

Primary School Improvement Offer 2024/25

School Improvement Service



Dear colleagues

In addition to the universal offer, the Primary School Improvement Offer provides an opportunity for all schools, whether Local Authority Maintained or academy, to buy in a range of high quality support which can be tailored to meet the needs of each individual school.

The universal offer is the provision for all LA Maintained schools and includes:

- Adviser support during and after Ofsted inspections, including attendance at final feedback.
- Basic safeguarding compliance checks and advice on a regular cycle.
- A pre-Ofsted phonics and early reading visit.
- Essential support for school leaders with responding to critical or challenging incidents including bereavement support.
- Providing policy updates on areas such as school complaints, safeguarding, safer recruitment and critical incidents.
- Providing core safeguarding information for new or Acting Headteachers.
- Support and training for education visits including the essential training courses of EVC training, visit leader training, EVC update and Management of Off-site visit emergency courses.
- SEND reviews, AptGO audit and programme.
- Advice and support for all aspects of Physical Education & School Sport, including curriculum, assessment and teaching/learning, as well as compliance issues related to funding, swimming and safe practice.
- Newsletters, Knowledge Hub and Facebook resources for maths and English.
- Discount on resources such as The School Bus subscription for governors.
- Schools that do not subscribe to the traded offer will also receive an annual monitoring visit.

This booklet provides an overview of the traded offer and the wide range of further support available to schools from the School Improvement Service. The traded offer continues to include the subscription to the annual safeguarding training package from the Education Safeguarding Team as well as ensuring greater access to the Leadership Advisers and both PE and Outdoor Education advice services.

Please note that unfortunately the Leadership Advisers will no longer be able to provide the same levels of support to all schools as they have done in the past for schools who are not signed up to Element 1 of the Primary Offer.

We look forward to working with you,

Emma Fuller

Senior Adviser for School Improvement and Curriculum

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Elements of the offer

Element	Brief overview	Cost LA /academy
Element 1a: SIA Offer	<ul style="list-style-type: none"> • 5 visits – one per term and two further visits from your named SIA, which could be HTAR • Subscription to the annual Education Safeguarding training package • Leadership Adviser support • Discounted or free* full safeguarding review every 3 years (*depends on duration of Element 1 sign-up) • English and Maths Adviser visit • SEND KIT visit 	£2465 £2680
Element 1b: Enhanced SIA Offer	<ul style="list-style-type: none"> • As per Element 1 but with monthly visits from your named SIA, which can include HTAR, and 4 days of English / Maths Adviser support 	£3310 £3665
Element 1c: Federation Offer	<ul style="list-style-type: none"> • As per Element 1 with one visit per term per school plus an additional visit which could include HTAR 	£2700 £3000
Element 2: Core Training Offer	<ul style="list-style-type: none"> • Access to the Core Training offer 	£740 £790
1a+2	<ul style="list-style-type: none"> • Discounted offer for the SIA offer and the core training offer 	£2865 £3100
1b+2	<ul style="list-style-type: none"> • Discounted offer for the SIA offer and the core training offer 	£3710 £4090
1c+2	<ul style="list-style-type: none"> • Discounted offer for the SIA offer and the leadership training offer 	£3100 £3425
Element 3: HTAR Package	<ul style="list-style-type: none"> • Named adviser to support with Headteacher appraisal review • Attendance at review meetings and the setting of objectives 	£1000 £1100

Element	Brief overview	Cost LA /academy
Element 4a: New Headteachers Induction Programme	<ul style="list-style-type: none"> Seven half day CPD sessions Six leadership forums Access an experienced headteacher as a mentor for the year For further details please see this year's new headteachers induction course booklet 	£800 £900
Element 4b: DHT Induction Programme	<ul style="list-style-type: none"> Seven sessions led by the PDIA Specialist advisers' presentations Pairing with an experienced Senior Leader for a professional conversation 	£525 £595
Element 5: Maths and English Package	<ul style="list-style-type: none"> Six day offer of support 	£2650 £2750
Element 6: Bespoke PDIA support	<ul style="list-style-type: none"> Six day offer of bespoke support from the Professional Development and Improvement Adviser 	£2650 £2750
Element 7: PDIA Supported Dedicated Leadership Time	<ul style="list-style-type: none"> Six sessions of supported dedicated leadership time provided by the Professional Development and Improvement Adviser of 50-60 minutes duration per session 	£630 £675
Element 8: Additional Leadership Support for SEND	<ul style="list-style-type: none"> Short term emergency SENDCO support by request to <u>Rebecca Doyle</u> 	£200 per day
Element 9: Headteacher and Leadership Recruitment package	<ul style="list-style-type: none"> Subscription to MyNewTerm for leadership recruitment Support for governors with the recruitment process including adviser support for shortlisting and interviews 	£600
Element 10a: Governance Professional Support / Clerking	<ul style="list-style-type: none"> Governance Professional support, minuting, advising, and coordinating the Governing Body including access to Governor Hub document storage and communication 	£2,100 (6 x FGB meetings) £2,310

Element	Brief overview	Cost LA /academy
Element 10b: Governance Advice and Training	<ul style="list-style-type: none"> • Access to a Governance Adviser for School Leaders and a comprehensive training programme for governors including self-service online e-learning and sessions delivered by professional trainers • Discounted membership of the School Bus 	£91 per Governor (Instrument of Governance)
Element 11: Leadership Adviser Support Package (only relevant for schools not purchasing Element 1)	<ul style="list-style-type: none"> • Priority access to Leadership Adviser support for schools not purchasing Element 1 • Includes a core level of support for governors and leaders on handling complaints, dealing with difficult or challenging parents, and a range of other leadership and safeguarding challenges • Schools subscribing to this will also access a discounted rate for additional Leadership Adviser support purchased during the academic year (if required) 	£100
Element 12: Physical Education Leadership Certificate	<ul style="list-style-type: none"> • Ofqual regulated, <u>Level 6 course of training</u> • Eight whole day sessions led by the PE adviser across the academic year 	£150 £1450

Application

Please apply by **21 June**, by completing the [form](#).

Explaining the Primary Offer Elements

Element 1 The Core Offer

Element 1a SIA Offer

This is the core School Improvement Adviser package consisting of termly visits and two further bespoke visits, which could be HTAR meetings, from your named School Improvement Adviser. (HTAR can also be purchased as a separate package – Element 5 – if you wish to use all five visits for school improvement.) This package also includes a visit from both a Maths and an English Adviser, a Strategic SEND KIT visit and access to support from Leadership Advisers including a regular safeguarding review. This package includes automatic subscription to the Education Safeguarding Team's annual safeguarding training package which will automatically be sent out to schools who purchase Element 1 in time for September training days.

New this year is the Strategic SEND KIT visit which is an in-person half day visit and can include:

- Up to half day in person timetabled Strategic SEND 'health check' visit
- SEND environmental walk around school with SENCO and/or HT
- Pre-check of statutory information relating to SEND e.g. on school website (compliance with SEND info report, evidence of co-production, etc)
- Pre-check most recent Ofsted and any areas relating to SEND noted to cross-ref in school e.g areas for development/areas of strength
- Pre-check of top-up funding to cross check with provision for pupils with EHCPs when in school (I can get the top-up and we can look at EHCPs and provision mapping/TA deployment etc)
- Strategic discussion with SENCO – number on register – cross checked to national data, monitoring cycle/processes, pupil progress meetings, provision mapping, training, SEND development

For further details and to arrange a SEND KIT visit, please contact Rebecca Doyle.

Element 1b Enhanced SIA Offer

An enhanced version of Element 1. This would support schools where leadership is changing or wishing to access high quality CPD on a regular basis. Schools needing rapid improvement can also benefit from this package. This package gives monthly School Improvement Adviser visits as well as two days of support from both an English and a Maths Adviser.

Element 1c **Federation Offer**

Element 1 for Federations. This package enables each school within a federation to have termly visits plus an additional visit which could be used for HTAR or for further bespoke support.

For further information about any of these packages please contact [Emma Fuller](#).

Element 2 **The Core Training Offer**

This training package offers support to leaders and developing leadership through two funded places to the following training sessions:

- Preparing for Inspection – termly inspection updates for leaders and chairs of governors.
- Leading English
- Leading Maths
- Preparing for Assessment
- Planning for Headship
- Leading Improvements in Phonics
- FFT and Perspective Lite training
- Leading on SEND and inclusion

Further information about all of these training sessions can be found in the courses booklet or online at School Improvement Service online [calendar](#).

Please note there is a discounted rate for purchasing Element 2 alongside Element 1a, 1b or 1c.

Element 3 **Headteacher Annual Review**

This includes a named School Improvement Adviser to be the external partner in the HTAR process. They will support and guide the HTAR panel in the setting of targets, attendance at the interim reviews and the review of targets.

Element 4a New Headteachers Induction Programme

The new headteachers' induction programme is for all primary headteachers and acting headteachers from Cambridgeshire and beyond. Experienced headteachers who are new to Cambridgeshire will also find this programme valuable as it provides opportunities to meet many of the LA advisers and to network with local colleagues.

This programme draws on many specialist services within the local authority to deliver a comprehensive package of support and guidance for the first year of headship.

By joining the new headteachers' induction programme, you will receive:

- **Seven professional development sessions with lead advisers** – these include key aspects of headship including governance, finance and human resources.
- **Six leadership forums** – these provide an opportunity for new headteachers to reflect on their journey with other colleagues through a range of key topics, such as 'Managing under pressure' and 'Building a team'.
- **Support from the new to headship adviser** – this adviser will attend all courses and will facilitate the leadership forums.
- **Access to a mentor** – an experienced headteacher will be allocated by the new to headship adviser. The mentor and new headteacher will meet every half term, offering further support and advice.

For further information please contact [Lisa Valla](#), School Improvement Adviser.

Element 4b Deputy Headteacher Induction

This training is led by the PDIA, [Juliet Adlouné](#), and comprises of seven sessions designed to develop the leadership role in school. The sessions draw on advice and support from specialist advisers and include a range of topics such as finance, necessary conversations, and working with governors.

For further information please refer to the courses booklet.

Element 5

Maths and English Six-day Package

Designed to support schools who would like support in developing either or both maths and English. This package offers value for money and enables bespoke support that can be tailored to meet the needs of the school. The time can be used flexibly over the year or over a shorter period, for whole days, half days and PDMs.

For further information please contact [Gary Casey](#), Lead Adviser for English, Maths and Assessment.

Element 6

Bespoke PDIA support

Schools utilise this support in a wide range of ways to meet school improvement needs, drawing on the experience and expertise of the Professional Development and Improvement Adviser, [Juliet Adlouné](#). The six day package offers value for money and flexibility in terms of when and how the time is used over the year or over a shorter period, for whole days, half days and PDMs.

Support includes: QFT developmental support in classrooms for individual teachers; Middle Leadership/Subject Leadership training and 1:1 coaching/mentoring; Teaching Assistant training and development; support for Senior Leaders including during SLT meetings; efficacy support for individuals and groups including during PPA; support for leaders in holding others to account including necessary conversations, appraisal, support plans; Professional Development Meetings to attend to school improvement needs.

Element 7

PDIA Supported Dedicated Leadership Time

Dedicated leadership time should be an 'essential' as opposed to a 'desirable' yet carving out this time can be challenging. Through a series of half-termly 50-60 minute coaching/mentoring and support conversations, Headteachers and Senior Leaders have a structure on which to base their dedicated time. The commitment to this sort of support for Headteachers can be woven into Appraisal discussions in order to support workplace well-being.

[Juliet Adlouné](#) (Professional Development and Improvement Adviser) has been using a coaching/mentoring approach for over 15 years, working with leaders to provide both support and challenge. She has experience at all levels of school leadership as well as extensive experience supporting schools as an adviser in Cambridgeshire; this is complemented by additional qualifications as a Mental Health and Suicide First Aid Instructor.

Element 8 Additional SENDCo Leadership

In the event that a school needs short term emergency SENDCo support this can be requested by contacting [Rebecca Doyle](#).

Element 9 Headteacher and Leadership Recruitment

The Headteacher and Leadership recruitment package provides access to MyNewTerm for Leadership recruitment. MyNewTerm is a well-regarded platform within the Education sector and utilised by many institutions. The Local Authority will support and manage the recruitment process from initial advert through to interview and final offer, including the presence of an adviser for shortlisting and interview where needed.

For further information please contact [Christopher Sutton](#), Strategic Lead for Governance.

Element 10 Governance

Element 10a Governance Professional Support / Clerking

Governance Professional support, minuting, advising, and coordinating the Governing Body including access to Governor Hub document storage and communication.

For further information please contact [Christopher Sutton](#), Strategic Lead for Governance.

Element 10b Governance Advice and Training

Access to a Governance Adviser for School Leaders and a comprehensive training programme for governors including self-service online e-learning and sessions delivered by professional trainers. Discounted membership of The School Bus which provides a range of support and documentation to support effective governance.

For further information please contact [Christopher Sutton](#), Strategic Lead for Governance.

Element 11

Leadership Adviser Support Package

This package is for schools who do not wish to purchase Element 1 and provides access to a Leadership Adviser (approx. 2-3 hours) who can provide support, advice and guidance for school leaders in relation to:

Responding to complaints and concerns. We can provide support and advice for school leaders or governors with regards to complaint investigations, investigating allegations, or responses.

Dealing with difficult and challenging parents. We can provide support, advice, and guidance in responding to any such issues as required. Support can include assistance with responses to parents, and providing close support for Headteachers to support their resilience and approaches to such challenges.

General leadership and management: this might encompass a wide range of issues including those related to safeguarding, parents, governors, staff, community issues, challenging incidents, and interpretation of national legislation. We will provide initial advice and guidance on health and safety, property, or personnel issues, but will always signpost schools to specialist advice when required. We can act as a 'sounding board' and support school leaders in dealing with some of the wider leadership challenges which come their way.

Safer recruitment issues, including pre-employment checks and managing the single central record.

Schools subscribing to this offer will also access a discounted rate for additional Leadership Adviser support purchased during the academic year (if required).

For further information please contact [Phil Nash](#), Senior Leadership Adviser.

Element 12

Physical Education Leadership Certificate

This is an Ofqual regulated, Level 6 training course. It involves eight whole day sessions across the year led by the PE Adviser.

Book a place [here](#).

Application

Please apply by **21 June**, by completing the [form](#).

The wider team offer

Schools and trusts may choose to purchase training and consultancy, support, and advice in addition to or outside of the Primary Offer. The Advisers within the School Improvement team can provide a bespoke offer of support to schools in maintained, academy, independent and free schools throughout Cambridgeshire on a consultancy basis. The team is able to work with leaders, teachers and school staff to drive improvements. Examples of the support offered by the team are outlined below.

English and maths team

We can offer a range of bespoke training and support including:

- Supporting subject leaders to develop and evaluate the curriculum, policies and action plans.
- Develop teaching and learning through: planning support, model or team teaching, evaluating and developing assessments and pupil diagnostics.
- Supporting with the meaningful analysis of data and considering provision and / or interventions to secure progress of all pupils.
- Providing training on maths and English Edgehill intervention programmes.

Leadership Advisers

We offer support to leaders including:

- A comprehensive review (and report) on the leadership and management of safeguarding (£720).
- A package of training courses linked to all aspects of our role (offered as online or in-person courses, or as bespoke sessions for individual schools or governing bodies)
- Attending complex meetings with parents.
- Complaint investigations.
- Attending stage three complaint panels as adviser for maintained schools.
- Acting as an independent complaint panel member for academy, independent and free schools.
- Safer recruitment training accredited by the Safer Recruitment Consortium.
- Reviews of safer recruitment systems and processes.

Outdoor Education Adviser Service

The Outdoor Education Adviser, Stephen Brown, provides 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 key knowledge within the context of the real world. The service engages with school leaders to supply, inform, and update on all aspects of Education Visits Policy and practice.

Training includes:

- Educational Visit Co-ordinator training
- EVC update (every 3 years)
- Visit leader briefing
- Managing an offsite visit emergency
- Media training for SLT
- Bespoke courses on outdoor learning
- Outdoor First Aid and Forest School First Aid

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

Academies can access via a Service Level Agreement at a per pupil rate per year.

Physical Education and School Sport

The PE and School Sport Adviser, Ian Roberts, supports schools and settings to promote health, safety and resilience amongst young people.

- Provides reliable, professional and sustainable support services for all schools and settings.
- Support staff development to deliver high quality Physical Education and sport in schools and in the wider community.
- Raise awareness of physical education's contribution to public health and well-being.
- Establish physical education as central in the school landscape, contributing to whole-school outcomes.
- Celebrate the impact of safe, inclusive and high quality physical education on all children and young people.

Visit the Cambridgeshire Physical Education, School Sport and Physical Activity [web page](#).

The [Physical Education Service](#) offers academies the opportunity to have access to a robust level of support and advice through a range of subscription packages.

PSHE Service

The PSHE Service, led by Cathy Murphy and Steph Hoskin, provides guidance, consultancy, training and resources to support and enhance the health and wellbeing of 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 became statutory. The PSHE Service continues to provide support to schools for implementation, including reviewing and updating our resources, guidance and training to ensure they are in line with statutory status.

For 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.

Life Education Cambridgeshire and Peterborough works in partnership with Coram Life Education to deliver 'life skills' based, primary drug education 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 by our specially trained educator, Louise Augarde.

Religious Education

The Religious Education Adviser, Amanda Fitton, offers tailor made support and training for all who either lead or teach Religious Education in all schools across Cambridgeshire. This includes support with the teaching of the Agreed Syllabus, curriculum planning and developing teacher subject knowledge.

SEND

The SEND team led by Rebecca Doyle provides strategic support for SEND, working with school staff to secure sustainable school development and improvement. This includes SEND reviews, strategic audit programmes and bespoke project work. The team also deliver accredited SEND qualifications which are Ofqual compliant to SENCOs, teachers and support staff. We can provide short-term additional SEND leadership capacity where a school is without a SENCO for a period of time. The team are able to provide mentoring and solution-focused coaching from our qualified coaches to any member of staff individually or through group coaching strategies.

Charges and cancellation policy

In addition to the packages of support on offer, bespoke support can be commissioned for the following charges:

Hourly charge	£105 / £115
Twilight training and prep	£250 / £275
Half day	£300 / £330
Full day	£500 / £550

Cancellation policy

- Full charge** Any cancellation made by the school within five or fewer working days of the agreed visit
- 50% charge** Any cancellation made by the school between six and ten working days from the agreed date which cannot reasonably be rearranged
- No charge** Cancellation by school due to Ofsted / HMI visit
Cancellation by adviser due to illness / absence

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

Mental health and well-being

Support for school leaders

The School Improvement Service are committed to supporting the wellbeing of leaders and school staff. Please see our diagram below for how we will try to support in different scenarios.

1 24/7 crisis support

Samaritans	call 116123
SHOUT	text 85258
Education Support Partnership	0800 562561
EAP for CCC employees	0800 028 0199
NHS Direct (in a mental health crisis)	call 111 option 2

2 Immediate support

GP or NHS 111
School Improvement Service will endeavour to provide Mental Health First Aider support (up to three conversations, not charged*)

3 Further and ongoing support

Dedicated supported leadership time with Juliet Adlouné – Professional Development and Improvement Adviser (a combined MHFA / SFA coaching and mentoring approach, charged**)
Leadership courses and networks
School Improvement Service online calendar
Early Headship Coaching Offer (various providers, may be charged)
www.hubofhope.org.uk
www.helplines.org
Union support (not charged as per union membership if appropriate)
www.headrest.co.uk (not charged)

* To request support, leaders in CCC maintained schools and any Primary Offer 1 schools / academies please contact [Emma Fuller](#)

** To enquire and / or book, please contact [Juliet Adlouné](#)

School Improvement Service contacts

Senior Adviser for School Improvement and Curriculum

Emma Fuller	07881 852441	emma.fuller@cambridgeshire.gov.uk
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School Improvement Advisers

Sue Bowman	07917 871164	sue.bowman@cambridgeshire.gov.uk
Craig Duncan	07585 881876	craig.duncan@cambridgeshire.gov.uk
Belinda Harvey	07867 905077	belinda.harvey@cambridgeshire.gov.uk
Lisa Valla	07825 781105	lisa.valla@cambridgeshire.gov.uk

Seconded Headteachers

Oriana Dalton, Sue Blyth, Lucy Roberts, Sarah Merritt, Julia Walker

Lead Adviser for English, Maths and Assessment

Gary Casey	077990 666074	gary.casey@cambridgeshire.gov.uk
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<https://khub.net/group/cambridgeshire-maths-team>
<https://khub.net/group/cambridgeshire-english-team>

English Advisers

Kathryn Brereton	07826 859478	kathryn.brereton@cambridgeshire.gov.uk
Elizabeth Holmes	07587 727670	elizabeth.holmes@cambridgeshire.gov.uk
Alice Philpin		alice.philpin@cambridgeshire.gov.uk
Anna Walker	07867 905064	anna.walker@cambridgeshire.gov.uk

Maths Advisers

Rebecca Moseley	07780 117930	rebecca.moseley@cambridgeshire.gov.uk
Tracey Sandhu	07789 272689	tracey.sandhu@cambridgeshire.gov.uk

Professional Development and Improvement Adviser

Juliet Adlouné	07768 711634	juliet.adlouné@cambridgeshire.gov.uk
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Senior Leadership Adviser

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Leadership Adviser

Rachael Schofield	rachael.schofield@cambridgeshire.gov.uk
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Strategic Lead for Governance

Chris Sutton	christopher.sutton@cambridgeshire.gov.uk
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School Governance Team

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Governor Senior Clerks

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PSHE Adviser

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Senior LEC Educator

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Outdoor Education Adviser

Stephen Brown 01480 379677 outdoor.education@cambridgeshire.gov.uk

Physical Education and School Sport Adviser

Ian Roberts 01480 379077 ian.roberts@cambridgeshire.gov.uk
07979 532847

County SEND Manager

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Specialist Teachers SEND Service

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