



Traded Services for Schools

BARNET
LONDON BOROUGH

— with —

**CAMBRIDGE M
EDUCATION M**

Contents

1	Barnet Partnership for School Improvement
4	Barnet Careers Service
7	Connect
8	Education Psychology
10	Educational Data
14	Education Welfare Primary (School attendance, absences and court work)
16	Education Welfare Secondary (School attendance, absences and court work)
18	Free School Meals Checking Service
20	Governor Services
22	High Incidence Support Team (HIST)
24	Modern Language Assistants (MLAs)
25	Newly Qualified Teacher (NQT) Induction





Barnet Partnership for School Improvement

Audience: all schools

Barnet Partnership for School Improvement (BPSI) is a service for schools, steered by schools, meeting individual school requirements for school improvement including professional development and challenge. Schools that buy into BPSI become members of the partnership and are able to access the benefits that being in the partnership brings.

BPSI is founded on the premise that schools possess a great deal of expertise that if properly shared, facilitated and acted upon will benefit the wider school community and improve the outcomes of pupils. BPSI aims to support this process by delivering a high-quality training programme, consultancy support and facilitating the sharing of good practice between schools.

BPSI provides:

1. a quality training programme
2. support in schools that impacts upon practice
3. support to facilitate the exchange of good practice between schools.

Contact

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Traded Services Operations Director

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BPSI Team

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Organised, efficient, friendly, responsive, reflective, high quality training, always looking to improve. Makes a huge impact on the quality of teaching and learning in our school. Love the fact that there is scheduled training sessions as well as the opportunity for bespoke work.

"Excellent training and breadth of support on offer through advisors. Efficient and high impact service"

"Efficient and effective services, support and advice. I often use this as an example of how things should be done."

BPSI is guided by a Steering Group which includes 10 headteachers (at least two from each Network to ensure as many phases and types of schools as possible are represented).

The training programme and consultancy support is delivered by BPSI staff advisers, BPSI associate advisers (some of whom have experience as Ofsted inspectors) and BPSI school-based advisers. The training programme is driven by school improvement needs as identified by schools and our subject matter experts.

BPSI Membership entitlement

Opting to join the partnership provides all the staff in your school with certain benefits:

1. Training and Development programme

Open access to the BPSI training and development programme. The programme includes, but is not restricted to, organised courses, conferences and meetings in the following areas:

- school leadership and management
- learning and teaching
- curriculum areas
- termly Subject Leader meetings in English, mathematics, science, computing and ICT, PSHE and RE, giving updates, sharing good practice and facilitating links between schools
- assessment
- raising attainment of vulnerable groups
- learning support
- creative curriculum
- gifted and talented
- SEN/Inclusion.

Some events may require an extra payment either in cash or BPSI hours (this will include events such as our autumn term residential Headteachers' conference; and the spring term residential Deputy and Assistant Headteachers' conference.) We will always provide BPSI members with a discounted rate.

2. Consultancy support

In-school support and access to specialist and experienced BPSI advisers who will respond to your requests for advice and professional support and challenge in the areas of teaching and learning and leadership and management including:

- visits to schools to offer advice, professional support and challenge, including the facility of a BPSI School Review, a BPSI Governance Review and a BPSI Pupil Premium Review
- specifically designed development sessions and individual coaching sessions
- use of curriculum resource bases in a separate members' area of our website
- guidance on schemes of work and activities for lessons
- school-specific support, guidance and/or analysis of data for individual pupil tracking and attainment
- support, advice and challenge linked to school self-review and evaluation including use of data.

If you opt to join BPSI your school will be credited with a number of consultancy hours. These hours can be used to access BPSI advisers to support school improvement in your school. Details of the number of hours you have used will be available in the members' area of our website. If you use more than your allocated hours, you will then be charged but at a significantly discounted rate compared to non-BPSI schools.

You have a number of options with regard to your BPSI hours that increase the flexibility of how you might use them. These options are offered to make membership of BPSI more attractive whilst offering good value too.

You can move up to 10% (in most cases) of your total allocation of hours from your next year's allocation to use in this financial year; and you can 'Cash In' up to 10 hours per year from your year's allocation to contribute towards paying for an external consultant or course.

3. Professional Development Exchange

BPSI schools can offer to provide access to a piece of good work to staff in other partnership schools to come and observe. This could be a Learning Walk through a really good nursery provision, an outstanding teacher giving a literacy lesson, the effective use of web-based tools, setting up a school library, etc. The Professional Development Exchange is not available to non-BPSI member schools.

4. Access to BPSI curriculum resources

BPSI has a separate members' area of its website where curriculum resources are available to schools that have joined the partnership.

5. Discounted access to The School Bus online leadership support service

BPSI schools for the year 2018-19 will have the opportunity to purchase access to The School Bus at a discount price of £300 per school.

Benefits of buying this service

- professional advisers who understand the needs and context of the school
- quick response to unforeseen problems
- access to examples of good practice

- an opportunity to engage with other BPSI schools in a professional dialogue to support school improvement
- economies of scale will enable schools to access high profile speakers at a cheaper rate
- BPSI will administer a commissioning budget to procure associate advisers for training and consultancy in schools as well as high profile speakers for conferences

BPSI Associate Membership entitlement

This offer is open to secondary schools in Barnet and any school outside of Barnet. It provides an opportunity to access BPSI consultants at a reduced rate but it does not provide access to the wider benefits of BPSI membership.

Schools can purchase a package of 10 or 15 BPSI hours which shows a commitment to BPSI and they can also purchase extra hours at a reduced rate. Becoming an associate member would provide access to BPSI consultants.

Schools receive discounted membership to The School Bus and reduced prices for our central training programme.



BPSI

Barnet Partnership for School Improvement



Barnet Careers Service

Audience: all secondary and all-though schools

Barnet Careers Service, a Matrix accredited service, can work with you to develop your careers curriculum and tailor a programme of individual interviews, group work events and ongoing support to help your students in Years 7-13.

Careers strategy support for your school

We can offer local support to help you develop your school's strategy for careers work and ensure that you meet the statutory responsibility to secure independent guidance for your students. This can include carrying out a careers audit to inform your strategy.

Supporting students' individual choices

Our trained and experienced advisers provide individual interviews, specialist support for young people with SEN, group work and mentoring support to help students consider career choices and plan their progression.

Contact

Sharon Glover
Operational Manager

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The support is highly valued by students and parents, and can be tailored and phased to meet student and school need.

Individual interviews

Target groups

- Year 8/9 students considering options choices
- Year 10 and 11 students making choices on post-16 options
- Year 12 and 13 students making choices for post-KS5
- young people who are at risk of not continuing in education or training
- young people with SEN requiring support in line with their Education Health and Care Plan.

Benefits

- students can talk to an expert about their plans
- the adviser makes skilled use of online resources to guide and support the student
- the interview leads to a written Action Plan outlining agreed next steps for follow up by the student in discussion with their tutor and family and will contribute to the Education Health and Care Plan if required.

Mentoring support

Target groups

- students at risk of not achieving at Key Stage 4
- students in Year 12 and Year 13 struggling with their Key Stage 5 choices.

Benefits

- a skilled mentor from outside the school meets with the young person to identify how to overcome barriers to achievement and set clear goals

- the mentor boosts a student's confidence and raises their aspirations.

Results follow-up

Target groups

- Year 11 students after GCSE results
- Years 12 and Year 13 students after exam results.

Benefits

- expert and ongoing coaching support for students at a time of transition
- personal support for students when they are anxious and facing changes to their plans.

Support for parents/carers

We can offer a range of support for parents and carers on career choice and labour market trends.

- attending parents' evenings for parents of young people in Years 7-13
- presentations on key topics of interest – higher education changes, developments in apprenticeships, overview of choices at key points of transition, changes in the labour market
- co-ordination of speakers for parents' events
- writing a career column for the school's newsletter
- support to parents of those young people with SEN.

Benefits

- support to complement school's advice from a team of careers experts
- positive activities to involve and inform parents
- raising the profile of the school's support for employability amongst parents.

Employability skills programme

We can offer a six to eight-week programme of career exploration and employability skills for students at risk. The programme will work through a set of key topics including what employers are looking for, taking stock of your skills, identifying next steps, building resilience and putting plans in to action.

Target groups

- vulnerable students in Years 10, 11 and 12.

Topics

- What employers are looking for?
- what skills do I have and how can I develop?
- how do I develop my CV and gain interview skills?
- what are my options and best next steps?
- how do I overcome barriers and maintain career resilience?
- application procedures and presenting myself
- putting plans into action.

Benefits

- the programme will be delivered by employability experts who can encourage vulnerable students to have a fresh look at their interests and direction
- individual mentoring is available as an additional option to provide ongoing support to students
- all students participating will develop an employability passport to identify their progress and key skills.

Service packages

We believe that careers provision needs to be put together to meet an individual school's specification, but to assist with planning we offer three different service packages.

- a core package that provides 10 days a year plus two days of careers events tailored to meet your school's needs
- an enhanced package that provides 20 days a year plus three days of careers events tailored to your school's needs
- a premier package that provides two days per week and termly events as above.

We are very happy to work with you to build an individualised programme of support based on the particular needs of your students.

Why use our service?

Our experienced careers advisers are all trained to Level 6 and 7 in careers guidance.

- Barnet Careers has achieved the Matrix Quality Standard and is the local licence holder for the Investor in Careers Award for excellence in careers work
- a programme of continuing professional development ensures our advisers are up to date on labour market trends, career pathways and career research
- we have strong existing partnerships with schools in the borough and positive testimonials from head teachers and other staff about the quality and impact of our service
- we work in close partnership with local businesses and organisations including Barnet Education Business Partnership to improve young people's preparation for adult and working life.



Connect (formerly NLSIN)

Audience: all schools

Connect is a local resource base for its member schools and authorities that offers support in developing the international and global dimension to education. It provides a framework to facilitate bidding for a wide range of international / global funding opportunities and delivers an annual staff development programme.

Benefits of joining Connect:

- Access free funding for your staff and pupils to visit Europe
- Achieve Ofsted targets in SMSC and the requirement to deliver a broad and balanced curriculum
- Engage your staff with quality CPD and International Staff Development Opportunities
- Partnership building opportunities locally, nationally and globally
- Develop global learning approaches that can engage pupils and impact on standards / school improvement
- Motivate pupils and engage your whole school community by linking with others from across the world.



Connect
The Network for Global
Learning in Education

Contact

Anne Roots
Connect Manager

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Des Georgiou
Connect Administrative Manager and
MLA Programme Facilitator

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"I am really impressed with the level of support available."

"It is the school's involvement in the local community and its international links that enhance SMCS understanding"

"NLSIN training sessions are always very well organised, informative and inspiring."



Education Psychology Team

Audience: all schools, Early Years providers and colleges

The Barnet Education

Psychology Team provides psychological services to children and young people (two to age 25), their families and the people who work with them and plan for them. Educational Psychologists (EPs) work in a range of education and care contexts. The team values early intervention and prevention.

Our EPs can be used for a range of work including assessment, promoting psychological well-being, inclusion and raising standards across the full range of age and abilities.

EPs support schools and educational settings to provide effective identification of SEN, implement appropriate SEN support and deliver high quality provision to meet the diverse range of needs that make up the school / setting community.

The team applies researched and effective models of psychology with schools, other educational and care settings, families, children and multi-agency partners to manage significant challenges and bring about positive change.

Contact

Philip Stock
Principal Educational Psychologist

☎ 020 8359 5554

✉ philip.stock@barnet.gov.uk

'We have a very good working relationship with them and our link EP has been excellent support with our young people as well as strategic support across the school.'

'We have been delighted with the helpfulness and professionalism of the EP service. The EP's flexibility has been much appreciated.'

'Our EP has been absolutely fantastic in supporting pupils with SEN. The advice and recommendations given have been invaluable.'

Work is based on a consultation model and is evaluated on an assess-plan-do-review cycle with other professionals and parents or carers. The school / setting determines the type of work, as long as it is ethical, appropriate and there is parental/young person consent for our involvement.

A key focus is to help, support, empower or inform professionals and parents or carers in fulfilling their roles, through the joint use of psychological knowledge, techniques and approaches.

Examples of EP support:

- contribute to the inclusion and effective education and care of children and young people with special educational and emotional and behavioural needs
- promote emotional wellbeing through effective behaviour management and the prevention of exclusion of vulnerable children and young people
- develop and streamline policy, practice and performance management.

The focus of work can be at the following levels:

- strategic, systems and organisational level
- population, group and class level
- Individual child, young person, staff, adult and family level.

Core activities include:

- consultation and problem solving with school staff, parents and children
- psychological assessment and interventions
- training and school development
- critical incident support

Specialist activities include:

- resilience programmes
- therapeutic interventions
- literacy interventions

All Barnet EPs are Chartered (or eligible for Chartered status) by the British Psychological Society. They are all registered with the Health Care Professions Council (HCPC). Quality of practice is assured through relevant professional associations and quality standards. All EPs receive required levels of supervision and continuing professional development. The team of EPs has experience of and completed training and qualifications in professional applied educational psychology.



Educational Data

Audience: all schools

It is essential that all schools have a firm understanding of how well their pupils are progressing and how their school's achievement data compares with schools locally and nationally for all pupils and for key groups.

There are a number of tools available to school leaders and governors in order to support them with this including the DfE's Analyse School Performance (ASP), the Ofsted Inspection Data Summary Report (IDSR), Fischer Family Trust (FFT), the Barnet School Profile and Barnet RouteMAP. This Traded Service supports schools in understanding and interpreting all of the data available, both published free of charge and through a subscription.

Included in this package:

1. Subscription to Fischer Family Trust (FFT)

FFT is a non-profit company established in 2001, focusing solely on providing accurate and insightful information which enables pupils to achieve their full potential and for schools to improve.

Contact

Babar Malik
Senior Data Services Officer

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"Superb depth and quality of data provided quickly"

"The data is very thorough and clear. There is always someone on hand to answer questions"

"Gives us very good information about our school and clear instructions."

Nationally, nearly all secondary schools and over three quarters of primary schools use FFT to analyse school performance and set targets. FFT provides dashboards and reports which analyse pupil results and pupil progress allowing school leaders and governors to evaluate past performance quickly and easily. Their estimates of future pupil performance are used by schools to set challenging targets for all pupils across all key subjects. They provide data and analyses for primary schools (KS1 and KS2) and secondary schools (KS3, KS4 and KS5), and schools can also download pupil and school data, including FFT estimates, to their MIS and pupil tracking systems. Support and training provided jointly by FFT and Barnet includes free online training materials, training courses and local workshops and training events.

FFT Aspire, introduced in 2014, provides schools with a broader and richer set of data using the latest curriculum and accountability measures, presenting complex school performance data, target setting and bench marking information in a visual way which can be easily understood and interpreted by all teachers, governors and school leaders, allowing insightful self-evaluation, and in-depth preparation for Ofsted inspections. Reports are available at all key stages (KS1 to KS5) and are designed for a wide range of users – including teachers, subject leaders, department heads, senior school leaders, advisers, LAs and academy sponsors/chains.

Note: This subscription will give you access to FFT data at a very competitive cost – if a school purchases it directly from FFT, the cost will be more than twice.

Your FFT subscription includes:

1. one year's online access to FFT Aspire
2. access to all FFT reports and data - KS2 data is made available at the end of September, KS1 and KS4 in November and KS5 in December
3. access to Governor Dashboard and Self-Evaluation report booklet
4. automatic census and exam updates every term
5. automatic access to all new FFT Aspire innovations - including new features, new reports and enhancements
6. the ability to create and manage your own FFT Aspire accounts for school staff
7. access to FFT training and support materials
8. FFT email support
9. free autumn update service – early estimates for new pupils entering your school in the autumn term.

2. Barnet School Profile (Primary)

An early overview of the results for the school in respect of:

1. Early Years Foundation Stage attainment
2. KS1 attainment including Phonics
3. KS2 attainment
4. EYFS to KS1 progress (achievement)
5. KS1 to KS2 progress (achievement)

The report will provide analysis over a three-year period and will also include additional data items including:

- contextual data
- progress data
- attainment and achievement of pupil groups.

The document provides comparator data at a borough and national level, where available at the time, and will be delivered in a report format with graphical and tabular representation of data and some written analysis.

Benefits of buying this service

The School Profile 2017-18 provides an overview of your school's attainment and achievement at EYFS, KS1 and KS2 relative to early borough and national benchmarks (where available); the information is of particular use in achievement reviews, school self-evaluations and planning service delivery.

Schools who purchase this service will receive their analysis by 1 September 2018.

Data within the School Profile 2017-18 will be provisional and will be dependent on the original data supplied to the local authority by schools. Please note it may not be possible to update profiles based on changes schools subsequently make to their data.

3. Route MAP (Primary)

Route MAP was developed in response to the challenge of monitoring pupil progress in a world where assessment is measured without levels. Legacy progress tracking systems have monitored progress and attainment primarily through "objective ticking", which can present an inaccurate picture of attainment and progress during the academic year. As we know, pupils do not cover the breadth of the curriculum in a linear fashion, and demonstrating progress to an Ofsted inspector can provide a real challenge!

The Route MAP (Monitoring Attainment and Progress) for pupils supports in-year attainment and progress monitoring. It does this by providing a simple and accessible framework that enables teachers and senior leaders to assess the attainment and progress of pupils using their professional judgement and holistic knowledge of the pupils.

It has been designed to be flexible and adapt to the needs of the school, and every implementation of Route MAP starts with a consultation and configuration session to ensure that it matches school needs from day one.

"What about my school tracking system?"

School tracking systems still have an important role to play in monitoring the long-term progress and attainment of pupils, and ensuring curriculum coverage. Route MAP was designed with the need to reduce teacher workload in mind, and aims to support pupil progress meetings, moderation of attainment and progress, and the reflection of "soft" data such as a pupil's confidence to describe their targets and progress in a subject.

4. Nexus Reports

All schools get a basic view of Perspective Lite through NCER. However, if you subscribe to this Traded Service you will receive enhanced access which includes a suite of reports for early analysis of attainment data and early (real-time) comparators with National and Barnet.

5. Data Training

If you subscribe to this Traded Service you will have free access to central training on:

- DfE Analyse School Performance (ASP) when released in November
- Ofsted Inspection Data Summary Report (IDSR) when released in December
- FFT when released in October
- Barnet School Profile in September
- Route MAP and using book scrutiny to support pupil progress information (ongoing)
- Nexus in October

Schools that purchase this package will also be able to access email support on data from the team.



Education Welfare: Primary

Audience: primary, primary special, primary academies and free schools

Improving school attendance through:

- **Allocated Education Welfare Officer**
- casework with families, including Court Assessment Meetings
- consultation and analysis with school attendance lead
- safeguarding home visits regarding children missing from school
- home visits challenging absenteeism
- advice on registration, off-roll procedures and leave of absence
- support and advice on policy
- staff training on registration.

Casework with families takes place within sessions timetabled. Advice is available outside these sessions.

Contact

Trevor Orr
Education Welfare Team Manager

📞 020 8359 7716

✉️ trevor.orr@barnet.gov.uk

"The Education Welfare Team are very supportive, helpful with parents and put extra time in when needed."

Other services

Information and advice

Access to EWT advice: phone or email.

Court assessment meetings

Additional cost to **information and advice**; available as stand-alone provision for those not participating in the two other options.

Attendance Review (BPSI)

Full-day review of school attendance strategy, including training and advice.

What is expected from you

- liaison with school representative
- access to registration system, including online
- space for meetings.

Benefits of buying this service

- access to an officer with knowledge of attendance legislation and of Barnet schools
- choice of level of provision
- bespoke service reflecting the school's needs.



Education Welfare: Secondary

Audience: secondary, secondary special, secondary academies and free schools

Improving school attendance through:

- **Allocated Education Welfare Officer**
- casework with families, including Court Assessment Meetings
- consultation and analysis with school attendance lead
- safeguarding home visits regarding children missing from school
- home visits
- advice on registration, off-roll procedures and leave of absence
- support and advice on policy
- staff training on registration.

Information and advice

Free to schools and academies buying an EWO provision, otherwise payable

Court assessment meetings

additional to information and advice offer; available as stand-alone provision.

Contact

Trevor Orr
Education Welfare Team Manager

📞 020 8359 7716

✉️ trevor.orr@barnet.gov.uk

"They have always been very helpful and quick to respond if I have needed their help."

Attendance Review

Full-day review of school attendance strategy, including training and advice.

What is expected from you

- liaison with school representative
- access to registration system, including online
- space for meetings and working area

Benefits of buying this service

- access to an officer focused solely on attendance
- provision according to schools' needs.



Free School Meals Checking Service

Audience: all schools, except nurseries

Background

All pupils whose parents are in receipt of certain benefits (as listed below), are eligible for Free School Meals. In order to secure maximum funding for your school it is important that you identify those pupils who attract a premium.

FSM entitlement dictates a higher funding premium to ensure extra support for those students. The same criteria can be applied to pupils in Reception and KS1 to identify Pupil Premium eligibility. (Please note that being in receipt of the Universal Infant Free School Meal entitlement does not mean you can claim the Pupil Premium for all children in Reception, Years 1 and 2).

Eligibility

The criteria for eligibility are as listed below where parents/guardians are in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit

Contact

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- Child Tax Credit, provided they are **not** also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on, paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit.

No other benefits qualify for free school/college meals from Key Stage 2 and or pupil premium for Key Stage 1.

Services available – what your subscription includes:

There are two arms to this service; both are included in the price.

1. We provide quick, easy and authoritative access to the National FSM checking database for you. All you have to do is provide the details listed below:
 - National Insurance Number or National Asylum Support Service reference number of the parent
 - date of birth of the parent
 - the first three letters of the parent's last name
2. Linked to your school's October and January Census returns, we provide a check of all your Barnet resident students against the Benefit and Revenues data to ensure that as many FSM eligible pupils as possible are identified for your census.

Pupil Premium is an important payment for schools and a really good opportunity for eligible parents to get even more support for their children in school.



Governor Services

Audience: all schools

Your governing body plays a vital role in maintaining and improving school performance. A properly supported governing body provides strategic leadership and accountability in schools.

The range of services provided includes:

Governor Support & Development Programme

- unlimited access to a range of courses to help governors improve their effectiveness
- information on training and recent educational developments
- access to e-learning resources for busy governors (in partnership with Modern Governor).

The London Borough of Barnet Governor Support & Development Programme is core to effective school governance in Barnet. With advice and training provided on a wide range of topics and for governors at any stage of their own development, this high value subscription is intended to support governors in their leadership role.

Contact

Sarah Beaumont
Governor Services Manager

📞 020 8359 7622

✉️ sarah.beaumont@barnet.gov.uk

Good variety of training offered"

"All the training/briefing sessions I have attended since becoming Chair of Governors have been excellent and have helped to clarify so many issues regarding governance"

"Competent and efficient"

Governance Advice Officer (GAO)

This service offers your school:

- strategic advice and support for your governing body throughout the year from a Barnet Governance Advice Officer (GAO)
- advice and support on constitutional and procedural governance matters throughout the year
- advice and support for your clerk
- advice and assistance on governor election procedures, documentation, membership eligibility, and disqualification
- liaison with Diocesan Boards and other appointing bodies as appropriate
- advice on Instruments of Government, including liaison with Legal Services when signing and sealing
- advice and liaison with the council on local authority appointments
- advice on the role of governors
- Annual planning meeting with GAO to support your governing body strategically
- Termly newsletter for all your governors
- Termly GAO briefing meeting for all your governors



High Incidence Support Team

Audience: all schools

The **High Incidence Support Team** specialises in supporting schools / settings to enable the successful inclusion of children and young people with SEND. The following advisory teachers can be accessed through the HIST traded offer:

- Social Emotional and Behavioural Advisory Teacher (SEMH)
- Literacy Needs Advisory Teacher (SpLD)
- Speech Language Communication Needs (SLCN) Advisory Teacher
- Inclusion Advisory Teacher

The HIST traded service provides the following benefits:

- attendance at termly SENCO conferences at no additional cost (these conferences receive extremely positive feedback from the Barnet SENCO community)
- consultation, advice and support to improve outcomes for children in the specific areas of SEN support and advice for teaching and support staff including the implementation of effective interventions
- access to teacher/TA coaching to develop practice of your school staff

Contact

Mary Helmore
Team Leader and Advisory Teacher - HIST

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"The HIST team are so supportive and effective. I was so overwhelmed at the beginning and now I feel more confident about my role. Still lots to learn and improve on but having you to turn to has been great!"

"Really valuable feedback on SEND provision; lots of useful detail about how to improve processes and much more!"

"Useful, clear, practical and interactive training."

- advice, support and training in the development of whole school programmes
- attendance and support at professional meetings
- telephone guidance and a quick response to unforeseen problems

Examples of the specialised support from the range of HIST advisory teachers:

SEMH Advisory Teacher

- advice and strategies to enable the successful inclusion of pupils with SEMH needs, including whole school programmes
- support and guidance with regards to whole school behaviour policies, PSPs and risk assessments
- staff coaching

Inclusion Advisory Teacher

- providing whole school ***SEND reviews** and audits that support a self-assessment framework with clear outcomes and actions
- assisting in the development of policies, guidelines and practice to support the inclusion of children with SEND
- SENCO support

**for more information on SEND reviews please contact the HIS Team who can provide specific materials relating to this support.*

SLCN Advisory Teacher

- identification and assessment of children and young people with SLCN.
- providing specific SLCN strategies and interventions for schools / settings to implement
- training on evidenced based SLCN programmes

Literacy Needs Advisory Teacher

- identifying, establishing, demonstrating and reviewing appropriate interventions
- providing curriculum based assessments
- assisting with all transition stages including liaison with the new setting.



Modern Language Assistants (MLAs)

Audience: all schools

The provision of Connect Modern Language Assistants from 1 October to 31 May (35 weeks) is arranged in liaison with the British Council. This service supports the standard British Council MLA contract (a minimum of 12 hours a week); however it also facilitates a local sharing arrangement for schools wanting an assistant for less than 12 hours a week.

This service includes

- co-ordination of requests from schools (sharing or based in one school)
- liaison with the British Council to obtain MLA dossiers from the requested countries
- management of the sharing arrangements between schools
- training and support for MLAs
- advice on the production of suitable resources for the use of the MLA
- advice on good practice in the deployment of the MLA
- management of salaries (invoiced to schools).

Contact

Anne Roots
Connect Manager

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Des Georgiou
Modern Language Assistant (MLA)
Programme Facilitator

☎ 020 8359 7780

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"I have developed the ability to think as a real learner and am able to identify what might be barriers to language learning. Because of this, I have been able to create activities and lesson plans to help students overcome this."

Benefits of buying this service

- extensive experience of MLA deployment and management in schools
- extensive experience of training and supporting Modern Foreign Language (MFL) teachers and MLAs
- in-depth specialist subject knowledge
- local three-session training course delivered.

What is expected from you

- ensure that, if you are the host school, you contact the MLA as soon as possible before October and draw up a *Statement of Employment*
- assist the MLA in getting accommodation and tasks such as opening a bank account prior to employment start date
- obtain Disclosure and Barring Service (DBS) clearance for your assistant
- ensure that the MLA is clear about his/her duties
- ensure that the MLA has a regular room in which to work with small groups or, if this is not possible, that details of room availability are provided
- ensure that the MLA has a mentor from the MFL department / school.



Newly Qualified Teacher (NQT) Induction

Audience: all schools

Barnet acts as the Appropriate Body for NQT Induction. The Appropriate Body has the main quality assurance role within the induction process and it is responsible for ensuring that schools are aware of, and can meet, the requirements for NQT Induction set out in the statutory guidance.

The Appropriate Body service covers:

- advice and guidance on demand from the NQT Lead Adviser for Induction Tutors and NQTs
- quality assurance of reports and induction arrangements
- on-line reporting and registration via NQT Manager
- technical support for NQT Manager
- training for new Induction Tutors
- briefing sessions for existing Induction Tutors
- resources for Induction Tutors and NQTs available on NQT Manager
- regular newsletters and updates
- free initial visit by the NQT Lead Adviser to new schools wishing to use Barnet as their Appropriate Body
- half-day visits to schools where NQTs may be struggling.

Contact

John Paxton
NQT Lead Adviser

📞 020 8359 6363

✉️ john.paxton@barnet.gov.uk

"Excellent range of training and extremely good value for money. NQTs feel supported. Feedback is good from NQTs."

"The range of expertise and availability of advisers in Barnet is excellent. The range of courses offered is also excellent and they are of high quality, enabling NQTs to bring good practice back to school."

"Excellent communication, CPD and support."

NQT Induction Training Programme

The optional training programme will continue to run and includes:

- a comprehensive programme which addresses the challenges for teachers during induction
- all sessions tailored to complement the Teachers' Standards
- highly experienced subject and phase specific tutors
- flexible payment options
- user-friendly booking system
- opportunities for NQTs to discuss their concerns with the NQT Induction team
- opportunities for NQTs to network with each other
- Welcome and year-end events (first and last sessions) for all NQTs are free of charge
- many elements that will be appropriate and useful for School Direct teachers, Overseas Trained teachers and others new to teaching.

Narrowing the Gap focus training for NQTs in secondary settings:

Three half-day sessions:

- Data for learning
- Literacy across the curriculum
 - reading
 - writing.

The current arrangement will continue: no charge to schools subscribing to the Appropriate Body through registration on NQT Manager.



Contact

There are contact details for each service head on the relevant catalogue page so please direct specific service queries to them

If you have comments or questions about this catalogue, please contact:

020 8359 6325 / 6341 / 6306
enquiries@barnetwithcambridge.co.uk

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