

# Draft for agreement



# EducationKingston

the learning partnership

Owned and operated *by schools, for schools*

## Subscription Service

Draft Proposal as at 7 July 2011

*Please note: The description contained within this document of services available to full subscription member schools has been established following consultation with headteacher groups and through the working party and Project Board set up to develop the EducationKingston proposal.*

## Subscription Service

The EducationKingston School Improvement Service will provide full subscription member schools with the following:

- An assigned EducationKingston Partner (EKP) – see Annex 1 for details of role
- Termly report to Governors on Joint Evaluation and Review
- Attendance at EK/RBK events:
  - Headteacher partnership meetings
  - Governors partnership meetings
  - EK Forum meetings
  - Headteacher conferences
  - School improvement forum – 2 places per school
  - Secondary leadership forum – 2 places per school
  - English/Literacy network meetings
  - Maths/numeracy network meetings
  - SEN network meetings
  - Assessment co-ordinator meetings
  - EYFS network meetings
  - Primary Deputies' forum
  - 14-19 partnership
- Access to:
  - Data collection, reports and analysis service
  - Support for new Headteachers
  - Brokering additional support
  - Quality assurance and coordination of School to School Support
  - Additional support for schools in challenging circumstances or causing concern
  - A wide range of other EK network and forum meetings and conferences
  - Discounted access to open EK events and conferences
  - Quality assurance of alternative provision
  - Procurement service
- Liaison and interface with other local and national agencies and council departments
- NQT support:
  - Registration
  - Quality assurance of assessments
  - Attendance at induction day
- 60 credits for purchasing additional support – see Annex 2 for details of menu and tariff

## Annex 1 – The role of the EducationKingston Partner (EKP)

EKPs are ‘partners’ with schools. They are expected to establish excellent working relationships with schools and exercise their functions as equal professionals in the school improvement process. The EKP’s central role is to provide schools with support and robust external challenge. This should happen directly through the school improvement dialogue, analysis of written evidence and through accessing and brokering external support. The guiding principles for the work are as follows.

The EKP and the Headteacher will:

- Build excellent mutually respectful relationships;
- Focus on pupil progress and attainment across the ability range and the factors which influence it;
- Provide and receive professional challenge / support that contributes to school self evaluation and consequent improvement planning to build on strength and support developments so that practice and performance continues to improve;
- Use evidenced based assessment of performance to identify strategies to improve leadership, provision, teaching, learning and pupil outcomes;
- Recognise and respect the school’s autonomy to plan its development;
- Recognise and respect the EKP’s responsibility to report accurately and honestly without ‘fear or favour’;
- Jointly contribute to the Joint Review document and termly updates, communicating this to key school staff, governors and EK colleagues.

The core function of the EKP role is to support and challenge schools to raise standards and achievement. In order to fulfil this function EKPs, in partnership with the Headteacher and senior staff, will carry out the following tasks:

- Evaluate the school’s:
  - Self-evaluation in line with the current Ofsted criteria
  - Performance in terms of pupil outcomes and the quality of teaching
  - Priorities for improvement
  - Targets for the current and following academic year
  - Overall effectiveness, including agreeing the school’s categorisation prior to moderation
- Make recommendations about the external support needed and how to access this

In addition the EKP will:

- Be available to provide support, advice and guidance via email and telephone
- Advise Governors on the appointment of a new headteacher
- Be available to attend Governing Body meetings as necessary
- Support recruitment to deputy headteacher posts

Summary of roles and responsibilities and suggested possible timeline		
Term	Headteacher	EKP
As necessary	<ul style="list-style-type: none"> <li>Plan familiarisation visit for new EKP</li> </ul>	<ul style="list-style-type: none"> <li>Familiarisation visit if new to school</li> <li>Support Governors with recruitment of a new Headteacher</li> <li>Support school with preparation for Ofsted inspection and attend feedback meeting</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>Review and update the school self-evaluation and school improvement plan</li> <li>Discuss EKP Joint Annual Review report and termly updates with Chair of Governors</li> <li>Provide documentation to EKP as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Make sufficient regular visits to the school to aid its review and development, following agendas agreed in advance with the headteacher,</li> <li>Gather evidence through discussions with:               <ul style="list-style-type: none"> <li>The headteacher;</li> <li>The senior leadership team;</li> <li>The Chair of Governors;</li> <li>Teachers (including joint lesson observations with senior staff);</li> <li>Pupils.</li> </ul> </li> <li>Complete documentation required by EK and submit within the specified time frame</li> </ul>
Autumn <i>Focus on achievement</i>	<ul style="list-style-type: none"> <li>Analyse data for pupil outcomes against targets, previous performance, local and national averages</li> <li>Review priorities for improvement</li> <li>Review targets for current academic year (KS1, KS2, KS4, KS5) and agree targets for coming academic year (KS2, KS4, KS5)</li> <li>Prepare for Joint Annual Review meeting and complete necessary proforma in advance</li> </ul>	<ul style="list-style-type: none"> <li>Desk top analysis of documentation, including data, school self-evaluation and school improvement plan.</li> <li>Arrange and carry out Joint Review meeting to discuss evaluation and make judgements</li> <li>Review priorities for improvement</li> <li>Review targets for current academic year (KS1, KS2, KS4, KS5) and agree targets for coming academic year (KS2, KS4, KS5)</li> <li>Draft Joint Annual Review report</li> <li>Secure confirmation from Headteacher before submitting Joint Review report to EK.</li> </ul>
Spring <i>Focus on provision</i>	<ul style="list-style-type: none"> <li>Review progress on school improvement plan, note impact and necessary adaptations</li> <li>Agree targets for coming academic year (KS1)</li> </ul>	<ul style="list-style-type: none"> <li>Review progress on school improvement plan, note impact and necessary adaptations</li> <li>Broker additional support as necessary</li> <li>Agree targets for coming academic year (KS1)</li> <li>Update the Joint Annual Review report and get confirmation from Headteacher before submitting to EK</li> </ul>

<p>Summer</p> <p><i>Focus on leadership</i></p>	<ul style="list-style-type: none"> <li>• Review progress on school improvement plan, note impact and necessary adaptations</li> </ul>	<ul style="list-style-type: none"> <li>• Review progress on school improvement plan, note impact and necessary adaptations</li> <li>• Broker additional support as necessary</li> <li>• Update the Joint Annual Review report and get confirmation from Headteacher before submitting to EK</li> </ul>
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## Annex 2 – Menu and Tariff for Additional and Bespoke Support

Full subscription member schools receive 60 credits which can be used to access additional school improvement support activities from EducationKingston.

Possible activities	Guide to 'cost'
<ul style="list-style-type: none"> <li>Bespoke training for staff and/or governors</li> <li>Support for Governors for HT performance management</li> <li>Support for staff recruitment</li> <li>Support for middle leaders</li> <li>Observation of classroom teachers</li> <li>Support for classroom teachers</li> <li>Observation and assessment of NQTs</li> <li>Support for NQTs</li> <li>Data advice &amp; training</li> <li>Support for staff recruitment</li> <li>Pre-inspection support</li> <li>Post-inspection action planning and review</li> <li>Support for disciplinary and capability issues</li> <li>Support for bid and/or policy development</li> <li>Conducting reviews requested by school</li> <li>Participating in reviews</li> </ul>	<p>These activities would be carried out by an EKP* or EK Adviser as appropriate.</p> <p>These will be 'charged' at 1 credit per hour of in-school time plus 2 credits if a post-activity report is written.</p> <p>There will be no 'charge' for preparation time.</p> <p>*Note: This might not necessarily be the school's assigned EKP if specialist input is required.</p>
<ul style="list-style-type: none"> <li>Theme networks (e.g. EAL, G&amp;T, subject networks)</li> <li>Phase and year group networks</li> <li>NQT training sessions</li> </ul>	<p>Attendance at these events will be 'charged' at the rate of 1 credit per attendee for events up to half a day in duration and 2 credits per attendee for whole day events.</p>
<ul style="list-style-type: none"> <li>Open EK events &amp; conferences</li> </ul>	<p>Credits cannot be used for these events.</p> <p>Participants will be charged at a rate that will cover costs for forecast attendance numbers.</p> <p>Participants from non-member schools will be charged a premium rate.</p>

**Note:** This is not an exhaustive list. Other activities will carry a credit tariff in keeping with the general principles used here and there may also be other events or activities for which cash only payments will be necessary.