

Standards and School Effectiveness

Directory of services 2008/9 available to Hertfordshire schools



Introduction

Dear colleague,

Welcome to this year's directory – a guide to the services offered by Standards and School Effectiveness (SSE).

SSE is an integral part of Children, Schools and Families (CSF) and provides a particular focus on services that help schools to build capacity and improve effectiveness while keeping the child firmly at the centre.

At the start of the autumn term Hertfordshire Development Centre relocated to its new site at Robertson House in Stevenage. Our new training centre boasts state of the art, purpose built facilities; it will act not only as a first class training venue but also as a central point for networking across schools, CSF and HCC.

We look forward to sharing these new facilities with you in the years to come.

A handwritten signature in black ink, appearing to read 'Gill Jones', with a stylized, cursive script.

Gill Jones
Head of Standards and School Effectiveness

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Standards and School Effectiveness (SSE)

Standards and School Effectiveness provides a range of services to improve standards and quality in all Hertfordshire schools. SSE focuses on providing services for schools, school leaders, other school staff and governors through a range of advice, support, consultancy and training, including:

- Training and development programmes
- National conferences
- Lead in Herts programme
- School effectiveness advisory and consultancy services
- School based consultancy
- Curriculum support service
- Hertfordshire Music Service
- Hertfordshire Outdoors
- Minority Ethnic Curriculum Support Service
- School Workforce Development Team
- Governance Services
- School IT Systems Support
- Special Education Needs Advisory Team
- Early Years Advisory Team
- Schools HR
- ICT Team

Training

Each term a programme of Continuing Professional Development is published for Primary, Secondary and Support Services on national and local education, Every Child Matters initiatives and also areas identified by schools. Details of our full training programme are available to view at www.thegrid.org.uk/schoolworkforce/training where delegates can book their place online.

Conferences

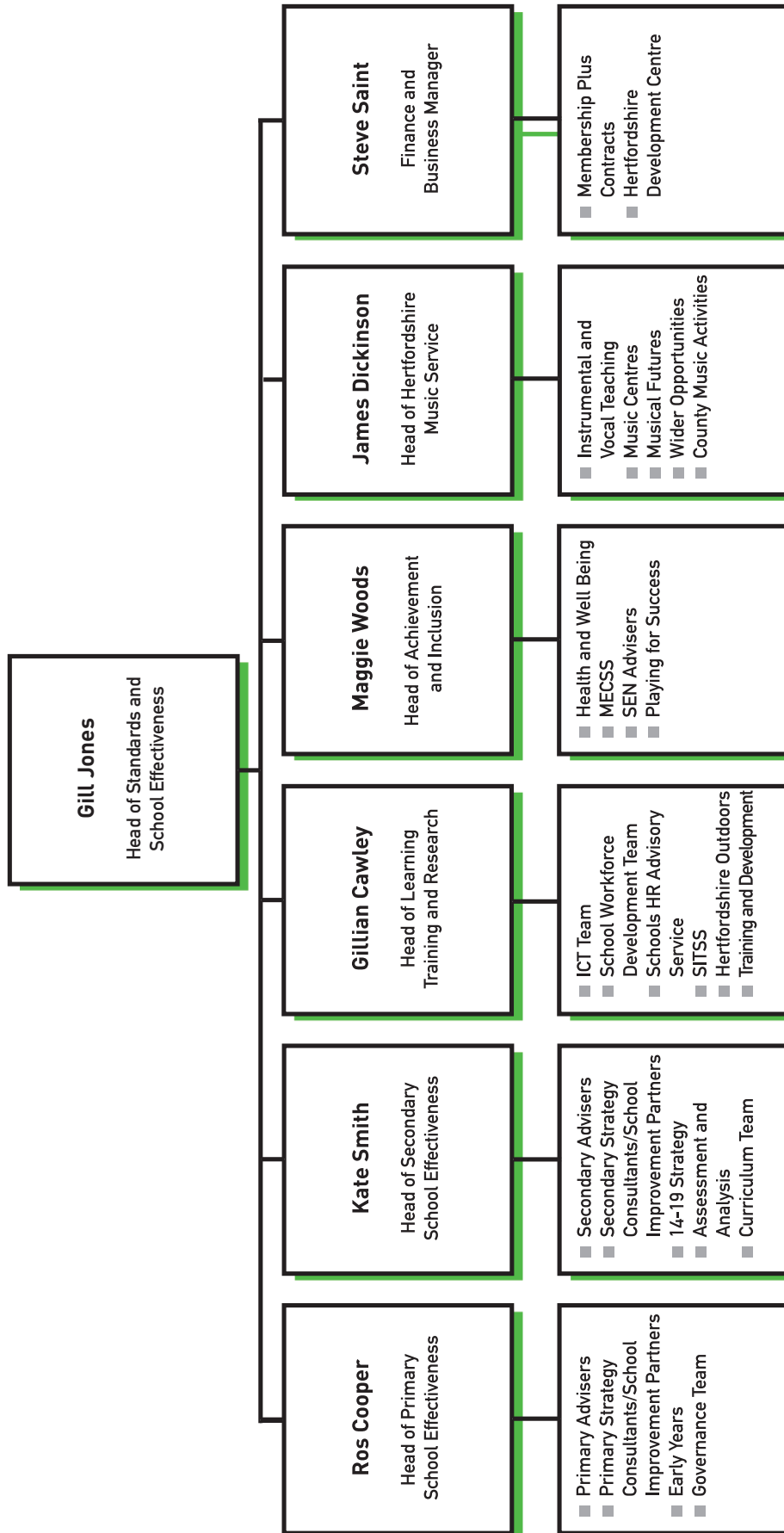
SSE provides an extensive leadership and national conference programme for headteachers, other senior leaders, middle leaders, teachers, teaching assistants, support staff and governors. The conferences provide delegates with an excellent opportunity to hear high profile national speakers, keep up to date with educational 'hot' topics, share good practice and network with colleagues.

Consultancy

SSE operates a comprehensive consultancy and advisory service to all schools in Hertfordshire including:

- School reviews
- Departmental and subject reviews
- Analysis of curriculum documentation and school policies
- Support for monitoring and observing classroom practice
- Leadership and management training and school based consultancy
- Specialist support for subject leaders, early years, 14 - 19, ethnic minorities and whole school special needs issues
- Target setting
- Pupil achievement and well-being

Standards and School Effectiveness



Hertfordshire Development Centre at Robertson House

The new Hertfordshire Development Centre opened its doors to delegates on Monday 1st September 2008.

The new training centre is located over two floors in a contemporary building, designed to offer first class training and meeting facilities for schools and other customers in a modern, air conditioned environment.

HDC at Robertson House accommodates up to 800 delegates and includes:

- 300 seat conference hall
- 7 large training rooms and 5 medium training rooms; all with flexible layouts
- 3 state of the art ICT suites
- Spacious breakout areas for delegates
- Learning Resource Centre

Robertson House is connected by an enclosed walkway to the new East area HCC base for CSF, ACS and a unit of Hertfordshire Constabulary which is located next door in Farnham House.

For more information please contact the Centre Management Team on 01438 845111 or visit www.hertsdirect.org/SSE



Assessment and Analysis

The Assessment Team works across all phases of education from the Foundation Stage to Key Stage 5. It takes a lead on all aspects of assessment, from the development of Assessment for Learning in schools to the collection, analysis and use of summative data to support school improvement and target setting.

The team offers a range of options to support schools with their needs, including staff meetings, consultancy, CPD and bespoke packages of training. The team can also support the development of Assessment for Learning in schools through action research projects. Schools can also apply for the Assessment Team's 'Learning to Learn' certificate, to accredit their work in this area.

Training and consultancy is also available on the use of data analysis tools such as RAISEonline and Fischer Family Trust.

Traded services

- Training courses at Hertfordshire Development Centre and across the county
- School-based training, e.g. staff meetings, CPD days
- Consultancy for assessment co-ordinators, headteachers, and other staff on both formative and summative assessment
- Assessment moderation cluster meetings across the county to monitor standards of achievement in Hertfordshire schools
- Publications – materials on assessment and planning across the curriculum

Centrally funded services

- Management of statutory National Curriculum assessment at Foundation Stage and Key Stage 1; support for schools through standardisation cluster meetings and school visits
- Analysis of teacher assessment / test results at all key stages

For more information please contact the Assessment Team on 01438 844767 or visit www.thegrid.org.uk/learning/assessment

Early Years

The Early Years Team provides support and advice to all working in the Foundation Stage across Hertfordshire, with the aim of improving standards and quality in early years' settings including childminders.

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Consultancy support to meet school needs
- Delivery of in-service training at schools and children's centres
- Organisation and administration of cluster based training
- Seminars for foundation stage co-ordinators
- Support to leadership teams
- Training on the foundation stage profile and moderation
- Training on the nursery learning record and moderation

Centrally funded services

- Annual visit programme for SIPs including target-setting, leading teacher management and joint annual review
- Support for schools experiencing difficulties (as referred by a SEA or SIP)
- Assessment moderation for Foundation Stage Profile
- Training as advertised in the Young in Herts Training programme
- A range of conferences
- Cross sector training through courses and conferences
- Support, training and verification for HQS
- Support to children's centres and extended schools
- Action research and project opportunities
- Network facilitation
- NQT training and support
- Qualified teacher support for providers of nursery education
- Pre and post inspection support in the voluntary and private sector
- SEN support for voluntary and private sector through area SENCOs
- Support for developing flexible nursery provision
- Briefings on national and local issues

For more information please contact the Early Years Team on 01438 844795 or visit www.thegrid.org.uk/learning/foundation

Governance

Governance is the specialist team which aims to meet the needs of individual governors and governing bodies in Hertfordshire schools by ensuring that they have the knowledge, understanding and skills to fulfil their roles and responsibilities in school improvement and raising pupil achievement.

With the exception of the Leadership Appointment Service, all of the following traded services are available on a 'continuing contract' basis.

Traded services

- Governor training and development programme
- Core programme of training
- Clerks' training and support
- Clerking service
- Chairs' service
- Leadership Appointment Service
- Centrally funded services
- Helpline and advice to governors
- Governor's Handbook
- Welcome pack
- Hertfordshire Governor magazine
- Appointment of LA governors
- Governors' Annual Conference
- Officer support in governance matters
- Recruitment of governors

For more information please contact the Governance team on 01438 843082 or visit www.hertsdirect.org/governors

Health and Well Being

Schools have a responsibility to ensure that they meet the health and well being objectives, as well as the academic needs of their pupils. The Health and Well Being team helps schools to develop knowledge, understanding and skills in relation to all aspects of health and well being. The team also has a remit to support schools in building their capacity and response in relation to the integrated services agenda.

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Consultancy services including department reviews for PSHE, Citizenship and PE. This includes dance, support for new co-ordinators, development of schemes of work and models of assessment
- Training for MSAs on personal and social skills on the playground
- Consultancy, guidance and support for individual teachers, teams / departments and whole staff on PE, including dance, PSHE and Citizenship
- Consultancy, guidance and support on sports and community development including support for partnership development managers, support staff, external providers of physical activity, sign posting to funding streams, advice on facility development and usage
- Conferences to address significant issues and developments in individual subject areas and in whole school issues linked to health and well being
- Departmental reviews often undertaken to complement the school's own self evaluation
- Pre-Ofsted subject reviews
- Post-Ofsted support in response to the outcomes of the inspection
- Consultancy advice and support on appointing subject staff at various stages of the recruitment and interview process
- Supporting and monitoring the development of NQTs in PE, including dance, PSHE & Citizenship
- Whole school review visits undertaken in conjunction with SEAs

Centrally funded services

- Support visits for schools to meet the requirements of National Healthy School Status
- Support visits for schools by advisers leading on the four core themes of the National Healthy Schools Programme: PSHE, Healthy Eating, Physical Activity and Emotional Health and Well Being
- Support for schools on drug education
- National PSHE certification course for teachers
- Training for schools on anti-bullying policy and practice
- Health and safety visits to provide advice / checks for departments e.g. PE

For more information please contact the Health and Well Being Team on 01438 844044 or visit www.thegrid.org.uk/learning/hwb

The Hertfordshire Grid for Learning (HGfL)

The HGfL was established in 1998 as a network which supplies all Hertfordshire local authority schools with safe access to the internet as well as email and other online services to enhance learning, teaching and school effectiveness. The HGfL has continued to develop and keep pace with the needs of schools. Currently all schools and residential children's homes are connected by broadband.

Traded services

- A range of courses held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website

Centrally funded services

- Safe access to the Internet (inappropriate materials on the Internet are blocked)
- An email service appropriate for schools which they can manage themselves and which incorporates safety and accessibility features when used by children
- Access to the HGfL website which contains thousands of pages written specifically to support learning and teaching in Hertfordshire schools
- The Hertfordshire Learning Platform which provides anywhere, any time access to collaboration and communication tools and to assessment, attendance and other data from school MIS systems
- Space to develop schools' own websites together with telephone and onsite support for website development
- Access to a 'freephone' helpdesk to report any faults or issues with these services
- A range of other connectivity services for schools with more complex requirements

For more information please contact the HGfL Web Team on 01438 844809 or visit www.thegrid.org.uk/eservices

Hertfordshire Music Service

Hertfordshire Music Service provides high quality musical opportunities for all children, ranging from instrumental and vocal tuition to activities, workshops and music making days in popular, classical and world music. The team of musicians and teachers is dedicated to 'Making Every Child's Music Matter' in partnership with schools and local communities.

The service is leading four major initiatives in addition to the well established activities:

1. The Hertfordshire singing strategy delivers in partnership with the University of Hertfordshire at Key Stage 1 and is additionally the area singing lead for Youths Music's national singing Strategy, 'Sing Up'
2. Wider Opportunities in Music at Key Stage 2, providing all children with the first chance to try out a musical instrument
3. Building on the success of Musical Futures at Key Stage 3, by developing alternative approaches to the music curriculum based on informal and personalised learning
4. In response to challenges of the Music Manifesto, by developing a network of opportunities for children and young people as part of the emerging extended schools agenda

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- School curriculum support and advice e.g. departmental reviews, staff meetings, monitoring and inspection, audits and support for NQTs
- Annual conference for sixth form students
- Primary music teaching with our experienced primary music consultants
- Extension activities in music centres throughout the county, including youth orchestra, choirs, bands, instrumental tuition and musicianship groups
- Instrumental and vocal tuition in schools (for which charges are published separately)

Centrally funded services

- Instrumental provision and support for Wider Opportunities in Music at Key Stage 2
- Festivals, workshops, taster activities and instrument demonstrations
- Curriculum advice for music technology
- Music therapy and support for Special Educational Needs music
- Resources for Musical Futures at Key Stage 3
- Remission of fees for families on low incomes
- Rock Project activities, including 'Family Jams' and 'Rock Schools'
- Multi-cultural activities including gamelan, steel pans, samba and African music

For more information please contact Hertfordshire Music Service on 01438 843079 or visit www.hertsmusicservice.org.uk

Hertfordshire Outdoors

Hertfordshire Outdoors provides a wide range of exciting fieldwork activities for students of all ages, designed and developed to support the National Curriculum. Operating from two county bases, Cuffley Camp Outdoor Centre and Hudnall Park Field Studies Centre, Hertfordshire Outdoors is committed to providing achievement for all through adventurous outdoor and environmental activities. As well as providing an excellent location for habitat investigation, the centres offer considerable learning opportunities in all aspects of the curriculum. A variety of both day and residential courses in safe and secure environments are available and each centre provides specialised activities and a wide range of natural habitats.

Traded services

- A wide range of day visit courses and activities including:
 - art in the environment
 - words in the wood
 - plant investigations
 - numbers in nature
 - sustainable living - water & energy
 - rivers and streams
 - village / town study
 - animal investigations
 - rocks and soils
 - AS and A2 level geography fieldwork

- A wide range of residential courses and activities including:
 - mountain biking
 - buildings and shelter
 - daylight photography
 - habitats
 - weather and seasons
 - small mammal investigation
 - mapwork and orienteering
 - pond investigation
 - sustainable development - water & shelter building
 - AS and A2 level geography fieldwork

For more information please contact Hertfordshire Outdoors on 01707 872632 or visit www.thegrid.org.uk/learning/hertsoutdoors

Information Communication Technology (ICT)

The ICT team supports schools to ensure that ICT is used across the curriculum and also delivered appropriately as a subject. The team provides a range of services to enable Hertfordshire schools to remain at the cutting edge of developments in technologies that support learning and teaching. With a focus on priority areas, such as personalised learning, the ICT team works closely with schools to help them set clear targets and implement a curriculum that is appropriate to their needs.

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Training on software, skills and the teaching of discrete ICT, including assessment and moderation of levels
- Bespoke training and consultancy for individual or clustered schools
- Information, support and moderation for schools seeking national accreditation for ICT
- Support for schools completing the BECTA ICT self review framework and subsequent action planning
- ICT audits with a full report including strengths, concerns and recommended next steps
- Training, support and guidance for schools with the development of their Learning Platform
- Support for schools with the development of their websites and online learning support
- Guidance on the availability and potential of new technologies for learning and teaching
- eSafety guidance, support and training for teachers, school leaders, parents and governors

Centrally funded services

- Support for schools experiencing difficulties (as referred by a SEA or SIP)
- Termly cluster meetings across the country focusing on the sharing of news, national and local initiatives and resources
- Telephone and email support
- Guidance, curriculum support, resources and examples of best practice shared across the county via the Hertfordshire Grid for Learning (HGfL)
- Support for the use of ICT across the curriculum via the HGfL

The ICT team promotes and co-ordinates a range of national and local initiatives, and publishes the outcomes on the Hertfordshire Grid for Learning.

For more information please contact the ICT Team on 01438 843463 or visit www.thegrid.org.uk/learning/ict

Minority Ethnic Curriculum Support Service (MECSS)

MECSS supports schools in raising the achievement of minority ethnic pupils, delivering race equality and responding effectively to diversity. MECSS works closely with national strategy and advisory teams. It administers the devolution of the Ethnic Minority Achievement Grant (EMAG) and supports schools in its use. It supports complementary and supplementary provision and has links with minority ethnic communities and organisations.

MECSS assists schools in making effective provision for bilingual pupils learning English as an additional language (EAL) and for African Caribbean, Traveller, asylum-seeking and refugee pupils. It provides a range of school-based specialist support, advice and consultancy, and also CPD activities.

Schools in receipt of EMAG may choose to use the grant to access a buy-back service from MECSS. These schools may also be able to access some centrally funded services from MECSS. For other schools, most services are centrally funded. For further information about whether a request for MECSS support would be centrally funded or traded please contact us.

MECSS also operates the Interpreting and Translation Service for CSF. This service provides interpreters for face to face meetings and facilitates the translation of documents into a range of community languages. The service currently has over 400 individuals registered to provide this service.

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Organisation and administration of school / cluster meetings
- Consultancy services to meet schools' needs on race equality, curriculum diversity, community participation
- Specialist teaching, teaching assistant (including bilingual) and mentoring support for minority ethnic pupils
- School-based CPD activities

Centrally funded services

- Traveller Education Support
- African Caribbean pupil achievement
- Family learning support
- Support for asylum-seeking and refugee pupils
- Specialist teaching, teaching assistant (including bilingual) and monitoring support for minority ethnic pupils
- Consultancy services to meet schools' needs on race equality and minority ethnic pupil achievement
- Developing links with complementary and supplementary education schools / classes
- Supporting extended schools
- Interpreting and Translation service

For more information please contact the MECSS Team on 01438 843992 or visit www.thegrid.org.uk/learning/MECSS

Playing for Success (PfS)

Playing for Success (PfS) is a DCSF funded national initiative which uses sport to motivate young people to become successful learners. The purpose of the project is to use the environment and medium of football as a motivational tool in order to raise confidence, literacy, numeracy and ICT achievement.

Hertfordshire PfS operates at Watford Football Club, Watford Learning Centre and Hitchin Town Football Club's training ground in Baldock. Watford Learning Centre was set up in November 2000 as the 23rd national PfS centre, since then more than 1500 pupils and 49 Hertfordshire schools have benefited from the scheme. LearnIT@Hitchin Town opened in May 2007 and successfully ran an eight week pilot with four Letchworth schools.

PfS is available to schools who can arrange for students aged between 9 -14 years to follow a voluntary after-school 6 week programme, experiencing 20 hours of literacy, numeracy and ICT study support.

Watford Football Club's Double Club project is now in its second year of delivery. The project is run at Cavendish, Adeyfield, Nicholas Breakspear and Francis Combe. Year 7/8 students are released during curriculum time to attend literacy and numeracy lessons one day a week in Watford Football Club branded classrooms within their schools, with lessons themed around sport. The Double Club programme also includes a physical element which is delivered by a Watford FC qualified coach.

Traded services

- Watford Football Club's Double Club
- Bespoke educational workshops for KS1 - 4
- Work Related Learning visits to support 14 -19 coursework units
- Health and well being film making courses
- Exam revision
- Disaffected / social inclusion courses
- Respite courses for vulnerable children / groups e.g. children in care
- Carry on Playing for Success - school based study support follow up for targeted Key Stage 2/3 pupils
- Family Learning ICT courses
- ICT courses for teachers and teaching assistants

Centrally funded services

- Playing for Success - after school study support for Year 5-8 pupils at Watford Football Club and Hitchin Town Football Club (Baldock site)
- Golden Graduates - follow on Key Stage 3 study support stadium based course for targeted pupils
- Family Learning stadium and school based courses
- Exam revision for targeted schools and pupils
- Health and well being film making courses for targeted schools and pupils
- Work experience placements

For more information please contact the Playing for Success Teams at either Watford Football Club: 01923 496229 or visit www.watfordlearning.co.uk or Hitchin Town Football Club: 01462 720084

Primary School Effectiveness and Primary National Strategy

The Primary School Effectiveness and Strategy teams work together to provide closely aligned services in order to improve school effectiveness in all primary schools, whilst focusing on the needs of the child. The Primary School Effectiveness team provides two main strands of support and challenge for schools:

School Improvement Partners

School Improvement Partners (SIPs) work to support and challenge schools in both the primary and secondary sectors in Hertfordshire.

Each SIP has national accreditation and is required to participate in regular training.

Primary National Strategy

The strategy team provides support and advice on the Primary National Strategy, extending the support provided by the literacy and numeracy strategies. As well as providing guidance for subject leaders and teachers, support is also provided for senior leaders so that the renewal of the national literacy and numeracy frameworks can be harnessed for whole school improvement.

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- School reviews in the context of the current Ofsted framework
- Consultancy support to meet schools' needs
- Support for senior appointments
- Training for NPQH and other NCSL courses
- Organisation and administration of school / cluster based training
- Bespoke training at staff meetings or for groups of staff e.g. middle leaders, senior leadership team, subject leaders

Centrally funded services

- Annual visit programme for SIPs including target-setting, headteacher performance management and joint annual review
- Support to schools experiencing difficulties, in accordance with the SIP's advice to the local authority
- Advice to governing bodies on short-listing and interviewing a new headteacher
- Termly headteacher updates
- Leadership and management of key national initiatives
- Conference and training programme funded by the Primary National Strategy
- Consultancy services for the Primary National Strategy in specific schools
- Liaison and facilitation between schools and other parts of CSF including local areas
- Support with behaviour and attendance issues

For more information please contact the Primary School Effectiveness Team on 01438 844820 or visit

www.thegrid.org.uk/learning

Secondary School Effectiveness and Secondary National Strategy

The Secondary School Effectiveness teams work together to provide closely aligned services in order to improve school effectiveness in secondary schools, whilst promoting inclusion, tackling under performance and supporting school leadership. Secondary School Effectiveness consists of 4 teams:

1. School Improvement Partners (SIPs)
2. Secondary National Strategy and Curriculum Team
3. 14 -19 Team
4. Assessment and Analysis (See page 6)

School Improvement Partners

School Improvement Partners (SIPs) work to support and challenge secondary schools in Hertfordshire. The SIP is allocated five days for each school, three of which are spent in the school and two preparing for visits.

Each SIP has national accreditation and is required to participate in regular training.

Secondary National Strategy & Curriculum Team

The team works in partnership with schools on the school improvement agenda. This work involves developing teaching and learning with a focus on raising achievement. We provide training and facilitate networks for all schools and additional support for designated schools. The team provides subject specific support to schools in all phases including an annual programme of training along with school-based consultancy for teachers, departments and whole school and also subject expertise in teaching and learning, leadership and management and curriculum development. The National Strategy Manager for Hertfordshire also has the strategic overview of the deployment of Advanced Skills Teachers who work in schools but who may complete outreach work in other schools as part of their role.

14 – 19 Team

The 14 – 19 team works to support the implementation of our county strategic action plan which includes the development of broad curriculum opportunities for all young people, for example the introduction of the new diplomas, supporting functional skill development with the National Strategy team and widening applied opportunities.

The team supports all seven Strategic Area Partnership Groups as well as individual schools in this fast growing area of change where revisions to GCSEs, A levels and the introduction of the Foundation Learning Tier will soon take place. Curriculum analysis and design is a further area of support offered by the team.

Secondary School Effectiveness and Secondary National Strategy (continued)

Traded services

- A range of courses and conferences held throughout the year as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning Website
- Organisation and administration of school / cluster based training
- Consultancy support to meet schools' needs
- Work with leadership groups
- Departmental and subject reviews and audits
- School reviews in the context of the current Ofsted framework
- Other appointments for leadership team and departments
- Support for schools becoming or applying for specialist school status

Centrally funded services

- Annual visit programme for SIPs including target-setting, headteacher performance management and joint annual review
- Support to schools experiencing difficulties, in accordance with SIP's advice to local authority
- Consultant support under the National Secondary Strategy in specific schools
- Consultancy related to the 14 - 19 strategy and action plan
- Termly headteacher updates
- Advice to governing bodies on short-listing and interviewing a new headteacher
- Liaison through the area SIP managers between schools and other parts of CSF including local services
- Support with behaviour and attendance issues

For more information please contact the Secondary School Effectiveness Team on 01438 843467 or visit

www.thegrid.org.uk/learning

Schools HR Advice Service

This service became part of Standards and School Effectiveness in April 2007. The former employment contracts service is now handled by the School Transactions team which is part of Herts HR, based at County Hall.

Each school - nursery, primary, secondary and special – has a named HR Manager who is responsible for the delivery of the HR Advice service.

Traded services

- Individual casework support to headteachers and governors in relation to discipline, capability, grievance and bullying and harassment
- Support for organisational change, including staffing reductions, redundancies and retirements
- Advice on employment law, supported by the county's legal team, and conditions of service
- Support in health and attendance casework
- Publication of model policies and procedures on the matters listed above
- Casework advice by telephone, email or personal visit, as necessary

Centrally funded services

- Management of early retirement scheme for teachers
- Support for school places planning and implementation, including school closures and amalgamations
- Support for Building Schools for the Future
- Advice to the Director of CSF on major projects, including children's centres and extended services
- Consultation with trade unions and professional associations

For more information please contact the Schools HR Team on 01438 844873 or visit www.thegrid/info/human_resources

School IT Systems Support (SITSS)

School IT Systems Support (SITSS) helps schools use data effectively and efficiently for management and decision making by advising on the deployment / implementation of appropriate Management Information Systems (MIS) and computer network solutions. The team supports school senior leaders and administration staff in the use of Management Information Systems (MIS) and advises on new data information needs as required by the DCSF, QCA, CSF, etc.

As part of the larger SSE ICT Team it offers network and technical guidance / recommendations that support the LA's ICT Strategy.

Traded services

Annual contractual support via the SITSS helpdesk for:

- School Management Information Systems designed to assist in decision making, record keeping (pupil and staff), performance monitoring, tracking and reporting and planning
- Microsoft products
- Anti-virus software
- Technical (ICT) support
- Network support

On a consultancy basis:

- Training in school Management Information Systems (MIS)
- Bespoke training and consultancy for individual school's use of MIS – how to gain maximum benefit from their MIS
- Design and commissioning services for computer networks across the whole school
- ICT suite design
- Advice on computer purchasing
- Technical and MIS support for the Hertfordshire Learning Platform

Advice to schools regarding:

- Data needs for DCSF, QCA, CSF, etc. and how such demands can be most readily generated from the school's MIS
- New DCSF data collection initiatives and the potential impact on schools
- Other management and administration initiatives, for example impact and actions required due to changes to the Data Protection Act, Fair Processing Notification, etc.
- Building Schools for the Future (BSF) initiative

For more information please contact the School IT Systems Support team on 01438 844777 or visit www.thegrid.org.uk/info/traded/sitss

School Workforce Development (SWD)

The School Workforce Development (SWD) Team has a wealth of experience across a broad range of related school workforce issues. It offers a strategic service to schools to attract, recruit and retain a high quality workforce. The team focuses on developing a coherent approach for schools in the areas of recruitment, retention, succession planning, staff well being, workforce remodelling, continuing professional development and performance management of the whole school workforce. SWD supports schools in the changing environment of modernisation and extending the school workforce.

Traded services

- A range of courses and conferences held throughout the year for leaders, teachers and support staff, as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Support for the induction of all NQTs including a dedicated training programme
- Individual support for schools with recruitment difficulties
- Exit interviews service to inform schools' recruitment and retention policies
- NVQ programmes for teaching and support staff in schools and other establishments
- Leadership development programmes and support for aspiring school leaders
- The Well-Being programme for Hertfordshire schools
- TDA Induction course for newly appointed teaching assistants

Centrally funded services

- SWD headteacher updates and briefings
- Leadership strategy implementation
- Promoting school leadership in Hertfordshire
- Supporting and developing headteachers
- Recruitment and modernisation of the whole school workforce
- Recruitment of teachers and support staff via attendance at recruitment fairs, universities and by hosting special recruitment events and conferences to target shortage recruitment areas
- Teachinherts.com online recruitment website development and training
- Supporting the provision and development of the Graduate Teacher Programme
- Teaching taster courses and return to teaching service
- Quality control of supply teaching service via eTeach and Supply Club
- Support for sustaining workforce modernisation
- Supporting the retention and well being of school workforce
- Providing housing advice and support
- Provision and analysis of an exit survey for staff leaving post
- NQT induction and support
- Monitoring and supporting NQTs at risk of failure
- Administering the statutory programme on behalf of all schools
- Training & Development
- Support, advice and guidance to schools on all aspects of CPD and performance management including support for CPD co-ordinators
- Teaching assistant newsletter and senior teaching assistant network groups
- HLTA training, support and newsletter

For more information please contact the School Workforce Development Team on 01438 844871 or visit www.thegrid.org.uk/schoolworkforce

Special Educational Needs (SEN)

The SEN Advisory Team plays an important role in supporting school effectiveness. The team provides monitoring, challenge, intervention and support for schools in developing high quality inclusive provision, often in collaboration with other colleagues from Standards and School Effectiveness. The Team consists of advisers for SEN, the County Gifted and Talented (G and T) Adviser and Leading SENCo/Inclusion managers (INCOs), all of whom have substantial experience in leadership and management roles in schools.

A key aspect of the team's role is providing a variety of professional development opportunities for all school and LA staff to ensure the highest achievement of all pupils, particularly those with SEN and/or learning difficulties or disabilities (LDD) and those who are able, gifted and talented.

The team also links with wider CSF staff, including those with pupil focussed roles, to help develop local clusters and networks for SEN and to participate in local decision-making. It contributes to the work of regional and national groups to identify and disseminate good practice and assist the Local Authority in meeting its statutory duty.

Traded services

- A range of courses and conferences held throughout the year, as advised in the termly SSE CPD programme and on the Hertfordshire Grid for Learning website
- Termly briefings for governors
- School based consultancy to support the self evaluation and strategic planning of inclusive provision, particularly in relation to SEN / LDD / G and T

Centrally funded services

- School visiting programme, including adviser / leading SENCo / INCo support through the Primary and Secondary National Strategies, for targeted schools
- Contribution to conferences / courses through the Primary and Secondary National Strategies
- Support for schools experiencing difficulties (as referred by a SIP or SEA)
- Termly SENCo Group meetings
- Support for Summer Schools
- Focussed and personalised support from Leading SENCos for SENCos / INCos new to the role
- Support for Leading Teachers for G and T
- Termly CPD networks in district groups to develop and share effective practice
- Updated websites and guidance documents for SEN / LDD / G and T

For more information please contact the SEN Advisory Team on 01438 843945 or visit www.thegrid.org.uk/learning/sen

Associated Services:

Schools Library Service (SLS)

The Schools Library Service (SLS) supports learning and literacy in schools by adding value to the school library. The service can:

Help school staff to meet the demands of parents and governors in providing pupils with a well-organised library as the foundation to the curriculum.

Encourage a love of reading throughout the school providing exciting and stimulating library materials for learning and leisure.

Support school staff through literacy and library training, through professional help and access to professional literature

The Schools Library Service provides

- Library development support from our team of professional librarians
- Relevant up to date books and resources to support the curriculum and promote reading for enjoyment
- A dual language and multi ethnic collection with books in over 62 different languages
- Books to support special situations (such as bullying or bereavement)
- Support to secondary school librarians through a Continuing Professional Development programme
- Resources to the secondary school librarian through access to the Hertfordshire Public Library stock and the British Library
- A comprehensive training and events programme. Speakers in recent years have included Emily Gravett, Andy Stanton, Malorie Blackman and Jacqueline Wilson.
- Book purchases through the Schools Library Service with substantial discounts
- Advice on library automation

What schools have said about the Hertfordshire School Library Service

- “a valued and excellent support service”
- “the expertise of the staff is outstanding”
- “SLS is vitally important to support literacy in the wider sense”
- “SLS has a reputation for excellence that is well deserved”.

Contact SLS on 01707 281630 or on the web at www.herts-sls.org.uk

The County Art Collection

The County Art Collection operates as a loan service for Hertfordshire schools.

All schools in Hertfordshire are eligible to use the collection with the exception of privately run schools. There is no charge to schools wishing to use the service.

For more information please contact Diane Knapman on

01707 281424 or via email: diane.knapman@hertsc.gov.uk

Standards and School Effectiveness Consultancy and Training Price List 2007/8

Discount Bands		
Band 1	■ Other LA and Independent schools without Membership Plus	No discount applicable
Band 2	■ Other LA and Independent schools with Membership Plus ■ Hertfordshire Schools without Membership Plus	15% discount
Band 3	■ Hertfordshire Schools with Membership Plus	25% discount

Consultancy / Advice	Band 1	Band 2	Band 3
Primary, First, Middle, Special Schools			
Daily rate	£734	£624	£550
Secondary Schools			
Daily Rate	£734	£624	£550

Training	Band 1	Band 2	Band 3
Full day courses			
3 day	£447	£380	£335
2 day	£324	£275	£243
1 day	£176	£150	£132
1 day special/minority interest	£201	£171	£151
Half day courses			
3 day	£223	£190	£168
2 day	£162	£138	£122
1 day	£88	£75	£66
Twilight courses			
3 day	£148	£125	£111
2 day	£107	£91	£80
1 day	£57	£49	£43
PM and twilight courses			
3 day	£335	£285	£251
2 day	£243	£206	£182
1 day	£131	£112	£99
ICT courses			
Half day	£121	£103	£91
1 day	£243	£206	£182
2 day	£448	£381	£336

School Network Group Training (Max 2 Hours)	Band 1	Band 2	Band 3
Up to 10 delegates (minimum fee)	£366	£337	£293
11-20 delegates	£407	£374	£325
21-30 delegates	£448	£412	£358
31-40 delegates	£488	£449	£391
41-50 delegates	£535	£493	£428
51-60 delegates	£576	£530	£460
61+ delegates	£617	£568	£493

Standards and School Effectiveness - Contact List

SSE Senior Management Team

Head of Standards & School Effectiveness - Gill Jones 01438 844818
Head of School Effectiveness (Primary) - Ros Cooper 01438 844820
Head of School Effectiveness (Secondary) - Kate Smith 01438 844881
Head of Learning, Training & Research - Gillian Cawley 01438 844817
Head of Achievement & Inclusion - Maggie Woods 01438 843351
Head of Schools' HR Service - Mick Connah 01992 588602
Head of Service - Hertfordshire Music Service - James Dickinson 01438 843079
Head of Service - MECSS – Jan Hardy (Interim) 01438 843992
Head of Service - Governance - Carole Connelly 01438 844088
Head of Business Management - Steve Saint 01438 844758
Team Leader Early Years - Lucy Connolly 01438 843914

Hertfordshire Development Centre

Reception 01438 845111
Reception Fax 01438 845112
Centre Bookings Team - Courses 01438 845113
Centre Bookings Team - Rooms 01438 845114
Centre Bookings Fax - 01438 845115
Learning Resources Centre – 01438 844865
Customer Services Manager - Clare Warden 01438 844775

14-19 Strategy

Strategy Manager - Eileen Gordon 01438 843902
Adviser - Mary Hurlstone 01438 843903
Adviser - Kay Leech 01438 843904
Senior Project Officer - Juliet Greely 01438 844880

Assessment and Analysis

Senior Adviser - Diane Croston 01438 843349
Adviser - Cindy Ashford 01438 843907
Adviser - Ben Fuller 01438 843908
Adviser - Lara Graham 01438 843909
Adviser - Emma Sykes 01438 843910
Data Analyst - Anthony Appadoo 01438 843464

Building Schools for the Future

Project Officer - Irtiza Qureshi 01438 843911

Curriculum Advisers

Senior Adviser - Jim Harrison 01438 844004
English and Drama - Liz Shapland 01438 844005
Humanities - Naomi Rose 01438 843996
Maths (Primary) - Fran Bradshaw 01438 843971
Maths (Secondary) - Samantha Burns 01438 843953
Maths - Keith Gould 01438 843942
RE (Primary) - Liz Cassapian 01438 844006
Science - Joanna Conn 01438 843994

Early Years

Team Leader - Lucy Connolly 01438 843914
Adviser - Melissa Fitch 01438 844091
Adviser - Sarah Kingham 01438 843916
Adviser - Katherine Weston 01438 844097
Adviser - Elizabeth Stratton 01438 843917
Adviser - Megan Wilcox 01438 844098
Early Years Specialist – Caroline Luck 01438 844374
Quality Improvement Partner – Sue Doughty 01438 844313
Quality Improvement Partner – Ana Daniels 01438 844301
Quality Improvement Partner – Jill Hardaker 01438 844315
Quality Improvement Partner – Sue Tanton 07901 515586
Quality Improvement Partner – Anne Street 01438 844317
Quality Improvement Partner – Rose Slack 01438 844309
Quality Improvement Partner – James Greenslade 01438 844137
Quality Improvement Partner – Caroline Chalke 01438 844299
Quality Improvement Partner – Tracey Dawson 01438 844302
Playwork Quality Mentor – Sue Stowe 01438 844316
Playwork Quality Mentor – Brenda Tillcock 01438 844318
Area Senco – Julie Humphrey 01438 844307
Area Senco – Lynn Chapman 01438 844300
Area Senco – Julia Hine 01438 844306
Area Senco – Geraldine Stygal 01438 844310
Area Senco – Judy Carroll 01438 845498
Area Senco – Sarah Green 01438 844304
Quality Training Partner – Jenny Turner 01438 844136

Business Management

Head of Business Management - Steve Saint 01438 844758
Commercial Manager - Lynette Spencer 01438 844783
Support Services Manager – Frances Wilby 01438 844779
Memberships/Contracts – 01438 844759

Governance

Helpline - 01483 843 082
Head of Governance - Carole Connelly 01438 844088
Governance Officer - Martin Davison 01438 844089
Governance Officer – Cathy Irons 01438 844101
Leadership Appointment Service – 01438 844800
Governance Training - 01438 843888

Health and Well Being

Team Leader - Liz Biggs 01438 844044
Healthy Schools Adviser - Deborah Sheppard 01438 844044
Healthy Schools Adviser - Jo Howlett 01438 844044
School Adviser for Integrated Children's Services - Kathy Dunnett 01438 844044
PE & Sports Development Adviser - Nic Holmes 01438 844044
Healthy Schools Adviser - Louise Shuttleworth 01438 844044
Drugs Education Consultant - Richard Boxer 01438 844044
Dance Adviser - Clare Mellish 01438 844044
PE Adviser - Beverly Hannibal 01438 844044
PSHE & Citizenship Adviser - Karen Summers 01438 844044
Anti-bullying Adviser - Karin Hutchinson 01438 844044

Hertfordshire Music Service

Head of Service - James Dickinson 01438 843079
Head of Instrumental Teaching - Alison Pinder 01438 843087
Head of Professional Development & Wider Opportunities - Wallace Ruby 01438 844095
Business Manager Janice Neal – 01438 844847
Adviser for Music - Deena Day 01438 728055
Area Head North, Stevenage Music & Arts Centre - Rebecca Hughes 01438 351138
Area Head South, Watford School of Music - Phil Ellis 01923 225531
Area Head East, Mid Herts Centre for Music & Arts - Peter Twitchin 01707 270025
Area Head West, St Albans Music School - Angela Gilby 01727 860941
Centre Head of North Herts Music School & Systems Manager - Meirion Williams 01462 434052
Centre Head of Dacorum Music School - Wendy Topping 01442 214599
Centre Head of East Herts Music Centre - David Boarder 01992 623489
Arts Education Development Officer - Suzanne Rider 01438 202806

Hertfordshire Outdoors

Hertfordshire Outdoors Enquiries & Bookings – 01707 872632
Cuffley Camp Outdoor Centre - Simon Richards 01707 872632
Hudnall Park Field Studies Centre - Nicola Mitchell 01442 843400

ICT

ICT Curriculum Support

Senior IT Adviser - Carole Bennett 01438 843353
ICT Technical Adviser - Chris Seviour 01438 844809
ICT Assistant Technical Adviser - Geoff Mitchell 01438 843962
ICT Curriculum Team Leader & eSafety Adviser - Ann Layzell 01438 843350
ICT eDevelopments Adviser - Chris Carter 01438 843918
ICT Project Manager - Patsy Woodward 01483 844813
Assistant ICT Curriculum Team Leader - Sue Collins 01438 843919
Curriculum Advisers - Sarah Meadows 01438 843921
Curriculum Advisers - Shelagh Mackenzie 01438 843920

School IT Systems Support (SITSS)

Helpdesk - 01438 844777
Head of SITSS - Janine Bryant 01438 844777
Project Manager MIS – Maralyn Pomeroy 01438 844777
Manager Networks - Jeff Hall 01438 844777
Manager Technical - Stephen Cutts 01438 844777
Network Consultant - Ian Gordon 01438 844777
Helpdesk Manager - Jenny Collins 01438 844777
Secondary MIS Manager - Anna Hearn 01438 844777
Primary MIS Manager - Sally Court 01438 844777

Web Publishing

Web Development Project Manager – Sandra Baker 01438 844814
Web Publisher - Alison Bellerby 01438 844811
Web Publisher - Georgina Blott 01438 844812
Web Publisher - Debbie Haggith 01438 844810
School Website Support - 01438 844944

MECSS

Head of Service (Interim) - Jan Hardy 01438 843992

Business Manager - Andrew Griffiths 01438 844831

Head of Achievement of Refugees and Travellers Team - Laurence Chester 01438 844356

Head of African Caribbean Achievement Team Tim Clarke - 01438 844833

Consultant - Lesley Buck 01438 843986

Consultant - Jillian Green 01438 843987

Consultant - Dwight Smiley 01438 843991

Interpreting and Translation Co-ordinator - Charulata Joshi 01438 844832

Adviser, Community Participation - Shahnaz Mirza 01438 843989

Playing for Success

Study Support Manager Watford FC - Angela Howl 01923 496296

Study Support Manager Watford FC - Imran Malik 01923 496357

Study Support Manger Hitchin Town FC - Rena Niles 01462 720084

Primary School Effectiveness Advisers

Area SIP Managers - Alister Fraser 01438 844286

Area SIP Managers - Marita Hopkinson 01438 843934

Area SIP Managers - Jacky Pfister 01438 843940

Area SIP Managers - Pat McAteer 01438 843937

Advisers / School Improvement Partners

Della Allen 01438 843926

Marc Boucherat 01438 843927

Liz Hawkins 01438 843933

Helen Jones 01438 843935

Geraldine Louch 01438 843936

Liz Neville 01438 843933

Elizabeth Simpkin 01582 830290

Gary White 01438 844135

Carol Evans 01438 843930

Brian McKeon 01438 843938

Primary Strategy Consultants

Primary Strategy Team Leader - Margaret Cooke 01438 843354
Senior Strategy Consultant - David Cook 01438 843974
Senior Strategy Consultant – Christine Scott 01438 843984
Consultant - Pam Canning 01438 843972
Consultant - Teresa Clements 01438 843973
Consultant - Hannah East 01438 843976
Consultant - Liz Holmes 01438 843980
Consultant - Kathy Little 01438 843981
Consultant - Deborah Mulronev 01438 843982
Consultant - Nicholas Nesbitt-Larking 01438 843983
Consultant - Lynne Williams 01438 844863
Consultant - Jenny Gould 01438 843979
Consultant - Ruth Goodman 01438 844204
Consultant - Steve Emmett 01438 844140
Consultant - Kirsten French 01438 843977
Consultant - Kerry Godsman 01438 844139
Consultant – Kate Kellner 01438 844863
Consultant – Carley Holliman (begins January 2009) 01438 844863
Consultant – Natalie Ranson 01438 844863

Schools HR

Head of Service - Mick Connah 01992 588602
HR Manager - Sandie Aberly 01992 555911
HR Manager - Roy Hardcastle 01992 555844
HR Manager - Rachel Hurst 01992 555841
Senior HR Officer – Maureen Findlay 01992 556061
HR Officer - Catherine Macdonald 01438 844875
HR Officer - Donna Mawer 01438 844877
Assistant HR Officer – Christopher Williams 01438 844907
HR Administrator – Jane Edwards 01438 844873

School Workforce Development

Senior Adviser School Workforce Development – TBC
Adviser for School Training & Development - Ruth Alinek 01438 843993
Senior Leadership Adviser - Marina Breeze 01438 844234
Co-ordinator for Support Staff Training & Development - Maggie Miller 01438 843085
Recruitment & Workforce Modernisation Manager - Katie Kennedy 01438 844869
Recruitment & Retention Officer - Jill Preston 01438 844868
School Workforce Project Manager - Alison Parkes 01438 844864
Recruitment & Retention Consultant - Tony Bartlett 01438 843912
Recruitment & Retention Consultant - Ian Gibson 01438 843997
Adviser for Teaching Assistant Training and Development - Mike Howell 01438 844092
HLTA Co-ordinator - Debra Parsall 01438 844867
CPD Co-ordinator - Clare Menon 01438 844866
NVQ Manager - Kim Kennedy 01438 844001
NVQ Trainer Assessor/Internal Verifier - Louise Kingham 01438 843066
Learning Resources Centre - Angela Gould 01438 844865

Secondary School Effectiveness

Head of Secondary School Effectiveness - Kate Smith 01438 844881

Adviser - Keith Gould 01438 843942

Adviser - Jim Harrison 01438 844004

Adviser - Andy Clark 01438 844141

Secondary Strategy Consultants

Secondary National Strategy Manager - Heather Jones 01438 843961

Senior Strategy Consultant - Stephen Lilly 01438 844093

Senior Strategy Consultant - Ruth Digby 01438 843956

Consultant - Sheila Ball 01438 843952

Consultant - Sean Burke 01438 844087

Consultant - Tamsin Church 01438 843954

Consultant - David Corbett 01438 843955

Consultant - Lucy Grayson 01438 843958

Consultant - Clare Hodgson 01438 843959

Consultant - Maria Izamis 01438 843960

Consultant - Philip Suggitt 01438 843965

Consultant - Alison Wood 01438 843954

Consultant - Helen Russell 01438 843963

Consultant - Sophia Vincent 01438 843966

Consultant - Corina Foster 01438 844193

Consultant - Karen Gordon 01438 844195

Consultant - Peter Hart 01438 844194

SEN

Team Leader - Margaret Davies 01438 843945

Adviser - Julie Allard 01438 843943

Adviser - Susan Blow 01438 843944

Adviser - Jo Easter 01438 843946

Adviser - Frances Martin 01438 843947

Adviser - Sue Newsom 01438 843948

Adviser - Jeremy Reynolds 01438 844008

Adviser - Christina Singh 01438 843949

Adviser - Janet Wren 01438 843950

Glossary

AfL	Assessment for Learning
BSF	Building Schools for the Future
CPD	Continuing Professional Development
CSF	Children, Schools and Families
DCSF	Department for Children Schools and Families (formerly DfES)
ECM	Every Child Matters
EMAG	Ethnic Minority Achievement Grant
G&T	Gifted & Talented
GCSE	General Certificate of Secondary Education
GTP	Graduate Teacher Programme
HDC	Hertfordshire Development Centre
HGfL	Hertfordshire Grid for Learning
HLTA	Higher Level Teaching Assistant
HQS	Hertfordshire Quality Standard
ICT	Information, Communication Technology
INCo	Inclusion Coordinator/Manager
JARV	Joint Annual Review Visit
LA	Local Authority
LDD	Learning Difficulties and/or Disabilities
LSC	Learning Skills Council
MECSS	Multi Ethnic Curriculum Support Service
MIS	Management Information System
MSA	Midday Supervisory Assistant
NPQH	National Professional Qualification for Headship
NQT	Newly Qualified Teachers
NCSL	National College for School Leadership
NVQ	National Vocational Qualification
Ofsted	Office for Standards in Education
PE	Physical Education
PfS	Playing for Success
PSHE	Personal, Social and Health Education
QCA	Qualifications and Curriculum Authority
RE	Religious Education
SEA	School Effectiveness Adviser
SEN	Special Educational Needs
SENCo	Special Educational Needs Co-ordinator
SIP	School Improvement Partner
SITSS	School IT Systems Support
SLS	Schools Library Service
SRE	Sex and Relationship Education
SSE	Standards and School Effectiveness
SWD	School Workforce Development

Standards and School Effectiveness

- Training and development programmes
- National conferences
- Lead in Herts programme
- School effectiveness advisory and consultancy services
- School based consultancy
- Curriculum support service
- Hertfordshire Music Service
- Hertfordshire Outdoors
- Minority Ethnic Curriculum Support Service
- School Workforce Development Team
- Governance Services
- School IT Systems Support
- Special Education Needs Advisory Team
- Early Years Advisory Team
- Schools HR
- ICT Team

September 2008

Hertfordshire Development Centre
Hertfordshire County Council
Robertson House, Six Hills Way, Stevenage SG1 2FQ



INVESTOR IN PEOPLE