Primary School Improvement Offer 2019/20

Schools Intervention Service

www.cambslearntogether.co.uk
Cambridgeshire Primary School Improvement Offer

The Primary School Improvement Offer provides an opportunity for Local Authority Maintained Schools or Academies to buy into a range of high quality support which can be tailored to meet the needs of each individual school. This booklet provides an overview of the support available from the Schools Intervention Service; a more detailed course booklet will be published in the summer term.

The Primary Offer provides:

- Bespoke support and CPD for individual schools/clusters or families of schools
- Good value for money
- Flexibility
- Supportive and responsive advisers

Each Element can be bought into separately, or more than one element can be purchased at a discounted price. Federations and Multi Academy Trusts may be eligible for discounts if purchasing Elements for a number of schools.

Special packages and bespoke service

Enhanced package of up to 18 days of bespoke support for schools linked to their own school improvement journey.

New to Headship Package includes Leadership Adviser visit, mentor, full school review and headship workshops based in different schools.

Element 1

Provides a named adviser, Annual Monitoring Visit plus at least 5 visits (focus of your choice) from a named Primary Adviser/Associate Adviser

Element 2

A range of briefings including assessment, English and maths

Element 3

Opportunity to purchase bespoke special packages or pay as you go service

Other packages of support outlined in this booklet include: Recruitment and retention, Physical Education, Outdoor Education and PSHE.

During the next academic year, (whether schools buy into the Primary Offer or not), all Local Authority maintained schools will receive an Annual Monitoring Visit in order to ensure that the Local Authority has a good knowledge of all its schools. These visits will be carried out by LA Primary Advisers or Associate Advisers during the first half of the autumn term and will be at no cost. We hope that you will find these useful and act as a fresh pair of eyes looking at your school.

We really look forward to working with you,

Rosemarie Sadler

Head of Schools Intervention Service
Overview

SCHOOLS INTERVENTION SERVICE
Offer to Support Primary School Improvement

- Governance Advisers
- English and Maths Advisers
- Leadership Advisers
- Assessment Adviser
- PE Advisory Service
- Recruitment and Retention
- Outdoor Education
- RE
- PSHE
- Life Education
- Primary Advisers
- Improvement Adviser
Elements of the Primary Offer

Element 1:
Individual School/Academy Support and Challenge (Allocation of up to 4 visits plus a Annual Monitoring Visit)

Suitable for “low” and “medium” support schools. Access to the following services:

- Named Adviser
- An Annual Monitoring Visit involving a self-evaluation review visit and a learning walk with the Headteacher and the Chair of Governors
- Support for Ofsted including preparation, Primary Adviser attending feedback. Meeting or telephone contact with inspector
- Ongoing support by telephone and email as required
- Ofsted Update Workshops
- ASP/FFT Workshops
- Termly English and maths newsletters
- Curriculum Audit

Bespoke visits selected from the following menu (up to 4 Visits):

Primary Adviser/Associate Support

- Analysis of data
- Website audit
- Curriculum Audit
- Headteacher Performance Appraisal Review
- Joint lesson observations
- Monitoring of teaching and learning
- Work Scrutiny
- Leadership and management advice and training
- Governor training session
- Ofsted ‘health check’
- Support and advice for improving outcomes for disadvantaged pupils
- Data training for Senior and Middle Leaders
- Maths and English Adviser visit

Note: Additional days can be purchased at a Standard Rate of £100 per hour or £480 a day (up to 5 hours)
Element 2:
Area Based Briefing/Workshops
Access to the following leadership briefings:
- Ofsted Updates
- Leading English (3 x 0.5 day)
- Leading Maths (3 x 0.5 day)
- Assessment Briefing (2 x 0.5 day)
- Aspiring Headteachers workshops (3 x 0.5 day)
- Improving progress in Year 6 termly workshops for Year 6 teachers (2 x 0.5 days)

Element 3:
Special Packages and Bespoke Service
This element comprises:
Enhanced Package £2800
For schools who would like an enhanced level of bespoke support
This package includes ALL the main features of Element 1
AND
- Monthly visits by named Adviser
- Up to 4 days English, Maths or Improvement Adviser support
- Half Termly School Review meeting with HT, SLT and governors
- Bite Size Staff Meeting Programme

New to Headship Package
- Headteacher recruitment support for governors, shortlisting, planning recruitment tasks and attendance at interviews
- Named new to Headship Adviser
- Leadership Adviser visit
- Half termly new to headship workshops
- Full school review
- Access to a mentor
- Access to Improving Leadership Forum

Primary Adviser/Associate Support,
“Pay as you Go” days with NO access to wider support
A range of support, for example:
- Groups of small schools training and support
- Disadvantaged Pupils Review
- Access to a range of English and mathematics projects
- Cluster Projects
- Families of schools project
- English Adviser – Book Banding service

Note: “Pay as You Go” days are purchased at a Standard Rate of £100 per hour or £480 a day (up to 5 hours)
New to Headship Package offer

This induction package supports Governors through recruitment and Headteachers as they start headship in Cambridgeshire. It supports primary, nursery and special school Headteachers and acting Headteachers building on NPQH and drawing on many specialist services within the local authority and teaching schools to deliver a comprehensive package of support and guidance for the first year of headship in Cambridgeshire. Advisers, serving Headteachers and other Local Authority staff have supported the development of these sessions. Experienced Headteachers new to the county have found this programme very valuable as a way of getting to know how the Cambridgeshire systems work.

The modular programme is designed to be flexible as possible. In the past most new Headteachers have attended all sessions. This is an opportunity to be part of a very supportive and reflective thinking group. Visits to each other’s school are encouraged.

The New to Headship Package includes:
- Headteacher recruitment support for governors, shortlisting, planning, recruitment tasks and attendance at interviews
- Named new to Headship Adviser
- Leadership Adviser visit
- Full school review
- Access to a mentor
- Access to Improving Leadership Forum

Sessions:
The sessions are varied with specialist input being followed by an opportunity to discuss issues as a group and individually. All sessions run from 9.00am – 1.00pm, with a working lunch provided at 12.30pm.

Getting to Know your School
Finance, Property and Health and Safety
Personnel Management / Safeguarding and Constructive Conversations
Working with Governors / Engaging with Parents
Good Early Years Provision
Leading Inclusion
Next Steps and How to Get There

Primary Adviser (New to Headship Programme)
Lisa Murphy

Charges:
£1000. Academies £1100
The Senior Assessment Adviser offers bespoke support and training around the analysis and use of school data, including the use of Analysing School Performance and FFT Aspire, for Senior Leaders, Middle Leaders and Governors. Training can be both for individual schools or clusters of schools looking to drive up standards through increased collaboration.

Support available includes:

- Understanding how to use ASP and FFT Aspire
- Analysing school data and target setting
- Data for governors and their strategic role
- Workshops exploring publically available data sources about the areas that schools are in
- Supporting collaboration between groups and clusters of schools, and helping schools to identify schools that they may wish to collaborate
- Supporting the interpretation and understanding of Primary School data by Secondary Schools/Academies.

The Senior Adviser for Assessment also co-ordinates the Local Authority’s statutory obligations for the moderation of Key Stage 1 and Key Stage 2 testing and teacher assessments and is able to provide support with preparing for moderation.

Senior Adviser for Assessment
Martin Gray

See also: The Cambridgeshire Assessment and Moderation Team on KnowledgeHub: https://khub.net/group/cambridgeshire-assessment-and-moderation-team

Charges:
Standard Rate of £100 per hour or £480 a day (up to 5 hours).

Schools can draw down on Element 1 Primary Adviser/Associate Support days for Data Support.

Other services are charged individually to include materials.
English and mathematics Advisers are able to provide a bespoke offer of school improvement, tailoring support to meet the needs of staff, pupils and the wider school community.

The team is able to work with teachers and school leaders, particularly promoting the role of subject leaders, providing both support and challenge whilst driving improvements across the school in a range of ways including:

**In school support:**

- Support English and mathematics leaders to develop and evaluate the curriculum, policies and action plans, lead CPD
- Developing teaching and learning through: planning support, model or team teaching, evaluating and developing assessments, pupil diagnostics
- Support SENCo/ inclusion managers to identify barriers using data and consider additional provision and /or interventions to secure progress of pupils with specific needs
- Working with governors to support knowledge of expectations and help identify strengths and challenges in the provision and data for English and mathematics

**Other services the team can provide include:**

- Staff meetings
- Phonics audits
- Intervention support
- Provide training on Edgehill intervention programmes
- Closing the gap and effective use of pupil premium support
- Diagnostic work with groups or individuals
- Book Banding
- Cluster working
- Easter schools
- Moderation preparation

**Lead English and Maths Adviser**

Emma Fuller

**Charges**

Standard Rate of £100 per hour or £480 a day (up to 5 hours)

Other services are charged individually to include materials.

**Special offer** – schools can purchase 5 days of support for £2000 if agreed in advance
An Improvement Adviser (Primary) can offer bespoke school improvement and development activities tailored to the precise needs of the school and individuals within it.

The strength of Improvement Adviser work lies in building relationships with school teams over a period of time so that improvements are sustainable and capacity is developed. Most schools therefore commit to the 5 day package as a minimum as it also represents good value.

The Improvement Adviser (Primary) shares expertise and experiences from working in a wide range of schools as an adviser and from teaching and Senior Leadership roles prior to that.

The menu of activities provides an indication of the diverse range of work undertaken.

**Leadership**

Coaching and mentoring for Headteachers, Deputy Headteachers, phase/team leaders

Undertaking monitoring activities with senior or middle leaders

Supporting school improvement and termly planning

Supporting how to manage and lead senior leadership team

Leading middle leadership training for individuals/groups/clusters

**Teaching and Learning**

Modelling teaching, team teaching

Supporting working with staff during PPA including effective time management

Continuing professional development for RQTs

Supporting during Pupil Progress Meetings

**Managing Performance**

Support the writing and delivery of support packages

Undertaking developmental work with individual teachers

**Training**

Leading staff meetings on aspects of High Quality Teaching including: differentiation, success criteria, marking and response, guided group work, maximising impact of TAs during whole class teaching, mid lesson formative assessment opportunities

Whole school curriculum development

Cluster/group training for NQTs, middle leaders and senior leaders

**Improvement Adviser**

Juliet Adloune

Fully Qualified Adult Mental Health First Aid Instructor

**Charges**

Standard Rate of £100 per hour or £480 a day (up to 5 hours)

Other services are charged individually to include materials.

**Special offer** – schools can purchase 5 days of support for £2000 if agreed in advance

Schools can combine Improvement Adviser support with Primary Adviser support in negotiation with the Head of Service
Leadership Advisers provide a bespoke offer of school support to maintained, academy, independent and free schools throughout Cambridgeshire.

Maintained schools receive the majority of the services in the subscription offer and all maintained school headteachers receive a welcome visit from their named Leadership Adviser at no charge.

**Subscription Offer**

For Academies, Multi-Academy Trusts, Independent and Free Schools

Telephone advice and face-to-face support with:

- Critical Incidents: Planning and review (Initial response free to ALL Cambridgeshire Schools)
- Complaints: Advice and guidance at every stage, including attending Stage 3 Academy panels at a discounted rate for subscribers
- Allegations against adults: Training and support
- Interpretation and implementation of both local and national legislation
- Communication: Mediation and conciliation services
- Leadership, management, governance and personnel advice
- Headteacher well-being: Mentoring, critical friendship and signposting
- Free Safeguarding Reviews for subscribers
- Safeguarding refresher training at discounted rate for subscribers
- Welcome visit for new academy headteachers

**Charges:**

£700 Annual subscription

(Multi Academy Trusts – discount charges by agreement with Head of the Schools Intervention Service) contact Chris Meddle

**‘Pay-as-you-go’ Service**

For ALL schools including Maintained Schools, Academies, Independent and Free Schools

Wider school assistance with:

- Grievance, discipline and complaint investigations
- Attending stage 3 complaint panels as adviser for maintained schools
- Acting as an Independent Complaint Panel member for academies (discounted for subscribing academies)
- Safeguarding Reviews and Safeguarding Health Checks
- Bespoke in-house training including
  - Allegations
  - Complaint handling
  - Staff Well-being
  - Leadership and Management of Safeguarding
  - Safer recruitment review or audits
  - Critical Incident planning and review

**Advisers**

Chris Meddle (Senior Leadership Adviser)
Diane Stygal

**Charges:**

“Pay as You Go” days are purchased at a Standard Rate of £100 per hour or £480 a day (up to 5 hours) contact Chris Meddle for details
Professional Support for Physical Education and School Sport

The Physical Education Advisory Service offers academies the opportunity to have access to a robust level of support and advice through a range of membership packages.

**Support available:**
- Telephone, email and online support
- Newsletters and updates
- Access to PE network sessions
- Assured Health and Safety advice
- Bespoke consultancy
- In-depth Physical Education health-check
- Reduced workshop fees
- Access to online PE web-resource library

**Bronze Package £95**
- Access to online, email and telephone support around all issues related to Physical Education and School Sport. This includes advice around Safe Practice and swimming
- Regular health and safety updates
- Termly PE and Sport Newsletter
- Reduced fees for CCC PE courses and workshops
- Access to CCC online PE resource library

**Silver Package £300**
This is the intermediate level of support and includes access to the contents of Bronze Package and attendance at two Primary PE Subject Leader Network Workshops.

**Gold Package £775**
This is the complete level of support.
It includes access to the contents of both the Bronze and Silver Packages and an in-depth, robust Physical Education Health Check and comprehensive report, including all aspects of PE and statutory functions such as Health and Safety.

**Bespoke Consultancy**
The PE Service can design a range of consultancies and in-house training according to the specific requests of schools and settings, including post-incident support.

**Physical Education and School Sport Adviser**
Ian Roberts
TeachinCambs is a collaborative project between the LA Curriculum, Teaching & Leadership Team and a steering group of Headteachers from across the county.

There are a great many services which are free to all Cambridgeshire state schools and include:

- Unlimited job advertising (any staff vacancies; not just teachers) on www.teachincambs.org.uk
- Specially negotiated discounts with TES
- Quality candidates attracted through our website, recruitment fairs and social media
- Promotion of vacancies through our social media
- Support and advice throughout the year from our Teach in Cambridgeshire team.
- Access to our internship scheme and events to showcase our schools

Strategic HR and People Planning: a toolkit for Headteachers and Governors

This toolkit has been developed by the TeachinCambs team, with input from headteachers and recruitment professionals. Its aim is to help you think about the ways in which you can maximise your chance to recruit and retain high quality staff for your school/Trust.

The toolkit is designed to be used by a school/Trust by itself as far as possible, but some sections, in particular the audit, branding and job satisfaction sections, are likely to be more effective when conducted by someone from outside the school/Trust. We are able to offer support with this:

‘What kind of employer am I?’

- Initial meeting with Headteacher to discuss the areas of focus.
- Producing a survey and running activities at a staff meeting
- Analysis of results
- Production of a report on the findings, with recommendations for next steps.

£450

- Meeting with Headteacher to discuss the findings and create an action plan.

+ £250

Advisers

Helen Manley
Lynne Birch
Rachel Minett

Contact us at
schools.recruitment@cambridgeshire.gov.uk
Outdoor Education Adviser Service

Advice, Guidance and Training for Outdoor and Off site Learning

Engaging learners in the wider outside world is a vital part of learning, developing their skills and knowledge allowing key skills to be reinforced and placed in context of the real world. The service supports schools and staff in their vision to make their learning intent a reality, planning for impact. It offers schools a comprehensive service in this important area of learning.

The Adviser shares expertise and experience from working in a wide range of environments with different groups of young people, as a face to face worker, deputy head and now adviser to schools. This depth of experience allows schools to have full confidence in the service. The Adviser knows the county and schools well and works with schools via email, phone or face to face meetings.

Leadership

The service engages with school leadership to supply, inform and update on all aspects of Educational Visits Policy and practice. This ensures that schools are working with the most up to date advice tailored to specific school situations.

Advice

Using well honed expertise in combination with the on line National Guidance resource, the service ensures that staff receive tailored and detailed advice / support for their plans. This ranges from local plans through to plans for visits abroad.

Support

The service offers schools a range of support options.

The visit emergency fold out card for all staff to carry on a visit, and the VESN (Visit Emergency Card) for SLT to access the adviser in an emergency. Linked to this is the Managing a Offsite Visit Emergency course for SLT.

Training

To ensure that staff can fulfill their leadership role – training courses are offered.

• Educational Visit Coordinator Training
• EVC update (every 3 years)
• Visit Leader Briefing
• Managing a Offsite Visit Emergency Course
• Media Training for SLT
• Bespoke Courses – outdoor learning
• Outdoor First Aid and Forest School First Aid

Resources

The adviser maintains a stock of equipment to support schools – please see Evolve for more details.

Service Charges

Maintained Schools – can access the service within the LA provision
Academies – access via a Service Level Agreement at a per pupil rate /year.
Training courses – all courses are offered at the same joint rate

Adviser Stephen Brown
Cambridgeshire Personal, Social and Health Education (PSHE) Service and Cambridgeshire and Peterborough Life Education (LEC) Programme

The PSHE Service provides guidance, consultancy, training and resources to support and enhance the health and wellbeing of children and young people and their learning. This includes the curriculum for PSHE and Citizenship: its content, approaches to teaching and learning, monitoring and assessment.

In September 2020, Relationships Education and Health Education will become statutory, with the expectation that schools will begin delivering from September 2019. The PSHE Service will be providing support to schools for implementation, including reviewing and updating our resources, guidance and training to ensure they are line with statutory status.

Areas of work

We support schools in reviewing and developing whole school approaches, including policy and practice in a wide range of health related themes which include mental health and emotional wellbeing, drug education, relationships and sex education, anti-bullying, healthy lifestyles (including healthy eating), loss and change and citizenship.

We also have resources and training for specialist programmes, including Conflict Resolution and Peer Mediation, Celebrating Girls’ Friendships and Promoting Health in Early Years.

For Cambridgeshire primary schools we offer a subscription arrangement, which includes access to the online Primary Personal Development Programme and all its resources, consultancy support visits and discounts on courses, in school training and Life Education visits.

Charges

Details of charges are available on request

Annabel Talbot, Manager PSHE
PSHE@cambridgeshire.gov.uk
Telephone 01480 376256

Life Education

Life Education Cambridgeshire and Peterborough works in partnership with Coram Life Education, a national charity serving the needs of children in the UK.

Areas of work

LEC delivers ‘life skills' based, primary drug prevention programmes to young people aged between 3-11 in mainstream and 3-19 in Special Schools. The age-appropriate programmes are delivered in high-tech mobile classrooms. Children are taught how the human body can be affected by drugs and are given the opportunity to practise the skills that will help them make good decisions.

The LEC classrooms provide an exciting environment with sophisticated audio and visual aids and use specially trained educators to deliver the programmes.

Charges

Details of charges are available on request.

Cambridgeshire primary and special schools who subscribe to the PSHE Service Wellbeing Programme are entitled to significant discounts on their LEC bookings.

Louise Augarde, Senior Educator, LEC
PSHE@cambridgeshire.gov.uk
Telephone 01480 376256
This large, open access Adventure Playground offers free play opportunities for all children between the ages of 6 and 13 Years. Children are also referred to the Playground for one to one and small group work/support run by qualified playworkers (see link to Early Help Offer). Each child’s needs will be discussed with the referring agency and a bespoke programme agreed and put in place for that child and/or family.

The Learning Bus is available for use by local partner organisations providing family learning opportunities.

**Charges:**

- Free to all children between 6-13 Years
- One to one playworker support £30 per hour
- Small group work (max. 4 children) £40 per hour

Please note that if the child /young person is unaccompanied by an adult a second playworker will be required.

**Contact:**

Violet Loveridge, Lead Playworker
violet.loveridge@cambridgeshire.gov.uk
www.wisbechadventureplay.net
www.wisbechadventureplay.net/thespinney
Charging for the Primary Offer 2018/19

Elements of the Service Offer

Element 1:
Individual School/Academy Support and Challenge Programme
- £2050 | Academies £2250 | Federations – charges to be negotiated on an individual basis

Element 2:
Area Based Briefings
- £650 | Academies £700 | Federations – charges to be negotiated on an individual basis

Element 3:
a) Enhanced Package
- £2800 | Academies £3080 | Federations – charges to be negotiated on an individual basis

b) New to Headship Package
- £1000 | Academies £1100 | Federations – charges to be negotiated on an individual basis

c) Additional Services and Personalised Support (charged for at time of booking)
- PD session for up to 30 people – Standard rate
- PD session for 31 to 60 people – Standard rate plus 50%
- PD session for 61 to 100 people – double Standard Rate
- Staff meetings/twilights £200 standard rate

d) Course and Conference Programme
- Individually charged
- The full programme of courses and conferences will be available before September 2018

e) English, Maths, Improvement and Education Adviser Offer and Recruitment and Retention
- Individually charged and listed separately | Subscription rate for Education Advisers
Discount for Purchasing Element 1 + 2
£2430 | Academies £2655 | Federations – charges to be negotiated on an individual basis

Discount for Purchasing Enhanced Package + Element 2
£3105 | Academies £3415 | Federations – charges to be negotiated on an individual basis

PE Advisory Service
Bronze Package £95 | Silver Package £300 | Gold Package £775

Cancellation Policy for Adviser visits, courses and conferences
Email confirmation of time allocation between Headteacher and Adviser commits to full payment.

**Full charge**  Any cancellation by the school made 5 or less working days from agreed date

**50% charge**  Any cancellation made by the school between 6 and 10 working days from agreed date which cannot reasonably be rearranged

**No charge**  Cancellation by adviser due to illness/absence
Cancellation by school due to Ofsted/HMI visit

In the case of absence of a teacher, the school may choose to alter the focus of the visit

The Early Years Offer 2019-2020 coming soon!
Charges:  Maintained Nursery Schools and Primary Schools £300
          Individual Academies £350
Contact:  earlyyears.service@cambridgeshire.gov.uk
# Schools Intervention Service

## Head of Service

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
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<td><a href="mailto:rosemarie.sadler@cambridgeshire.gov.uk">rosemarie.sadler@cambridgeshire.gov.uk</a></td>
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## Primary Advisers

<table>
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<tr>
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<th>Phone</th>
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## Lead English and Maths Adviser

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<tbody>
<tr>
<td>Emma Fuller</td>
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[https://khub.net/group/cambridgeshire-maths-team • https://khub.net/group/cambridgeshire-english-team](https://khub.net/group/cambridgeshire-maths-team • https://khub.net/group/cambridgeshire-english-team)

## English Advisers

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<tr>
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<tr>
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## Maths Advisers

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<tr>
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## Improvement Adviser

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## Senior Adviser Assessment

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</table>
### Leadership Advisers

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https://khub.net/group/education-advisory-team

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### Physical Education and Sports Adviser

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ian.roberts@cambridgeshire.gov.uk
### Application form

<table>
<thead>
<tr>
<th>Element 1</th>
<th>Visit support programme (up to 6 days support)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Charge LA Schools</td>
</tr>
<tr>
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<td>Full Charge Academies</td>
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<table>
<thead>
<tr>
<th>Element 2</th>
<th>Area-based Briefings/Workshops</th>
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<tbody>
<tr>
<td></td>
<td>Full Charge LA Schools</td>
</tr>
<tr>
<td></td>
<td>Full Charge Academies</td>
</tr>
</tbody>
</table>

#### Total cost of Element 1 and 2

|           | Discounted charge LA schools, Element 1 + 2   | £2430 |
|           | Academies                                     | £2655 |

<table>
<thead>
<tr>
<th>Element 3</th>
<th>Enhanced Package (up to 14 days support)</th>
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<tr>
<td></td>
<td>Enhanced Package</td>
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<td></td>
<td>New to Headship Package</td>
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<td></td>
<td>Leadership Adviser Subscription Package for Academies</td>
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<tr>
<td></td>
<td>Improvement Adviser Offer Special Offer 5 days of support for</td>
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<tr>
<td></td>
<td>Maths and English Adviser Special Offer 5 days of support for</td>
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#### Total Cost of Enhanced Package and Element 2

|           | Discounted charge LA schools, Enhanced Package + Element 2 | £3105 |
|           | Academies                                                  | £3415 |

<table>
<thead>
<tr>
<th>PE Advisory Service</th>
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<tbody>
<tr>
<td>Bronze Package</td>
<td>£95</td>
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<tr>
<td>Silver Package</td>
<td>£300</td>
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<tr>
<td>Gold Package</td>
<td>£775</td>
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</tbody>
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Please scan and email to primary.finance@cambridgeshire.gov.uk by **24th May 2019**