

The way we're organised

The **Education Strategy and Commissioning** section includes nine services that are dedicated to supporting and challenging education improvement.

The **Education Achievement Service** is responsible for monitoring the quality of education being provided in each school and for assessing the risk of each school providing a less than good standard of education.

The **Education Intervention Service** provides the statutory and informal intervention for schools causing concern (SCC). Schools judged to be schools causing concern are allocated an Intervention Officer who will co-ordinate the LA's intervention strategy for the school in direct proportion to the nature and degree of concern.

The **Education Exclusion Service** sets the strategy for attendance, exclusions and related areas. It also provides direction in promoting safeguarding and education for vulnerable groups.

The **Education Partnership Service** builds relationships with all education providers and facilitates the necessary arrangements for school collaboration. This service works with schools as they consider and adopt new structural solutions such as federation and sponsored or converter Academy status. The service works closely with the **Pupil Place Planning and Organisation Service** that coordinates the practical planning and capital aspects of education planning and organisation so that these contribute to education improvement.

Norfolk Integrated Education Advisory Services (NIEAS) works as part of Norfolk's wider offer of traded Services for Schools (S4S) and is commissioned by schools to provide school improvement services as required. Where a school is a school causing concern, the commissioning of services is with the advice of the Intervention Officer. **Norfolk to Good and Great** is the specific programme that enables schools that 'require improvement' to seize opportunities for rapid self-improvement. Across Education Strategy and Commissioning, **Associate Staff** are engaged to support or deliver specific areas of school improvement work. Details of registered Associates are held by NIEAS

The **Admissions Service** manages the coordinated admissions system that provides an education place for each child.

The **Employment and Skills Service** joins up the work of education providers with the needs of businesses and the economy.

The **Education Service Improvement Board (ESIB)** is the pre-eminent education partnership group between the Local Authority, Headteacher and Governor Associations and Teacher Unions. ESIB attempts to dovetail the work of the LA with the work of Headteacher and Governor Associations, the Teaching Schools and Academy Sponsors in order that Norfolk schools and education providers get the support they need.



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Education Strategy and Commissioning
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Business Support
Caroline Ross/Michelle Smith PA to the Assistant Director
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✉ michelle.smith@norfolk.gov.uk

Who's Who within the services

Other useful numbers

OfSTED Support line
☎ 01603 307797
☎ 01603 307750 (alternative)

Partnership Development
For queries about partnerships, trusts, federations, clusters, Academies
Michelle Smith
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NIEAS Advice and Support requests and queries
☎ 01603 307779
✉ cs.nieasadviceandsupport@norfolk.gov.uk

NIEAS Training Line
☎ 01603 307762 ✉ cs.nieastraining@norfolk.gov.uk

NIEAS Governor Services Advice Line
☎ 01603 303355

NIEAS Governor Services Training Line
☎ 01603 303360

Centres & Business Development Manager
Linda Harrison
☎ 01603 303344 ✉ linda.harrison@norfolk.gov.uk

Useful links

Norfolk County Council Children's Services
http://www.norfolk.gov.uk/Childrens_services/index.htm

A Good School for Every Norfolk Learner
<http://www.schools.norfolk.gov.uk/School-management/School-Performance/Schoolimprovement/index.htm>

Help You Choose – Norfolk's 14-19 Prospectus
<http://helpyouchoose.org>

Recent developments in Norfolk education practice
http://www.norfolk.gov.uk/Childrens_services/index.htm

Norfolk County Council School Admissions
<http://www.norfolk.gov.uk/admissions>

Norfolk Safeguarding Children Board
<http://www.nscb.norfolk.gov.uk>

School finder – search for a school
<http://www.esinet.norfolk.gov.uk/schoolfinder>

Parenting and family services support in Norfolk
<http://search3.openobjects.com/kb5/ncc/fsd/home.page>

'Apprenticeships Norfolk'
www.norfolk.gov.uk/apprenticeships

Ofsted reports
<http://www.ofsted.gov.uk/schools/for-schools/find-school-inspection-report>

Department for Education (DfE)
<http://www.education.gov.uk>

NIEAS Continuing Professional Development
To view full list of currently available courses
☎ www.cpd.norfolk.gov.uk/sdms

County Hall
Martineau Lane
Norwich
NR1 2DL

Norwich PDC
Woodside Road
Norwich
NR7 9QL



Education Strategy and Commissioning

The Education section of Norfolk County Council's **Children's Services** ensures that Norfolk's children and young people benefit from the highest possible standard of education and training. We work on behalf of all of the children and young people in Norfolk up to age 19 and up to 25 where a young person has a learning difficulty and/or disability and/or is looked after.

This is a pre-requisite for achieving our overall hope for young people in Norfolk, which is that "We believe that all Children and Young People have the right to be healthy, happy and safe, to be loved, valued and respected, and have high aspirations for their future."

Schools have responsibility for their own improvement but Norfolk County Council (NCC) is determined that robust and effective support and challenge is sought and available for all of Norfolk's publicly funded education institutions attended by Norfolk children and young people. This reflects the role of the Local Authority (LA) to act as 'champion for all children and families'. It also chimes with current practice among Local Authorities where a sharp focus is upon:

- securing high educational standards
- ensuring the availability of a good school place for every child and
- safeguarding the more vulnerable including through closing the 'achievement gap'.

Norfolk County Council (NCC) undertakes these roles because it is

- the champion all Norfolk children and families
- the democratic and impartial convener of partnerships that will most benefit Norfolk's children and families and
- the commissioner of high quality services.

To this end, a wide range of strategic partnerships – with Headteachers, Governors and their associations, with Academy groups and Teaching School Alliances, with Ofsted and school inspectors, with other Local Authorities, with teacher unions – exist in order to establish the context within which Norfolk education will improve and flourish.

Norfolk County Council concurs with Ofsted's chief inspector in asserting that a good school place for every child must be the shared aspiration of all partners in the education system. The Council's policy on support and challenge for school improvement is set out in a series of pamphlets known as 'A Good School for Every Norfolk Learner' available at <http://www.schools.norfolk.gov.uk/School-management/School-Performance/Schoolimprovement/index.htm>

You will see that we have included the contact details for many members of NCC's Education services. Please do not hesitate to contact us. I hope that this introduction and directory is helpful as we work together to provide the very best education and training for Norfolk. The list is not exhaustive but provides a signpost to key contacts.



Education Achievement Service

The Education Achievement Service analyses the performance of every Norfolk school, identifies strengths and weaknesses in standards and provision and categorises schools accordingly. It further defines how this data about schools is used more widely to affect improvement and enable effective school to school support. The Achievement Service fulfils :

- school and Early Years settings data and risk assessment
- moderation of teacher assessment and oversight of test security
- system leadership and leadership development
- educational achievement for Looked After Children



Head of Education Achievement Service

Chris Snudden

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Simon Morley Senior Adviser, Leadership Development

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John Crowley Adviser, Achievement

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Virtual School

Tricia Ciappara Deputy Head of Virtual School LAC

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Wendy Rudd Virtual School Development Manager

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Early Years

Jo-anne Lamb Early Years Adviser

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Business Support

Julia Idiens PA to Head of Achievement, Business Support

Team Leader☎ 01603 307797 📧 julia.idiens@norfolk.gov.uk

Sue Brown Business Support Team Leader, PA to Early Years

Adviser ☎ 01603 223462 📧 sue.brown@norfolk.gov.uk

Education Intervention Service

The Education Intervention Service promotes school improvement in schools causing concern. It is about eradicating underachievement and driving up educational standards, so that children and young people are ready and able to extend their learning, seize opportunity, exercise choice and make the most of life's chances.



Head of Education Intervention Service

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John Sweet Senior Adviser, Intervention (Primary)

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Sarah Burgess Adviser, Primary Intervention

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Jenny Godson Adviser, Primary Intervention

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Micky Harcourt-Heath

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Business Support

Anita Lee Business Support Team Leader

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Education Partnership Service

The Education Partnership Service works with schools as they consider and adopt new structural solutions such as federation, trust and sponsored or converter Academy status. The service also develops relationships with local clusters of schools, with the Headteacher and Governor associations, with Norfolk's Dioceses, with Academy sponsors, with the Teaching Schools Alliances and with other providers of school improvement services.



Head of Education Partnership Service

Paul Dunning

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Sebastian Gasse Senior Adviser, Partnership Development

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Jan Munn Senior Adviser, Partnership

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Flavio Vettese Senior Adviser, Partnership

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Special Educational Needs Strategy

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Gillian Hiles Specialist SEN Commissioner

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Parenting Strategy

Julie Westrop Senior Adviser, Parents & Extended Services

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Participation Strategy

Karin Porter Participation Strategy Manager

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Business Support

Michelle Smith Business Support Officer

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Norfolk To Good and Great (N2GG)

The Norfolk to Good and Great programme is designed to provide school leaders and governors with a framework and menu of support focused on improving leadership, provision and outcomes. Schools eligible for this programme will have a partner school/leader from a good or outstanding school. Through N2GG they are able to access the advice, support and challenge that will help them to accelerate the improvements in their school. The aim is to ensure that this will lead to a judgement of good or better at the next Ofsted Inspection.



Head of N2GG

Denise Walker

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Business Support

Anita Lee PA to Head of N2GG

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Employment and Skills Service

The Employment and Skills Service encourages partners to work more effectively in the areas of apprenticeships, employer relationship with schools, understanding Norfolk's economy and the opportunities available.



Employment and Skills Strategy Manager

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Norfolk Integrated Education Advisory Services

Norfolk Integrated Education Advisory Services (NIEAS) builds partnerships with schools, academies and other clients both within and beyond Norfolk so as to improve all aspects of school improvement. We aim to create opportunities to train, advise and support the development of governors, staff, parents and students, and to use our professional experience and expertise to raise standards and work towards transformative change.



Head of NIEAS

Paul Hoey

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Governor Support and Leadership

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Adele Godsmark School Health Partnership Adviser

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Angela Wadham Lead Manager, Norfolk STEPS

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Sheila Wigg Headteacher Support Adviser

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School Leadership, Improvement and Development

Heather Tyrrell Lead Adviser, Traded School Leadership

and Improvement Services

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Targeted Teaching Services

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Vacancy Minorities Achievement and Attendance Service

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Teaching and Learning Services

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Maureen Hanke Head of Norfolk Music Service

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Mike Roper Head of Whitlingham Outdoor Education Centre

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Sue Falch-Lovesey Head of Environmental Outdoor Learning

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Paul Wickens Study Support Centres' & Norfolk Children's

University Manager ☎ 01603 218757 📧 paul.wickens@norfolk.gov.uk

Business Support

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Alison Neale NIEAS Business Support Team Leader

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Joanne Martin NIEAS Business Support Team Leader

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Admissions Service

The Admissions Service coordinates all admissions applications to all Norfolk schools in line with the School Admissions Code. It offers a service to schools to assess and determine the eligibility of applications for free school meals and oversees transport policy.



Head of School Admissions Service

Richard Snowden

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Hayley Goodson Admissions Manager

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Peter Walsh Independent Travel Adviser (TITAN)

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Business Support

PA to Head of Admissions ☎ 01603 223392

Education Exclusion Service

The Education Exclusion service is responsible for a number of statutory areas of work, namely:

Attendance - at a strategic level.

Exclusions - providing advice, support and guidance to schools, governors and parents, including the legal processes that must be followed.

Safeguarding - providing support, guidance and training to schools and other educational settings.

Vulnerable Groups - provides support and challenge to Early Years settings, schools and other providers on matters relating to both vulnerable groups and equalities issues.

Children Missing Education - Tracking and keeping a register of children not on a school roll in Norfolk.

Child Employment and Children in Performances - Issuing work permits for children aged 13 to the end of statutory school age and issuing performance licences for children from birth to the end of statutory school age. We also licence Matron/Chaperones for entertainment purposes.

Elective Home Education - Supporting and monitoring the education of children whose parents have made the decision to home educate.



Attendance and Exclusions Strategy Manager

Val Creasy

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Safeguarding

Kelly Waters Adviser, Safeguarding

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Vulnerable Groups

Vacancy Adviser, Vulnerable Groups

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Exclusions

Sally Moy Exclusions Officer

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Elective Home Education

Vacancy Manager

☎ 01603 307733

Children Missing Education

Tracy Henry Children Missing Education Assistant

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Child Employment and Children in Performances

Jackie Williams Child Employment Assistant

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Business Support Team

Julia Idiens PA to Attendance and Exclusion Strategy Manager

Service, Business Support Team Leader

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Vanessa Fish Business Support Officer

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Place Planning and Organisation Service

Place Planning and Organisation has three main functions:

- forward planning of pupil places, taking into account demographic changes;
- commissioning the capital programme, to ensure that school places are available where and when required;
- managing Children's Services' strategic responsibilities for the school properties it oversees.



Head of Place Planning and Organisation

Chris Hey

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Janine Birt Senior School Organisation Officer

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John Atkins Estates Manager

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Jo Ashford Capital Programme Support Manager

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Simon Conner Extended Services Capital Manager/ Planning

Information Manager ☎01603 222503 📧 simon.conner@norfolk.gov.uk

Jane Blackwell Planning Officer

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Business Support

PA to Head of Place Planning and Organisation

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