

**ADVANCED SKILLS TEACHERS**  
**IN NORFOLK**

**INFORMATION PACK**

**ADVANCED SKILLS TEACHERS IN NORFOLK**

Continuing to support Norfolk schools in improving the quality of teaching and learning remains one of our major priorities. Advanced Skills Teachers (ASTs) can make a significant contribution to this priority by providing pedagogic leadership within their own and other schools.

Attached to this letter is a directory of Norfolk ASTs as from December 2002, information about requesting support and some important guidance for both schools and ASTs on establishing effective working relationships.

The appointment of ASTs is an important development for schools in Norfolk. Together, we can ensure that ASTs play a key part in raising teaching and learning standards through the quality of their own teaching and by supporting the professional development of their colleagues.

Dr Bryan Slater  
Director of Education

### **ADVANCED SKILLS TEACHERS IN NORFOLK**

An Advanced Skills Teacher (AST) is an excellent teacher who achieves the very highest standards of classroom practice and who is paid to share his or her skills and experience with other teachers. ASTs may be involved in a range of activities including advising other teachers on classroom organisation and teaching, producing high quality teaching materials and advising on the provision of in-service training.

Growing numbers of ASTs are working in Norfolk schools helping established teachers as well as those new to the profession. Norfolk LEA is committed to supporting the work of ASTs and developing their role in contributing to the continuing improvement of teaching and learning in our schools.

Norfolk LEA currently provides matched funding through the Standards Fund to support the additional cost of placing an AST on the appropriate pay spine, as well as contributing towards the cost of outreach work. Together with the commitment to induction, networking and co-ordination, this represents a significant contribution to the initiative and we want to ensure that it works well both for schools and for ASTs.

If you wish to request AST outreach support, please complete the attached request form.

**Please note that all requests for AST support must go through the LEA's AST Co-ordinators.** The LEA Co-Ordinators for ASTs in Norfolk are Ray Leeke (Primary Schools) and Brenda Emmot (Secondary Schools). They can both be contacted at the Norwich PDC (Tel.01603 433276).

You can obtain further information about the role of ASTs, application procedures, assessment and funding arrangements from the DfES web site at [www.dfes.gov.uk/ast](http://www.dfes.gov.uk/ast). We are encouraging more teachers to apply for AST status. If you know of a teacher who may be a suitable candidate, they can telephone the DfES for a brochure on 0845 6022260.

If you have any queries about the arrangements for ASTs in Norfolk, please contact the LEA AST Co-Ordinators. By working together we can ensure that ASTs make a significant contribution to improving the quality of teaching and learning in Norfolk schools.

Fred Corbett  
Assistant Director (Advisory Services):Head of Service

## 1. THE RESPONSIBILITIES OF AN AST

The main duty of an AST is to provide excellent classroom teaching. In normal circumstances they will work 80% of their time as classroom teachers and spend 20% of their time on outreach (with a minimum of 10% and a maximum of 40% in exceptional circumstances). This will usually involve sharing their skills and expertise with teachers from other schools. Outreach work will normally be carried out within the additional time ASTs can access because they are not subject to teachers' working time conditions. ASTs working in schools in special measures or causing serious concern do not have to undertake outreach and can use their outreach time with teachers in their own school.

An AST can reasonably be expected to undertake any of the following activities:

- ❑ Producing high quality teaching materials
- ❑ Disseminating materials relating to best practice and educational research
- ❑ Providing model lessons to a whole class, or a group of pupils, with staff observing
- ❑ Supporting a subject leader with regard to schemes of work, policies or management skills
- ❑ Observing lessons and advising other teachers on classroom organisation, lesson planning and teaching methods
- ❑ Helping teachers who are experiencing difficulties
- ❑ Participating in the induction and mentoring of NQTs
- ❑ Leading professional learning groups
- ❑ Supporting professional development

Points to note:

- ❑ An AST should not be asked to act as a supply teacher
- ❑ ASTs should not be asked to solve classroom difficulties in outreach schools immediately, but can offer support and guidance collaboratively
- ❑ During OFSTED inspections, the outreach work of ASTs may continue but it needs to be agreed with the AST and head of the outreach school and the AST's status needs to be made clear to OFSTED inspectors

## 2. OUTREACH REQUESTS FOR AST ASSISTANCE

The successful management of ASTs is dependent on establishing a good partnership between the LEA, the school and the AST.

- ❑ When a school requests AST assistance, a completed **AST Request Form (See Appendix 1 – AST outreach request form)** should be sent to the appropriate LEA Co-Ordinator
- ❑ The LEA co-ordinator will try to match the requests to the known skills/experience of the AST
- ❑ The AST should then evaluate the request and discuss it with their Headteacher
- ❑ It is important that everyone has a clear understanding of the objectives, delivery methods, time commitments and follow up processes for the outreach work (**See Appendix 2 – AST outreach agreement form**)
- ❑ Performance measures should be established which reflect the content of the work programme
- ❑ The work programme should be realistic and achievable. Part of the 20% outreach time can be used for preparation and any report writing needed

### 3. RESPONSIBILITIES OF ASTS WORKING IN OUTREACH SCHOOLS

- ❑ ASTs should follow the school's procedures for registering attendance and wear identification badges
- ❑ ASTs are visitors in the school and will report any concerns about health and safety, pupils' behaviour etc. to their contact or a senior member of staff. They will not deal with the issue themselves
- ❑ ASTs will not normally be left alone with pupils and should not cover lessons, but may be asked to provide demonstration lessons
- ❑ Visitors will respect the confidentiality of any information gained during their work in another school
- ❑ ASTs will complete a brief record of visit form after each school visit (**see Appendix 3 – AST outreach summary form**), leave a copy for the link person at the school and provide a copy for the LEA AST co-ordinator.
- ❑ It is recommended that each outreach project undertaken by an AST be concluded with an AST outreach visit summary form completed by the AST, and an AST outreach evaluation form completed by the school visited (**see Appendix 4 – AST outreach evaluation form**). Copies of these should be sent to the AST Co-Ordinator

### 4. RESPONSIBILITIES OF OUTREACH SCHOOLS

- ❑ The outreach school will be responsible for any reasonable costs (eg. Photocopying, computer disks) incurred by the AST in providing support for the school
- ❑ The outreach school will provide a senior member of staff as a liaison point regarding implementing the objectives of the AST's work
- ❑ The outreach school will be responsible for informing staff as to the objectives of the AST's work and the protocols and procedures for their work with staff
- ❑ The outreach school will provide an AST with relevant copies of school documentation appropriate to their work
- ❑ The school will not have unreasonable expectation on the AST to work before or after the school day. The outreach school will provide appropriate planning time for the staff receiving AST support. This may include providing cover.
- ❑ When needed the outreach school will set up an initial meeting with the AST and senior member of staff to discuss background to the request for support, relevant policies and procedures within the school and resources available
- ❑ If the teacher with whom the AST is working is absent, the outreach school should inform the AST before the visit and arrange an alternative time. If the absence is long term, the work of the AST should be renegotiated
- ❑ The link person in the outreach school will be asked to complete an evaluation form after the AST's work is complete

### 5. RESPONSIBILITIES OF TEACHERS VISITING AN AST'S SCHOOL

- ❑ Teachers will follow the AST's school's procedures for registering visitors in the school and wear identification as required
- ❑ Will report any concerns about health and safety, pupils' behaviour etc. to the AST or a senior member of staff. They will not deal with the issue themselves
- ❑ Should not normally be left alone with pupils
- ❑ Will respect the confidentiality of any information gathered during the visit
- ❑ Will be asked to complete a brief record of their visit, leave a copy for the AST at the school and provide a copy to the AST co-ordinator

## 6. VIDEOING AND OBSERVING LESSONS

This is often an extremely valuable means of illustrating best practice.

- ❑ All observations of ASTs or teachers are with their agreement. Ample prior notice should be given
- ❑ If a copy of the lesson plan is required, prior notification should be given
- ❑ Time needs to be provided before and after the observation
- ❑ The observation needs to cause as little, if any, disruption to the pupils.

If an AST lesson is to be videoed:

- ❑ An agreement needs to be reached between the teacher? HT and videoing person as to the purposes and use of the video
- ❑ There needs to be prior agreement between all involved to discuss the procedures that will take place
- ❑ The AST's name and position needs to be credited on the video
- ❑ The AST needs to have a veto on aspects or content that can be included
- ❑ The Headteacher and AST need to see the final video before giving approval for its use

## 7. MAINTAINING A LOG

It is helpful if the AST maintains a log of their outreach activities and produces a brief termly report of all such work. **(see Appendix 5 – Termly summary of AST activities)**

## 8. TRAINING AND SELF DEVELOPMENT

Whist ASTs should expect to receive induction training or development from their LEA, once established in the role, they should discuss any on-going requirements with their Headteacher and the LEA AST Co-Ordinator as part of their continuing professional development.

The LEA will provide regular opportunities for ASTs to network and share experiences with other ASTs.

## 9. ASSESSMENT

In order to ensure that the outreach functions are assessed appropriately, when an AST post is established, the LEA should agree with the school and the AST, what the AST's outreach work should consist of and establish arrangements for monitoring their work. Typically, this will include a termly report of all AST related activities to assess the proportion of time spent working on AST professional duties and an analysis of the feedback provided by outreach schools. This information can then be passed to the HT of the AST's school so that it can be fed into performance management.

**AST Outreach request form**

**AST Outreach request form**

Name of school : \_\_\_\_\_

Name of AST requested ( if known) \_\_\_\_\_

Type of support requested (please state objectives of support):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of time requested (please specify in half day units): \_\_\_\_\_

Staff with whom AST would be working:

\_\_\_\_\_  
\_\_\_\_\_

Senior member of staff AST to report to : \_\_\_\_\_

Type of report required from AST after completion of the school placement:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Headteacher of requesting school \_\_\_\_\_

**Please note, all requests for AST support must go through the LEA's AST Co-ordinators:**

**Primary schools: Ray Leeke      Secondary schools: Brenda Emmott**

**Norwich PDC, Woodside Rd, Norwich NR7 9QL Telephone: 01603 433276**

For office use only

Date request received by LEA

Placement agreed by:      AST      yes/no      Date:

School      yes/no      Date:

Outreach school      yes/no      Date:

Report received      yes/no      Date:

**AST Outreach agreement form**

**AST Outreach agreement form**

Name of AST: \_\_\_\_\_

School of AST \_\_\_\_\_

Outreach School \_\_\_\_\_

Agreed Objectives of Outreach work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agreed dates and timescale for outreach work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Agreed reporting procedures for AST:

Outreach School \_\_\_\_\_

AST Line Manager \_\_\_\_\_

LEA AST Co-ordinator \_\_\_\_\_

This is an agreement between :

AST Date:

AST Line Manager Date:

Outreach school Date:

LEA AST Co-ordinator Date:



**AST Outreach summary form**

**AST Outreach summary form**

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

Name of AST: \_\_\_\_\_

Date of visit : \_\_\_\_\_

Length of visit: \_\_\_\_\_

Staff seen: \_\_\_\_\_

\_\_\_\_\_

Activities undertaken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Issues/feedback/targets (if any) :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of report provided after completion of the school placement :

\_\_\_\_\_

Date of next visit (if scheduled): \_\_\_\_\_

**AST Outreach evaluation form**

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

Name of AST: \_\_\_\_\_

Senior staff contact: \_\_\_\_\_

Date of visit : \_\_\_\_\_

Agreed objectives of outreach work:

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Outcome(s) of outreach work :

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Difficulties in completing any outreach work (if any) :

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Effectiveness of AST in achieving the agreed objectives (please circle one):

6	5	4	3	2	1
Excellent	very good	good	Satisfactory	Unsatisfactory	Poor

Additional comments (if any):

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Suggested improvements to AST support (if any):

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Other comments (if any):

---

**Termly summary of AST activity form**

**Termly summary of AST activity**

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

Name of AST: \_\_\_\_\_

Week commencing		Total											
Participating in ITT	1												
	0												
Mentoring of NQT's	1												
	0												
Classroom, organisation & teaching methods	1												
	0												
Producing teaching materials	1												
	0												
Disseminating teaching and research materials	1												
	0												
Advising on in-service training	1												
	0												
Participating in teacher's appraisals	1												
	0												
Helping teachers experiencing difficulties	1												
	0												
Creating video and other support materials	1												
	0												
Total													

Complete in hours

Key : 1 = Inreach 0 = Outreach

Additional /explanatory comments (if any): \_\_\_\_\_