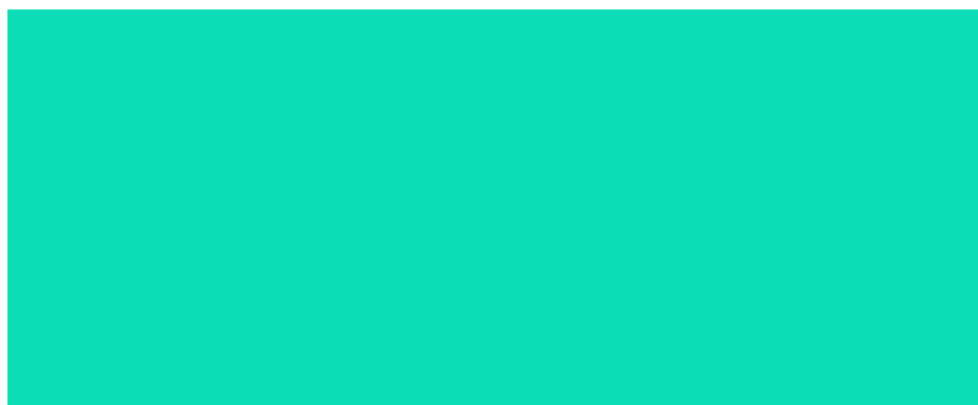


Specialist Leaders



of Education - Handbook



2018 / 2019



Contents

What are Specialist Leaders of Education?	3
The Role.....	3
The Role of the Teaching School.....	3
Ealing Primary Teaching School Alliance Responsibilities.....	4
The Benefits for Your School	4
How can I Request SLE Support?.....	6
Initial Enquiry	6
Costs	6
Accounting Arrangements.....	6
Brokerage Fee	7
Cancellation Policy.....	7
Our SLEs.....	8
Appendix	
Deployment Enquiry Form.....	11
Deployment Agreement Plan	12
School Support Plan - Planning and Feedback Report.....	13
Deployment Evaluation Form	14

What are Specialist Leaders of Education?

The Schools' White Paper introduced the Specialist Leaders of Education (SLE) role to improve the quality of school leadership through school-to-school support and peer-to-peer learning. Building on the success of the work of NLEs this tier of school to school support has been successfully developed and is available nationally through Teaching Schools.

The Role

Specialist leaders of education are outstanding, experienced middle and senior leaders who have the skills to support individuals or teams in similar positions in other schools.

They understand what outstanding leadership practice in their area of expertise looks like and are skilled in helping other leaders to achieve it in their own context.

SLEs will be the drivers of school-to-school support. They will develop the leadership capacity of others, using coaching or facilitation support that draws on their knowledge and particular area of expertise.

Although supporting other schools will be the key focus, SLEs will also be able to engage with other areas of work. This could include, for example, undertaking research activity on behalf of the Alliance, preparing and delivering leadership events to which Alliance members are invited or working alongside a newly appointed leader as a mentor / coach in the form of an induction package.

The Role of the Teaching School

The SLE is a designation linked to National Teaching Schools. Almost 1,000 SLEs were designated by Teaching Schools in the first round. This figure has increased and continues to do so. Eventually, around 10,000 are anticipated to ensure a full national coverage.

Priority areas listed by the National College have changed with each cohort but amongst them are:

- Primary Mathematics / Numeracy
- Primary English / Literacy
- Special Educational Needs
- MFL
- Science
- Behaviour and Discipline

All SLEs have gone through a strict assessment process to ensure that they meet the eligibility criteria. Applications are submitted to the Teaching School for assessment and interviews before being submitted to the National College for Teaching and Leadership for designation.

Ealing Primary Teaching School Alliance Responsibilities

For the development of the SLE programme the Teaching School is responsible for:

- Interview and assessment for designation
- Induction training
- Optional additional training sessions
- Raising awareness of SLEs purpose through the Alliance
- Developing aspirant SLEs from the Alliance
- Brokering SLE services
- Drawing up Deployment Agreements
- Completing Deployment Evaluation Documents
- On-going SLE support
- Measuring the impact of SLE deployments on outcomes for children
- Review and monitoring of SLE assignments
- Quality Assurance
- De-designation

The Teaching School is responsible for managing the deployment process from start to finish, supporting the SLE throughout their deployment, including identifying the most appropriate SLE when a request for support is received.

Support will always focus on sustainable leadership development and school improvement. With this in mind, each deployment will start with a clearly defined Deployment Agreement. Each party will sign this agreement (Teaching School, Supported School and the SLE).

Ealing Primary Teaching School has nineteen designated SLEs. All have completed their induction training and are eligible for deployment.

The Benefits for Your School

This type of peer support is credible because:

- It is rooted in current leadership practice and draws on real, relevant experience
- Takes place within your school, with the SLE working alongside staff and taking into account demands on their time
- Is flexible and bespoke, adapting to the particular needs of your school
- Brings a fresh perspective to specific challenges or issues, as well as specialist knowledge and expertise
- Always seeking collaborative development
- Helps to assure long-term, sustainable improvement
- Can contribute to improving school performance overall, by providing a specific focus for development and implementing tangible goals that staff can really engage with
- Coaching model which is non-judgmental, whose aim is to support the on-going development of the school
- A clearly defined agreement based on the needs of the supported school is in place prior to the deployment

Organisation of a Deployment for School to School Support

School / LA Identifies an Area for Development

School visits EPTSA website or emails pquenby@castlebar.ealing.sch.uk to make initial enquiry for SLE support

EPTSA makes contact with the school requesting support to confirm / direct to enquiry form and completes enquiry and EPTSA will forward an SLE Guide

EPTSA contacts SLE and forwards the deployment enquiry, the SLE reviews the request and contacts the school to make initial visit/telephone contact to complete deployment agreement which is forwarded onto EPTSA

Following agreement of the SLE deployment the supported school will be invoiced and the SLE school invoices EPTSA

When payment has been received SLE deployment commences.
A Support Plan will be used to record support provided

Evaluation Form to be agreed on final day of deployment then emailed to EPTSA

After a period of time (one term) EPTSA to contact supported school for completion of evaluation and forward the evaluation to SLE

Cycle complete or new package in place

How can I Request SLE Support?

All SLE deployment will be brokered via the Teaching School. It is anticipated that their potential deployment will be foreseen in the whole school improvement plan, and that, where possible, they will be used proactively in a developmental, strategic way.

Initial Enquiry

A key element of SLE work is relationship building; from the very beginning of the process the Teaching School will be looking to build trust and rapport with the commissioning host school before any formalised agreement is put in place.

Following an initial enquiry, the next step will be for the Lead of the Teaching School to identify and make contact with a suitable SLE. The Deployment Enquiry will be completed by the school requesting support online. This will be forwarded to the SLE by EPTSA. The SLE will then make contact with the supported school to discuss the specific focus of the support.

During initial contact between the school and the SLE the Deployment Agreement will be tailored to your particular circumstances. There is no set model but the support will always focus on sustainable leadership development and school improvement.

Please contact Melanie Hogan or Philippa Quenby for initial enquiries and further information.

Costs

The cost to the host school will be calculated on a daily rate. There is no pre-defined time commitment for SLE work because models and types of deployment will vary, for example, a full day a week for one term. Overall, we expect each SLE to be available for deployment for a minimum of 15 days per academic year.

A **pre-visit fee of £150** is charged to the supported school for an initial discussion about the support required. In addition to this, the daily rate for school to school support is:

Daily SLE Rates from January 2016		
Cost to Purchasing School £350* *you will also be responsible for covering any additional costs relating to your own staff cover	Reimbursement to SLEs School £300	Brokerage Fee to Teaching School £50

Accounting Arrangements

All financial transactions relating to SLEs will pass through Ealing Primary Teaching School Alliance.

Ealing Primary Teaching School Alliance will raise invoices to the host schools for the total cost of support and in turn the supplying schools (home school of the SLE) will invoice the Teaching School so that their costs (as defined in the Deployment Agreement) incurred by the absence of the SLE will be reimbursed.

All costs and invoicing arrangements will be clearly stated in the Deployment Agreement and each deployment will have its own agreement.

Invoices will be prepared and sent to the supported school when the Deployment Agreement has been signed. Invoices must be settled before the SLE commences their Deployment.

Brokerage Fee

As shown on the table of rates, a brokerage fee (a fixed cost for each full day) will be factored into the transaction.

This fee will not only be used to cover the cost of administration incurred by the Teaching School, but the on-going support of SLEs by the Teaching School, the final evaluation and the QA for each deployment as required by the National College for Teaching and Learning.

Cancellation Policy

If the Deployment Agreement has been prepared and signed and the Supported School has been invoiced a refund is not available to the Supported School.

Ealing Primary Teaching School Alliance reserves the right to cancel any support if deemed necessary, such as, if due to unforeseen circumstance an SLE has to cancel / delay the support in the Deployment Agreement. The supported school will be notified as soon as possible if the deployment is cancelled / delayed and Ealing Primary Teaching School Alliance will rearrange the deployment to a mutually convenient time. Only under exceptional circumstances will the fee be waived.

Name of SLE	Sharon Fida
Current Role:	School Business Manager
Current School:	Castlebar School
Specialism:	Business and Finance Management, Project Management, Recruitment, Change Management



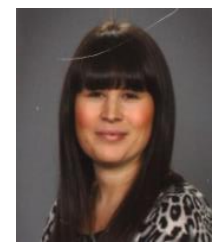
Name of SLE	Alan Guy
Current Role:	Assistant Headteacher, SEND Peer Reviewer, Assessment Lead
Current School:	Castlebar School
Specialism:	Assessment, Closing the Gap SEN, Behaviour and Discipline



Name of SLE	Melanie Hogan
Current Role:	Deputy Headteacher, SEND Peer Reviewer, Challenge Partner Reviewer
Current School:	Castlebar School
Specialism:	4-11 years Special Needs SEN, ITT/NQTs, Quality of Teaching, Leadership of CPD



Name of SLE	Hayley O'Neill
Current Role:	Year Lead, Lead MDT, Literacy Lead and Year group Lead
Current School:	Castlebar School
Specialism:	SEN, Behaviour and Discipline



Name of SLE	Louise Taylor
Current Role:	Assistant Headteacher, SEND Peer Reviewer
Current School:	Castlebar School
Specialism:	SEN



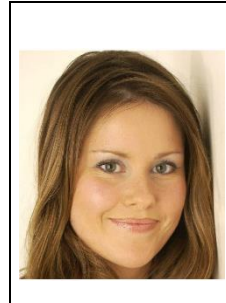
Name	Paul Brown
Current Role:	Senior Specialist Teacher for Children with SEMH
Current School:	Ealing Primary Behaviour Service
Specialism:	KS1/ KS2 Behaviour Management and Behaviour Management Systems



Name	Kristien Webb
Current Role:	Assistant Headteacher, EYFS Lead, NQT-RQT Early Years programme trainer
Current School:	Fielding Primary School
Specialism:	Early Years



Name	Philippa Whaley
Current Role:	English (and Phonics) Leader and Year Leader
Current School:	Fielding Primary School
Specialism:	English, Phonics, KS1, Upper KS2, Assessment, Teaching and Learning







Name	Lucie Nicolay
Current Role:	MFL coordinator, Class teacher
Current School:	Gifford Primary School
Specialism:	Modern Foreign Languages



Name	Kajal Shah
Current Role:	Reception (FS2) Year Group Leader
Current School:	Gifford Primary School
Specialism:	Early Years



Name of SLE	Mundrika Bhanderi		Name of SLE	Amanda Deery	
Current Role:	Assistant Head overseeing Provision and Behaviour Management		Current Role:	Teacher, Leader of English and Phase Leader of KS1	
Current School:	Mandeville School		Current School:	Perivale Primary School	
Specialism:	SEN and Behaviour		Specialism:	English	
Name of SLE	Marianne Patel		Name of SLE	Naomi Dowd	
Current Role:	Assistant Head, Reading Lead, Extended School Lead, NQT Mentor, G&T and PP		Current Role:	Deputy Headteacher, SENCo, CP Designated Teacher- leading on SEND, MAGT, EAL, Pupil Premium and Child Protection	
Current School:	Mayfield Primary School		Current School:	Perivale Primary School	
Specialism:	Reading / Phonics		Specialism:	Challenge for More Able Pupils; SEND; Closing the Gap	
Name of SLE	Claire Thomas		Name of SLE	Priya Bhagrath	
Current Role:	Inclusion Manager, Senior Leader, SENCo, SEND Peer Reviewer		Current Role:	Additional Resource Provision Lead	
Current School:	Mayfield Primary School		Current School:	Selborne Primary School	
Specialism:	SEN		Specialism:	Additional Resource Provisions, SEND, Behaviour in EYFS, KS 1 and 2	
Name of SLE	Charlotte Lannigan		Name of SLE	Nicola Windsor	
Current Role:	SENCO, SEND Peer Reviewer		Current Role:	KS2 Assistant Headteacher, Lesson Study Lead, Science Leader, Year 6 Leader and class teacher	
Current School:	Montpelier Primary School		Current School:	Selborne Primary School	
Specialism:	SEN		Specialism:	Leadership of CPD - Lesson Study	

Name of SLE	Jabeen Hayat		Name of SLE	Onam Kumar	
Current Role:	Deputy Headteacher Curriculum and Standards		Current Role:	Assistant Headteacher, Maths Leader, NQT Mentor	
Current School:	Stanhope Primary School		Current School:	Stanhope Primary School	
Specialism:	Leadership and Management – Assessment / CPD / Curriculum		Specialism:	EYFS, Maths	
Name of SLE	Natalia Martinez		Name of SLE	Marion Conway	
Current Role:	Deputy Headteacher, SENCO		Current Role:	Deputy Headteacher for Inclusion, SEND Peer Reviewer	
Current School:	Stanhope Primary School		Current School:	Willow Tree Primary School	
Specialism:	SEN		Specialism:	SEN, Experienced in Inclusion across the primary age range, Specialist in the Foundation Stage Curriculum	

Appendix

Deployment Enquiry Form



Teaching School: Ealing Primary Teaching School Alliance c/o Castlebar School, Hathaway Gardens, Ealing, London. W13 0DH. Tel: 020 8998 3135	Deployment Ref:

Supported School:		Tel:
Headteacher:		Email:
Main Contact:		Email:

Name of School Leader/s being Supported:		Job Title of Supported School Leader/s:	
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SLE Co-ordinator:	Philippa Quenby	Email: pquenby@castlebar.ealing.sch.uk
SLE Name:		Email:
SLEs School:		Tel:
SLEs Job Title: Categories of Expertise:		Areas of Expertise:


Type of Deployment (e.g. diagnostic, support, research)

Key Focus Area of Support (please indicate below the main priorities of the deployment and any relevant contextual information)

Deployment Start Date:		Deployment End Date:	
Schedule of Visits:		Number of Days Requested:	

Deployment Agreement Plan



Supported School:		Tel:			
Headteacher:		Email:			
Main Contact:		Email:			
SLE Name:		Email:			
SLE School:		Tel:		Ref:	

Agreed Targets:

Type of Evidence to be gathered to demonstrate Impact:

Key Indicators to be Identified (e.g. Improved Exam Results, Attendance, Ofsted Evidence, Reduction in In-School Variation)

Funding Arrangements and Total Costs to be Invoiced:

Signed:	SLE Job Title:	School:
Signed:	Lead Contact for Supported School	Date:
Signed:	Headteacher of Supported School	Date:
Signed:	Head of Teaching School	Date:

Please return the signed form to Melanie Hogan before the Deployment Commences at:
mhogan@castlebar.ealing.sch.uk or
 Ealing Primary Teaching School Alliance, c/o Castlebar School, Hathaway Gardens, Ealing, London. W5 5NB.

Ealing Primary Teaching School Alliance
School Support Plan - Planning and Feedback Report



Date	Activity	Feedback and Next Steps

Deployment Evaluation Form

To be agreed by All Parties (the SLE and the Supported School) on final day of deployment

Deployment Details

Ref:

Supported School Details:	
Supported School Name:	
Headteacher Name:	
Main School Contact:	
Name of Commissioner:	
Deployment Start Date:	
Time Commitment Agreed: (e.g. length, number of days per week)	
Specialist Leader of Education Details:	
Name:	
School Name:	

Review of Progress achieved during the Contract

For each of the targets that were identified in the original contract for the deployment, please summarise the **impact** made by the SLE and the **evidence** to support this.

Agreed Targets	Progress Made and Evidence of Impact	Rating (red / amber / green)

Please Evaluate the following using a RAG Rating	RAG
The SLEs Role in Facilitating Support and Influencing Change	
The Overall Success of the Deployment	

Additional Comments (where unsatisfactory progress has been made please identify reasons)

Please Suggest how the Partner / Supported School can continue to make Improvements in the Focus Area and the Requirements for any Additional Support:

Signed:

SLE

Signed:

Headteacher of Supported School

Signed:

Lead of Teaching School

Date:

On completion, please copy for each Partner and email to: eptsa@castlebar.ealing.sch.uk