

The following pages outline in detail the time commitment that is needed for each group leader, and also the financial, administrative and management support that group leaders need.

The **total average time commitment by each group leader** for each course is 132 hours for six sessions over six months plus 14 hours for a follow-up session three months later. For supervision/professional development each group leader needs to allow 30 hours (or four days) over a period of nine months.

The **total average monetary cost per programme** is from \$1,900 to \$2,100 (this will be cost recovered), with \$4,500 – \$5,000 needed for initial resources and equipment.



IY Implementation Pyramid
Assuring Fidelity of Program Delivery



LOGISTICS – WHAT IS INVOLVED IN SETTING UP, RUNNING AND SUPPORTING THE PROGRAMME	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED	
<ul style="list-style-type: none"> Buying DVDs, manuals and video equipment*. Locating a venue. One copy of the teacher book to loan to each participant. Copies of activities and handouts. Sourcing low cost rewards/reinforcers. Recruiting teacher participants. School visit or phoning participants prior to course starting. <p>*Note Help Desk is currently working on camera and laptop requirements for this work – protocols to be provided soon.</p>	Allow up to 2 days administration time for setting up each programme.	<ul style="list-style-type: none"> Weekly administration support for duration of course. Initial budget for buying resources such as manuals and books. Budget for initial course set up (to cover photocopying, refreshments and lunch) to be 'cost recovered' from schools as 'team fee'. Budget for equipment for video recording sessions. Ongoing budget for leasing laptop capable of burning discs. 	<p>Up to 1 hour per week</p> <p>\$3,600*</p> <p>\$1,900 – \$2,100</p> <p>\$800 per camera + \$20 for writable DVDs + \$100 for tripod</p>

PERSONNEL – WHAT IS INVOLVED IN BECOMING AN INCREDIBLE YEARS TEACHER GROUP LEADER?	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED	
<ul style="list-style-type: none"> Attend 3-day teacher group leader workshop. 	<ul style="list-style-type: none"> Allow for 3 days initial training. 	<ul style="list-style-type: none"> Cost of travel and accommodation. Fee to attend training workshop. 	<p>Fee approx \$500</p>

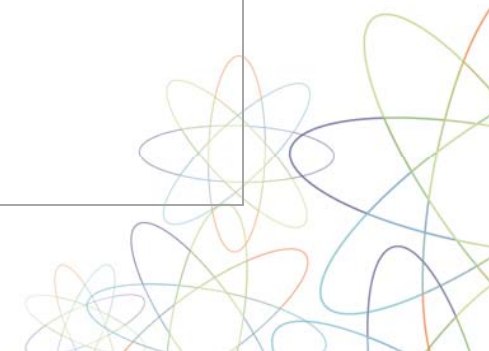
*RTLb can loan from local Ministry office

DELIVERING – WHAT IS INVOLVED IN TEACHER GROUP LEADER DELIVERY OF THE PROGRAMME	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED
<ul style="list-style-type: none"> ▪ Recruiting 16 teachers (a minimum of two from one school). ▪ Carrying out a school visit prior to the programme. ▪ Ensuring teachers receive and complete pre course measures prior to the first day of the course. ▪ Entering COURSE SETUP data onto national register and emailing to the Ministry. ▪ Delivering the 6-day course plus 1-day follow-up day 3 months later. ▪ Completing the national register for the course, and filing all course data and copies of Teacher Satisfaction Questionnaires. ▪ Emailing COURSE COMPLETED national register for course to the Ministry. 	<ul style="list-style-type: none"> ▪ Allow an average of 7-10 hours prior to each programme for engagement activities and initial school visits. ▪ Allow 1 hour per week in first 2 weeks to mark pre tests and put data from tests onto national register (total 2 hours). ▪ Allow 16 hours in total for school visits over duration of course. ▪ Allow 6 hours per week in the week prior to and for the duration of course for preparation, weekly logs, phone calls and marking homework (total 48 hours). ▪ Allow 8 hours to deliver each session and to be available to teachers before and after the session (total 56 hours). ▪ TOTAL maximum of 132 hours for 6 sessions over 6 months + 14 hours for follow-up session 3 months later. 	<ul style="list-style-type: none"> ▪ Free staff up to prepare for and deliver programmes and carry out administration.



PROGRAMME FIDELITY ASSURANCE – WHAT DOES ACCREDITATION AND ONGOING PROFESSIONAL DEVELOPMENT INVOLVE?	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED
<ul style="list-style-type: none"> ▪ Video taping and reviewing all sessions. ▪ Using self and peer review checklists (alternate short and long versions) to evaluate/improve group leadership skills. ▪ Systematically filing all documents associated with course (session checklists, peer/self review checklists, teacher weekly evaluation sheets and Teacher Satisfaction Questionnaires) as well as pre and post outcome measures. ▪ Attending regular supervision for 2 hours a month for the duration of the course which will include a mixture of peer and self review; attending a minimum of 2 Ministry of Education, Special Education video conferences a term. ▪ Delivering two successful teacher programmes (ie, consistently positive session feedback, and group size of at least 10 regular attendees). ▪ Attending one consult day including sharing a video segment from one of the teacher group sessions, and a supervision day provided by mentor or peer coach. ▪ Once accredited, a group leader is expected to then supervise others seeking accreditation. ▪ Accredited teacher group leaders will be required to attend annual supervision and consult days and take part in ongoing supervision as part of their ongoing professional development. 	<ul style="list-style-type: none"> ▪ Allow 2 hours per month for ongoing supervision and self and peer review for 6 month duration of course. ▪ Allow 1 day per year for formal consult day. ▪ Allow at least 1 day per year for attendance at supervision day. ▪ (Allow 2 hours a week to supervise others once accredited). 	<ul style="list-style-type: none"> ▪ Fund/provide recording equipment. ▪ Free staff up for ongoing supervision and peer review. ▪ \$US 350 fee for submitting accreditation work. ▪ Free staff up for continuous delivery of programmes. ▪ Cost of travel and accommodation to attend consult and supervision days.

AGENCY MANAGEMENT AND SUSTAINABILITY – WHAT EVALUATION AND ONGOING TRAINING IS REQUIRED TO SUPPORT THE INCREDIBLE YEARS PROGRAMMES FOR TEACHERS?	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED
<ul style="list-style-type: none"> ▪ Collecting pre and post intervention data and entering it into a national register for the course. ▪ Keeping attendance data. ▪ Ensuring all teachers complete a Teacher Satisfaction Questionnaire. ▪ Analysing the outcomes data. 	See first section for hours required.	



AVERAGE TOTALS	COMMITMENT BY <u>EACH</u> GROUP LEADER	MANAGEMENT AND ORGANISATIONAL SUPPORT NEEDED
	Total average time commitment for each 6-day course is 146 hours. For supervision/professional development is approximately 30 hours over 9 months for each course.	Total average monetary cost per programme is cost recovered, with \$4,500 – \$5,000 needed for initial resources and equipment.

WHAT ATTRIBUTES, KNOWLEDGE OR EXPERIENCE DOES AN INCREDIBLE YEARS TEACHER GROUP LEADER NEED TO HAVE?

- Ability to work with colleagues and teachers in a collaborative, non-judgemental, respectful, supportive and responsive way.
- Capacity to work in a disciplined and structured way.
- Attention to detail.
- Motivation to take the time to learn a new programme.
- Enthusiasm for empirically supported programmes and commitment to quality provision.
- Flexibility.
- Knowledge of early childhood development and social learning theory.
- Ability to incorporate constructive feedback into future practice in a cycle of continuous skill development.
- Teaching experience.

WHAT ROLES ARE AVAILABLE WITHIN THE INCREDIBLE YEARS PROGRAMME FOR TEACHERS?

- Incredible Years Group Leader.
- Incredible Years Accredited Teacher Group Leader.
- Peer Coach.

NB: Schools will be paid a teacher reliever fee of \$250 per session per teacher to enable them to release teachers.

