



Professional Support By System Leaders

Agreement, Process & Evaluation Forms

2018-19

LLF TSA and System Leadership Support: School Agreement 2018-19

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 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 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 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 2018-19

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 2018-19

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 2018-19

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 at the end of each term.

Specialist Leader of Education (SLE): Record of Support Form 2018-19

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 and to the Headteacher of the school receiving support

System Leadership: Professional Support Feedback Form 2018-19

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

Name of school:	
Work in school managed by:	
Name of System Leader:	
Days in school (including preparation time):	
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?	
Signature of Headteacher of school receiving system leadership support:	

Email form to LLF.TSA@northlincs.gov.uk Copies to: System Leader, Headteacher

Leading Learning Forward TSA: System Leadership Deployment: End of Support Evaluation Form 2018-19

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	Progress made				
2	Evidence of impact				
3	Satisfaction with support				
a	Objectives set for support work				
b	Information and reports provided				
c	Outcomes of work and future priorities set				
4	Experience of support				
a	From headteacher's perspective				
b	From supported staff perspective				
5	Quality of system leadership support				
6	Overall success of support				

Future improvement/support priorities	
Future support requested	

Signed _____ Headteacher of school receiving support

This form should be sent by email to LLF.TSA@northlincs.gov.uk immediately following the period of support.