

# SECTION 4 of Directory

## Leadership support

### Section 4 - Leadership Support

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**Introduction:** This course is to provide personalised financial support to the headteacher in understanding and managing a school budget in these challenging circumstances.

**Attendees:** This training is suitable for headteachers and other very senior staff in the school who deal with finances.

**Learning Objectives:** By the end of the training participants will

- Understand the bigger picture of National funding streams, the role of School Forum in their local authority including the various funding pots available to both the school and the local authority.
- How the School Forum agree to spend the Delegated School Grant and its relationship with Early years and Special needs funding and how these lead to the Local Authority funding perimeter sheet.
- A detailed individual financial budget analysis discussion examining each budget line/ area for analysis and control of spend including Best Value which can be linked to the latest SFVS.
- Critical dates for monitoring the budget and projecting possible increases/ reductions in a timely fashion.
- There is the option of a follow up written analysis report to support the headteacher in analysing budget options moving forward.

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. A follow up detail report can be booked for an additional credit. Follow up sessions can also be booked for an additional credit per visit.

**Length of course:** Usually four hours from 9.30-1.30 on school site, however actual times to be agreed on booking.

**Introduction:** This support provides for the annual cycle of Achievement Partner support for headteachers and governing bodies.

**Attendees:** This training is suitable for headteachers and support for governing bodies.

**Learning Objectives:** By the end of the training participants will -

- Have a termly visit and a written termly report charting the overall progress of the school, against current objectives. This report is for the headteacher and for presentation by the headteacher to the governing body. The report will also be suitable for external audiences such as an addition to the OFSTED evidence base.
- Each termly report will have specific agreed foci including current priorities such as Covid strategies, catch up programs and preparedness for local emergencies. All priorities of data changes & targets, curriculum implementation, well-being and mental health, safeguarding and financial stability will be included.
- The three terms will culminate in an annual report for the governing body.
- The Achievement Partner is able to present this annual report to the full governing body in the following autumn term, if desired.
- The Achievement Partner can also provide full support to the Headteacher Performance Management governors including support with objective setting, support with understanding progress towards objectives and draft report writing.

## **Membership / Costs:**

Each termly visit and follow up report will cost 3 credits/ £375 or £450 for non-partner schools, an annual cost of 9 credits/£1,125 or £1350.

Attendance at the full governing body will cost a further 1 credit/ £125 or £150 for non-partner schools however it is free if the annual three termly package is taken.

Achievement Partner support for the Headteachers performance management will cost 2 credits for the initial target setting meeting and draft objectives report, and then 1 further credit for each termly visit and statutory incremental salary progress support. Therefore, an annual total of 4 credits or £600 for non-partner schools. However, if this is managed alongside the full Achievement Partner annual package then there will be a reduction of 25%, so for partner schools 3 credits / £375 or £450 for non-partner schools.

## **Length of course:**

Each termly visit will last a minimum of 4 hours on site and the visit report will be with the headteacher within five working days.

Attendance at the governing body meeting will normally be up to an hour.

Headteacher objective setting meeting is normally up to 3 hours on-site and the draft report will be with the governors and headteacher within five working days.

**Introduction:** This course is to provide personalised support to the headteacher in understanding how to lead staff training in setting out shared vision and values.

**Attendees:** This training is suitable for headteachers and other very senior staff in the school.

**Learning Objectives:** By the end of the training participants will

- Understand how to begin a positive vision and values training session, which will have clear and visible outcomes for everyone.
- How to engage and include all staff (and governors) in the training session.
- Have a detailed program to present with clear follow up actions to ensure that consistent messages are presented.
- Know how to project their leadership and management strategies in the training session to manage possible challenges.
- Have a clarity on strategies to follow up the training with timescales and follow on activities linked to teaching pedagogy.

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. Follow up sessions can be booked for additional credits.

**Length of course:**

Usually four hours from 9.30-1.30 on school site, however actual times to be agreed on booking.

**Introduction:** This course is personalised to support individual headteachers through challenging times.

**Attendees:** This training is suitable for headteachers.

**Learning Objectives:** By the end of the training participants will feel well supported to undertake a challenging workload in their current circumstances.

- Planning a year, managing the expected and the unexpected leading to a clear written strategy.
- Managing the year - month by month and week by week.
- Talking through your issues and prioritising your workload issues.
- Personalised strategies for handling the challenging issues at your school.
- A personal stress risk assessment.

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. Follow up sessions can be booked for an additional credit per visit.

**Length of course:**

Usually four hours from 9.30-1.30 on school site, however actual times to be agreed on booking.

# Personal wellness preparation for headteachers in an OFSTED inspection

Code: LS005

**Introduction:** This course is to provide personalised support to the headteacher in understanding how to mentally and organizationally prepare themselves for an OFSTED visit.

**Attendees:** This training is suitable for headteachers and other very senior staff (deputy heads/ assistant heads in the school).

**Learning Objectives:** By the end of the training participants will

- Understand the best presentation of themselves and their school in current circumstances to an OFSTED team.
- Have undertaken a detailed walk through the school to ensure that consistent messages are presented in a way that matches with the school's vision and values paperwork.
- Know how to project their leadership and management strategies to demonstrate how they are moving the education for all pupils forward positively.
- Have a clarity on presenting evidence from "Lockdown" to the inspection team.

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. Follow up sessions can be booked for additional credits.

**Length of course:**

Usually four hours from 9.30-1.30 on school site, however actual times to be agreed on booking.

**Introduction:** This course is to provide personalised staff management support to the headteacher in these current circumstances.

**Attendees:** This training is suitable for headteachers

**Learning Objectives:** By the end of the training participants will

- Gain further understanding of the nature of how employment contracts operate in a school setting in relationship to changing school needs
- Have a detailed individual staffing analysis discussion examining each area of staffing for analysis against pupil numbers and pupil needs
- Understand how to undertake a staffing structure review to ensure staff meets analysis of need
- Increased confidence in undertaking successful performance management strategies for all staff including how to constructively hold staff to account
- Understand the intricacies of knots and threads within their staff
- Know how to manage these changes including working with the unions and getting the necessary occupational health, legal or employment HR advice

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. Follow up sessions can be booked for additional credits per visit.

**Length of course:**

Usually four hours from 9.30-1.30 on school site, however actual times to be agreed on booking.

# Senior Staff leading in the absence of the Headteacher

**Code: LS007**

**Introduction:** This course is to provide senior staff with the understanding and skills to lead the school in the absence of the headteacher. It is both fun and challenging; and is best undertaken in small groups from 2 to 4 participants. These staff could be from one or more schools.

**Attendees:** This training is suitable for senior staff, deputy headteachers, assistant headteachers or those who may be asked to undertake short term leadership of the school

**Learning Objectives:** By the end of the training participants will

- gain further understanding of the nature of managing minor and critical incidents in the school
- gain a detailed understanding of their reactions to incidents and where their knowledge and strengths lie
- have an understanding of how to use all school staff and external resources to support them in management
- gain confidence and understanding in the diverse role of a headteacher

**Membership / Costs:** For partnership schools 2 credits or £250, and £300 for non-partner schools. This cost is for between two and four schools to share this training.

**Length of course:** Usually two hours from 9.30-11.30 or 1.30-3.30 on one of the school sites, however actual times to be agreed on booking.

## Introduction

As part of the Enhanced School Service Level Agreement and in response to requests we are offering bespoke lockdown planning from Margaret Curry Consultancy Limited. There are multiple reasons why schools may need to introduce lockdown arrangements, including managing in-house challenges as well as emergency situations. This 2-hour session is specifically for school leaders to consider the range of challenges which could occur and how their premises, staff, roles and responsibilities can meet these challenges. The offer includes the option to discuss a selection of potential lockdown scenarios that have been faced by leaders or alternatively can be tailored to a specific area of concern.

Margaret Curry has extensive experience of managing high profile emergencies and supporting management teams and is qualified member of the Business Continuity Institute. This session is ideal for those wishing to develop a bespoke response to lockdown challenges or those wishing to evaluate the effectiveness of their existing arrangements.

### **Attendees: This training is suitable for:**

The confidential nature of this session is appropriate for Senior Leadership Teams only but can include key personnel such as business managers and maintenance managers (to be agreed in advance).

### **Course Content:**

By the end of the training participants will be aware of:

- The types of challenges that have resulted in schools being required to lockdown
- The importance of strategic planning and risk assessment
- Their current level of preparedness should a lockdown be required imminently.
- What actions are needed to ensure appropriate, efficient response
- What other potential challenges may be faced post lockdown.

### **Length of course: 2 hours**

<b>Cost</b>	<b>Core</b>	<b>Enhanced</b>	<b>Non-SLA</b>
<b>In School</b>	<b>£375</b>	<b>3 Credits</b>	<b>£450</b>

## Introduction

As part of the Enhanced School Service Level Agreement and in response to requests we are offering bespoke lockdown planning from Margaret Curry Consultancy Limited. There are multiple reasons why schools may need to introduce lockdown arrangements, including managing in-house challenges as well as emergency situations. This 2-hour session builds on Lockdown Planning for Management Teams and provides the support and guidance to develop a bespoke lockdown procedure/ plan and/or evaluate existing arrangements.

The offer includes a choice of two options:

To assist management carrying out a “walk through” of school premises to consider appropriateness of key locations, and offer possible solutions to issues raised at the initial session

Or

To work through a real scenario enabling leadership to evaluate how the management team would respond in those circumstances (including in their absence if required). This exercise is aimed to identify any additional group or individual training requirements or additional aspects to be included in the school’s lockdown procedure.

Following this the remainder of the session will focus on how to develop a plan that provides the right amount of detail and guidance for individual posts as well as the management team. This work provides the foundation for all staff to then be delivered training either in-house, directly by their leadership or via the next session in this series.

## Attendees:

This training is suitable for Leadership and Management Teams including key personnel such as business managers and maintenance managers (to be agreed in advance).

## Course Content:

By the end of the training participants will:

- Have identified key personal and roles and responsibilities to be included in the lockdown plan including deputising arrangements.
- Have evaluated their premises and identified key locations and considered what level of provisions may be needed in the future and what interim arrangement can be immediately established.
- Have identified the level of detail and guidance needed for all those named in the plan to feel confident of their responsibilities.
- Agreed a format and owner for the plan and a mechanism to review and test.
- Gained the confidence to run/ assist in delivering an all staff/ school training session to test the effectiveness and efficiency of the procedures, ensuring staff feel supported and have confidence in the provision being developed.

**Length of course: 2 hours**

Cost	Core	Enhanced	Non-SLA
In School	£375	3 Credits	£450

**Introduction**

As part of the Enhanced School Service Level Agreement and in response to requests we are offering bespoke lockdown planning from Margaret Curry Consultancy Limited. There are multiple reasons why schools may need to introduce lockdown arrangements, including managing in-house challenges as well as emergency situations. This 2-hour session is the final in a 3-part series specifically considering lockdown arrangements in schools and can be taken following the two previous management training sessions as bespoke targeted training to launch new or revised lockdown procedures and evaluate staff response or alternatively as a general awareness session for staff.

The offer includes the option to assist you testing your school's response to an agreed scenario using the plans developed by management who have received management lockdown training - this can be done with staff only on site or when school is fully operational.

Alternatively for those taking this as a stand-alone session, we will provide an overview of what circumstances lockdowns are required and provide an awareness of what is required of staff by discussing and working through a scenario of your choice. If required, this session can be shortened to your time restraints.

**Attendees:**

This training is suitable for Management, Teachers, Pastoral Staff, Support Staff, and Non-Teaching Staff

**Course Content:**

By the end of the training participants will be aware of:

- The types of challenges that have resulted in schools being required to lockdown
- The importance of schools having a plan in place
- The additional pressures on management during incidents.
- The importance of staff evaluating their surroundings and contributing to lockdown plans
- What is required of all staff in terms of supporting pupils and fellow staff members.

**Length of course: 2 hours**

<b>Cost</b>	<b>Core</b>	<b>Enhanced</b>	<b>Non-SLA</b>
<b>In School</b>	<b>£375</b>	<b>3 Credits</b>	<b>£450</b>