



# **Professional Support By System Leaders**

## **Agreement, Process & Evaluation Forms**

**2019-20**

## LLF TSA and System Leadership Support: School Agreement 2019-20

The strategic objective for the deployment of a System Leader (SLE/LLE/NLE/NLG) is to:

- provide outreach work which supports identified schools
- improve teaching and learning in order to raise standards and enable vulnerable children to meet age related expectations
- provide network opportunities for schools and individuals to share good practice.

**System Leader:** \_\_\_\_\_

**Name of host school:** \_\_\_\_\_

**Name of TSA lead:** Headteacher of St Hugh's Teaching School (Tracy Millard)

### Monitoring arrangements

- System Leaders must complete the **School-to-School Support Agreement** form on behalf of Leading Learning Forward TSA and the school which is to receive support.
- After every visit the SLE must fill in the **Record of Support** form and email it to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) and to the headteacher of the school receiving support.
- The SLE must keep a record of all work done using the **Deployment Record** form. This needs to be shared with the TSA and the Headteacher each term.
- The school receiving support must complete the **Feedback on SLE Support** form and email it to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) at the end of each term.
- The school receiving support must complete the **End of Support Evaluation** form and email it to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) at the end of the support period.

### Changes to the agreement

Changes may be made in the following circumstances:

1. Where a System Leader leaves the school
2. Where a System Leader cannot provide outreach
3. Where the work of the System Leader is not making sufficient impact

**Signed** \_\_\_\_\_ **System Leader**

\_\_\_\_\_ **Headteacher of Supported School**

\_\_\_\_\_ **For LLF TSA**

\_\_\_\_\_ **Headteacher of SLE (where applicable)**

## System Leader Deployment: Contract between Partner School(s) and Leading Learning Forward TSA 2019-20

### System Leader: Home School Details

Name of System Leader

Role:

School:

Headteacher:

Contact phone number/email address:

### Supported School Details

School:

Headteacher:

School contact name:

School contact role:

School contact phone number/email address:

### Deployment

Agreed start date:

Agreed time commitment: (length, number of days, intervals etc.)

Intended end date:

### Overall aim(s) of deployment:

1. 2. 3.

### Agreed objectives and outcomes: (to be reviewed by/when)

1. 2. 3.

### Total cost of deployment: £

Amount payable by supported school (if outside Leading Learning Forward TSA): £

Cost to TSA: £

Cost to SLE's School: £

Signed \_\_\_\_\_ System Leader \_\_\_\_\_ System Leader's School Headteacher (where applicable)

Signed \_\_\_\_\_ Headteacher of Supported School

Signed \_\_\_\_\_ Headteacher of Lead Teaching School on behalf of TSA

## Specialist Leader of Education (SLE): School-to-School Support Agreement 2019-20

Date: \_\_\_\_\_ 201\_\_

*Copies to: LLF TSA office, System Leader, Headteacher of Supported School*

**To be completed by the System Leader in agreement with Leading Learning Forward TSA and the headteacher of the school receiving support**

System Leader:	TSA :	
Name of school being supported:	School senior leader contact:	
Working with (teachers or staff to be supported)	Work in school to be managed by:	
	Email of school manager:	
	Email of school headteacher:	
Agreed timescale of support Start date: _____ End date: _____	Frequency:	Agreed time(s) in school:

**Purpose of support:**

**Staff involved:**

Baseline Measure(s)	Actions to be carried out	Improvement to be made	Impact

**Signed: System Leader:** \_\_\_\_\_

**Leading Learning Forward TSA**

**Headteacher of school receiving support:** \_\_\_\_\_

## Specialist Leader of Education (SLE): Deployment Record 2019-20

Name of SLE: \_\_\_\_\_

Supported School: \_\_\_\_\_

Date	Time (in hours)	Actions	Outcomes	Comments

Signed \_\_\_\_\_ System Leader \_\_\_\_\_ Headteacher

*This record sheet must be completed by the SLE and emailed to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) at the end of each term.*

## Specialist Leader of Education (SLE): Record of Support Form 2019-20

Name of Supported School: \_\_\_\_\_

System Leader: \_\_\_\_\_

Date	Focus of visit	Progress made	Action points for SLE (with dates)	Action Points for school personnel (identified with dates)	Points/Issues arising during visit

***This record sheet must be emailed after each visit to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) and to the Headteacher of the school receiving support***

## System Leadership: Professional Support Feedback Form 2019-20

*This feedback form is to be completed at the end of each term by the headteacher of the school receiving support.*

<b>Name of school:</b>	
<b>Work in school managed by:</b>	
<b>Name of System Leader:</b>	
<b>Days in school (including preparation time):</b>	
State the agreed objectives of the work undertaken by the System Leader in the school:	
Agreed action within the school as a result of the work:	
Agreed action by System Leader as a result of the work:	
What has been the impact of the System Leader's work?	
<b>Signature of Headteacher of school receiving system leadership support:</b>	

**Email form to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) Copies to: System Leader, Headteacher**

## Leading Learning Forward TSA: System Leadership Deployment: End of Support Evaluation Form 2019-20

Name of System Leader:

Name of school supported:

Start date:

End date:

**Overall aim of support:**

No.	Evaluation	Your comments and evidence: then please RAG rate the support	Red	Amber	Green
1	<b>Progress made</b>				
2	<b>Evidence of impact</b>				
3	<b>Satisfaction with support</b>				
a	Objectives set for support work				
b	Information and reports provided				
c	Outcomes of work and future priorities set				
4	<b>Experience of support</b>				
a	From headteacher's perspective				
b	From supported staff perspective				
5	<b>Quality of system leadership support</b>				
6	<b>Overall success of support</b>				

<b>Future improvement/support priorities</b>	
<b>Future support requested</b>	

Signed \_\_\_\_\_ Headteacher of school receiving support

This form should be sent by email to [LLF.TSA@northlincs.gov.uk](mailto:LLF.TSA@northlincs.gov.uk) immediately following the period of support.