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To: Headteachers of First, Infant, Junior, Primary, Middle, First & Middle and Special Schools.

Dear Colleague

### **Leading Mathematics Teachers in Norfolk**

We now have approximately 40 Primary Leading Mathematics Teachers (LMTs) in Norfolk with a considerable range of skills and expertise which they are willing to share with colleagues as a way to develop their own practice as well as that of others.

### **Demonstration Lessons**

The LMTs will provide a demonstration lesson for another teacher (or often two teachers together) with their own class. If a specific element of the Daily Mathematics Lesson is to be focussed on, then this can be discussed and arranged if the LMT knows well in advance. For example, if teachers would like to see a particular type of plenary session such as solving a problem using the knowledge gained during the lesson, then the LMT would be able to suggest a suitable lesson to observe.

The most valuable part of the demonstration lesson has often been the discussion that takes place both before and after the lesson. This is most effective if teachers arrive at a school expecting it to happen. 'I don't know why I've been sent,' is a comment made more often than you would expect!

If you would like to arrange for a demonstration lesson, please contact Michelle Bush or myself at the Professional Development Centre and we will be pleased to give you the names of appropriate leading teachers. There is no charge for this service but your own teachers will need to be released for the visit.

### **Support for Newly Qualified Teachers**

An extension to the LMT scheme has now been running for two years and will continue throughout the 2003/4 academic year. This is targeted support for Newly Qualified,

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Returners or less experienced teachers and involves more comprehensive support than the single demonstration lesson.

Once support has been requested, an appropriate LMT (matching year group taught and location where possible) will be linked with the member of staff. Two sessions follow, although the order depends on what is decided between the LMT and NQT. One session will be a demonstration lesson by the LMT with their own class. The other will be a half day at the NQT's school during which the LMT will spend time either observing the NQT or sharing a lesson with them and then is likely to discuss, outside the classroom, an area identified in advance by the NQT. For example, this could be planning or an aspect of classroom organisation. Supply cover for the LMT for the half day will be funded by the participating teacher's school. For NQTs, this money could be taken from the allowance for NQT induction.

It would also be possible to organise a further half day of support should it be requested.

There may be some oral feedback to the teacher's school; it will focus on positive aspects of the work done and possible areas for future development.

If you have a member of staff who would benefit from support of this nature, or you wish to ask any further questions, please contact me at the Professional Development Centre in Norwich on the number above to make arrangements. We hope that you will find this support a useful addition to the packages currently available.

### **Support for Subject Leaders**

A number of the Leading Mathematics Teachers are also the subject leader for mathematics within their own school and have in the past provided support for newly appointed subject leaders at other schools. If you would like to arrange support of this nature, please contact me and I will endeavour to make a suitable link.

### **Additional Support**

Another way for schools to access support for their teachers, particularly in the Foundation Stage, is through the Advanced Skills Teachers Scheme. For further information, please contact Ray Leeke at the Professional Development Centre in Norwich.

### **Mathematics Helpline Online**

This facility may be of interest to all staff within your school. To replace our telephone helpline, we have set up an electronic facility. By logging on to Norfolk's Esinet website and selecting 'Forums' on the toolbar at the top, you will be able to access the Mathematics Helpline section (grey box on the left-hand side) and post any queries you have in the 'Questions' folder. One of the Mathematics Team will check this facility on a regular basis and respond promptly. If, however, you see a question someone else has posted and you are able to provide an answer, please feel free to do so. For a direct link, the web address is:

<http://www.norfolkesinet.org.uk/ForumEngine/default.asp?fid=1215>

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**Leading Mathematics Teachers Website**

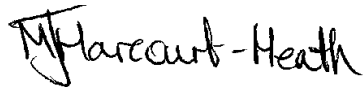
We now have up and running a website, part of which is designed for the LMTs to post anything that they feel would be of interest to all teachers eg resources, information about courses and events. From the Norfolk Esinet site, use the boxes on the left-hand side to go into the Teacher Zone. Then select Curriculum followed by Mathematics YR-6 and you will see the LMT section. For a direct link, the web address is:

<http://www.norfolkesinet.org.uk/pages/viewpage.asp?unqid=783>

**New Leading Mathematics Teachers**

We are always looking to add further teachers to our list. If you feel that someone in your school would be able to provide good quality lessons and lead a discussion about that lesson and other issues to do with the teaching of mathematics, please contact me to put forward their name. We will arrange for that person to be observed by a member of the Mathematics Team as soon as possible to assess their suitability and discuss with them what the role involves.

Yours sincerely



Micky Harcourt-Heath  
Numeracy Adviser