



### This edition includes:

- An update on the National Remodelling Team and the Norfolk Team
- Details of 'Headteachers and the National Agreement - a Summary' pack
- Exam invigilation - How the NAA can help your school
- Consultation on standards for classroom teachers
- Extended Schools training package
- PPA follow-up case studies
- Support staff update
- Reminder of Local Authority contacts



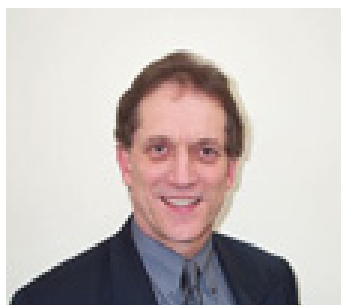
## National Remodelling Team



The Training and Development Agency (TDA) was established formally in September 2005, bringing together the work of the Teacher Training Agency and the National Remodelling Team. Both organisations have enjoyed strong links with local authorities and the TDA plans to continue these links.

The new and extended remit from the Government calls on the TDA to bring coherence to workforce reform, workforce development, the development of extended schools and services, and related aspects of the modernisation agenda.

This means **in Norfolk** that the Remodelling Team will continue to support schools on the sustainability of the National Agreement contractual changes and join with Early Years & Childcare and the Extended Schools teams to deliver a package of training, planning and development support over the next two years, as the development of extended schools and Children's Centres is central to ensuring that the children, families and communities of Norfolk can enjoy the benefits described in Every Child Matters.



Following Dudley Whittaker's retirement from his post of Remodelling Project Leader (Secondary) at Christmas 2005, **John Spradbery** has joined the Team on a part-time basis to provide ongoing advice and support to schools. Throughout the Spring Term, he will be making contact with all Secondary Headteacher colleagues. If you wish to contact John, please ring 01603 638092 and speak to Virginia Wakely in the first instance.



## Headteachers and the National Agreement - a Summary

The aim of this document is to summarise and highlight the benefits and relevance of each of the contractual changes to the Headteacher and to identify appropriate help and support. This document also covers the Governors' responsibilities to Headteachers in respect of the National Agreement.

The document can be downloaded from <http://www.remodelling.org/downloads/640.pdf> or hard copies can be ordered from Prolog on 0845602 2260 quoting reference NRT/0104/2005.

## Exam Invigilation

### HOW THE NATIONAL ASSESSMENT AGENCY CAN HELP YOUR SCHOOL

The NAA was set up in 2004 to bring about improvements to the exams system. A team of field support officers has been deployed to support schools and colleges. They focus their attention on exams officers, but can also work with senior leadership teams, special educational needs co-ordinators and other staff, to help put in place smooth-running exams management. Two field support

officers work in the Norfolk area - Sam Redington in the West and Sarah Knights in the East. They are available to come into schools and colleges and offer practical advice on all general qualification exam-related matters. This could include initial recruitment of exams officers, one-to-one training, familiarisation with the entire exams process or information on recent changes to the system. The aim is to reduce the burden on the exams officer, but there may be other benefits to exam centres, for example, a reduction in the amount of late entry fees payable. In addition, following the introduction of the Workload Agreement, the NAA has provided specific resources for the recruitment and training of non-teaching invigilators.

If you would like to request a visit from your Field Support Officer, please phone Sam on 07917 047918 or Sarah on 07917 047919 or visit <http://www.naa.org.uk/> for more information.

### Frequently Asked Questions

#### Can a teacher be in the examination hall during an external examination at any time?

It is the invigilation of examinations which the STPCD Section 4 identified as not being a productive use of teachers' time. There may be other duties within the examination process which require a teacher to be present. For example, it may be appropriate for a subject specialist teacher to begin an exam or explain any errata issued from the examination body. Teachers may also need to be present at the end of the examination to deal with pupil questions or issues arising from the exam.

#### Are there any exceptions to the new arrangements on exam invigilation?

Teachers may be required to conduct practical and oral examinations in their own subject area and to undertake the preparation of pupils and those aspects of assessment, recording and reporting associated with external exams which require the input of a *qualified teacher*.

**Teachers.  
Your career.  
Your say.**

To comment on the new draft standards  
for classroom teachers, please visit  
[www.tda.gov.uk/yoursay](http://www.tda.gov.uk/yoursay).

**Your Standards. Your Say.**



The Secretary of State has asked the Training and Development Agency for Schools (TDA) to review the standards for Qualified Teacher Status (QTS), induction, senior teacher (Threshold), and Advanced Skills Teacher. At the same time, the Agency is developing standards for the new Excellent Teacher scheme.

A revised set of draft standards will be available this month, and the TDA would like as many teachers as possible to have a look at them and give their feedback before the TDA gives advice to the Secretary of State. The standards will be available on the TDA website at [www.tda.gov.uk/yoursay](http://www.tda.gov.uk/yoursay) from 16th January, 2006 until the end of February.

If just one teacher from every school nationally responded, the TDA would have the views of 23,000 teachers - so **HAVE YOUR SAY.**

## **Extended Services through Extended Schools and Children's Centres: The Next Step**



The development of extended schools and Children's Centres is central to ensuring that the children, families and communities of Norfolk can enjoy the benefits described in [Every Child Matters](#). The DfES expect that all schools will be enabling children, families and the wider community to provide access to a [Core Offer of Extended Services by 2010](#). Children's Services has the same ambition for all Norfolk schools.

To support schools and partner organisations in this unfolding agenda we are offering to **all** schools access to a package of training, planning and development support over the next two years. The first tranche will commence in the second half of the Spring Term 2006 and is already full. Subsequent tranches start from September 2006.

A message in the e-courier on 20<sup>th</sup> January, under [MI 11/06](#), gave Headteachers and Chairs of Governors detailed information. Schools will be able to decide when they would like to join the programme, whether they wish to work in collaboration with other schools of their choice and, potentially, to invite other key partners to come to the training with them.

### **If you would like further information please contact:**

Peter Simmonds, Workforce Remodelling Team, on 01603 638092;  
Deborah Duncan, Extended Schools Team, on 01603 638006.

## PPA Follow-Up Case Studies

During the Spring and Summer terms 2005, Norfolk's Remodelling Project Leader, Peter Simmonds, and his team of Remodelling Consultants, visited and supported over 80 schools. A large number of other schools were also advised and supported during telephone calls or via e-mail, or face-to-face at training/briefing events held around the County.

The school visits were usually requested by the Headteacher for a variety of reasons, for example, general support on workforce remodelling, making a presentation to Governors and/or staff, to look specifically at PPA options with the Head, or to meet and advise the School Change Team and demonstrate some of the toolkits available.

With the introduction of 10% planning, preparation and assessment (PPA) time for all teachers from September 2005, George Cunningham, one of the team of Remodelling Consultants, undertook four follow-up visits to schools he had previously supported, based on the characteristics which should be exhibited by a remodelling school:

- **Teaching and learning is the main focus;**
- **Involvement of whole school workforce and other stakeholders;**
- **Change management as part of school life;**
- **Share experiences, resources, practice with other schools;**
- **Ensure reasonable Work/Life balance;**
- **Sustainability;**
- **Trackability.**



George produced reports in the form of PPA case studies and with the agreement of the Headteachers involved, these have been published on the Workforce Remodelling website on esinet - see <http://www.norfolkesinet.org.uk/pages/viewpage.asp?unqid=3520>

There is also a document on the website entitled **PPA time - frequently asked questions** if you had a query relating to a situation in your school.

Further visits will be carried out during the Spring and Summer terms 2006. If you are interested in receiving a visit or advice and support from a member of the Remodelling Team on any aspect of the contractual changes under the [National Workload Agreement](#), please contact Virginia

Wakely, Remodelling Project Officer, on 01603 638092 or via e-mail at [virginia.wakely@norfolk.gov.uk](mailto:virginia.wakely@norfolk.gov.uk).

There are many more national case studies available via the National Remodelling Team website - please visit [http://www.remodelling.org/resources/case\\_studies.php](http://www.remodelling.org/resources/case_studies.php). They may offer some helpful ideas.



## Football In The Community



### Norwich City Football in the Community Delivers PPA in Schools

With the introduction of PPA in schools, **Football in the Community (FITC)** have been working with the Norfolk Remodelling Team to provide a new Schools' Sports Programme to cover teachers' 10% PPA time.

**FITC** has been running a 12-week pilot programme since September 2005 in three schools: Robert Kett Junior, Firside Middle and Hethersett Middle, which has proved highly successful.

The comprehensive programme provides qualified coaches to schools, delivering games lessons at Key Stage 2. All lessons are based on the National Curriculum using the [Val Sabin](#) resource materials, and assessments are also prepared by the coaches in conjunction with the school to measure the children's attainment levels.

### **FITC provides:**

- **An affordable solution to PPA cover**
- A range of PE activities, including Hockey, Netball, Rugby, Football, Tennis, Cricket, Rounders, Outdoor Activities, Dance and Athletics;
- Qualified coaches: including CRB, First Aid, Child Protection and Coaching Disabled Children; for a range of sports;
- Coaches experienced at delivering PE within Key Stage 2;
- Schemes of work and lesson plans based on the National Curriculum and Val Sabin resources;
- Reports and Assessments on every child;
- Positive reward scheme and changing room challenge;
- Classroom activities for wet weather days, including Healthy Lifestyle lessons;
- Support with equipment if required.



**At Robert Kett Junior School, FITC delivers 20 hours per week of PE lessons at Key Stage 2. Malcolm Gray, Headteacher at Robert Kett, explains:**

*"Robert Kett explored a number of options with regards to providing PPA time. Our key requirement was to provide a model that would ensure a quality standard of provision. We are now at the stage after approaching FITC where we have been running the School Sports Programme for over a term. We are very pleased with the quality of the delivery and learning outcomes that are being achieved which ensures the success of the programme".*

**FITC** are flexible to work around your individual school's requirements, from delivering your entire Physical Education programme to simply providing one Athletics coach for 2 hours on a weekly basis during the Summer Term. **The FITC team can also provide a range of after schools clubs in a range of sports to help with your extended schools programme.**

**If you are interested in receiving further information, please call the Schools Sport Programme Co-ordinator, Stevie Bramble, on 01603 761122 or e-mail [stevie@ncfc-canaries.co.uk](mailto:stevie@ncfc-canaries.co.uk).** Malcolm Gray, Headteacher, is also happy to speak to any prospective schools to confirm how the programme has worked at Robert Kett Junior School, Wymondham.

## **PE and Sport Advisory Team - Additional Personnel**

From January 2006, Norfolk Children's Services has an increased capacity to deliver and develop physical education and sport in schools. Keren Thompson has joined Martin Radmore to form the PE and Sport Advisory Team.

Keren was Head of Physical Education at Rosemary Musker High School and brings new strengths to the services that can be offered to schools. You should already be aware of the large number of CPD courses available to schools in PE and sport - offered at no cost because of funding the Local Authority receives from the PE and School Sport National Strategy. Keren will be responsible for organising these courses across Norfolk, as well as providing advice and support direct to individual schools.

Please feel free to contact either Martin Radmore or Keren Thompson to support your school's needs. They are both based at the Turner Road Centre.

Martin's contact details are telephone 01603 723697 or via email at [martin.radmore@norfolk.gov.uk](mailto:martin.radmore@norfolk.gov.uk).

Keren can be contacted on 01603 723696 or via email at [keren.thompson@norfolk.gov.uk](mailto:keren.thompson@norfolk.gov.uk).

## SUPPORT STAFF



The Opportunities for Professional Learning and Development 2006 brochure has recently been sent out to all schools with a section for Teaching Assistants and other Support Staff. The brochure gives details of the courses on offer this year.

Four major courses are planned as the Core Training Programme:

1. Induction Training for new Teaching Assistants;
2. NVQ Level 3 for Teaching Assistants;
3. Training and Assessment for Higher Level Teaching Assistants (HLTAs);
4. Foundation Degree for Teaching Assistants.

In addition to these we offer a full range of courses for support staff, details of which can be found in the brochure or on-line at <http://advisoryservice.norfolk.gov.uk/inset>.

A full review of the training on offer is currently taking place and where gaps are identified provision will be investigated so that courses can be developed as need arises. Details of any new courses will be sent to schools as these are developed.

A Professional Development Framework for School Support Staff to identify career pathways, skills, qualifications and training providers is currently being put together. This will be sent to schools as soon as it is ready for publication. We are also planning more briefing sessions for support staff and schools, details of which will be sent to schools nearer the time.

In the meantime if you have any issues, ideas or comments regarding Training and Development for school support staff, I would be pleased to hear from you.

**Denise Beckett**

**Training & Development Co-ordinator Tel: 01603 433276 ext 227.**

### Higher Level Teaching Assistants

Please note the Higher Level Teaching Assistant (HLTA) training, preparation and assessment process has changed, which means that several of the publications have been updated on the TDA website - see [TDA](#).

If you are already on a HLTA course, please continue to use the publications you were issued with.

All publications that have been updated are available in Word format at present and are marked with the words 'New version'. PDF versions will be available from 25th January, 2006 and hard copies from the TDA publications line on 0845 606 0323 from 1st February, 2006.



### **WORKFORCE REMODELLING TEAM**

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Extended Schools Remodelling Adviser

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John Spradbery, Remodelling Project Support Leader (Secondary)

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Virginia Wakely, Remodelling Project Officer

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### **EARLY YEARS AND CHILDCARE**

Marcelle Curtis, Head of Early Years and Childcare

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### **EXTENDED SCHOOLS TEAM**

Deborah Duncan, Extended Schools Development Officer

Tel: 01603 638006 or e-mail: [deborah.duncan@norfolk.gov.uk](mailto:deborah.duncan@norfolk.gov.uk).

### **GOVERNOR SUPPORT SERVICE**

Sue Platt, Senior Development Officer

Tel: 01603 433276 or e-mail: [governorsupport@norfolk.gov.uk](mailto:governorsupport@norfolk.gov.uk)

### **HUMAN RESOURCES ADVICE**

Bob Hedley, HR Manager, Children's Services HR

Tel: 01603 222418 or e-mail: [bob.hedley@norfolk.gov.uk](mailto:bob.hedley@norfolk.gov.uk)

or contact your **SCHOOL'S HR CONSULTANT**.

### **PRIMARY STRATEGY**

Chris Snudden, Primary Adviser

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### **SUPPORT STAFF TRAINING**

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### **WELL-BEING PROGRAMME**

Paula Amis, Well-Being Administrator

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Julia Hurlbut, Well-Being Headteacher Support Officer

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John Nicholls, Well-Being Co-ordinator

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