

**WEST SUSSEX COUNTY COUNCIL**  
**LEARNING SERVICE**  
**PORTFOLIO OF SERVICES**  
**JANUARY 2012 - MARCH 2013**

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### INTRODUCTION

The purpose of the Learning service is to work in partnership with parents and learning settings in the County to realise the vision and priorities set out in the West Sussex policy for education and schools, "Excellence in Learning":

### VISION

All children and young people in the County, no matter what their personal circumstances, will experience a learning journey which:

- helps them to stay safe and healthy;
- is personal to them;
- is stimulating and enjoyable;
- helps them to achieve beyond their expectations;
- has a clear sense of purpose and direction;
- supports them to move smoothly from one phase to the next;
- equips them with the knowledge, skills, values and attitudes to deal with life's opportunities, challenges and changes, and
- helps them to make a positive contribution to society.

To achieve this they will have access to good and outstanding provision within, or as close as possible to, their local community.

### PRIORITIES

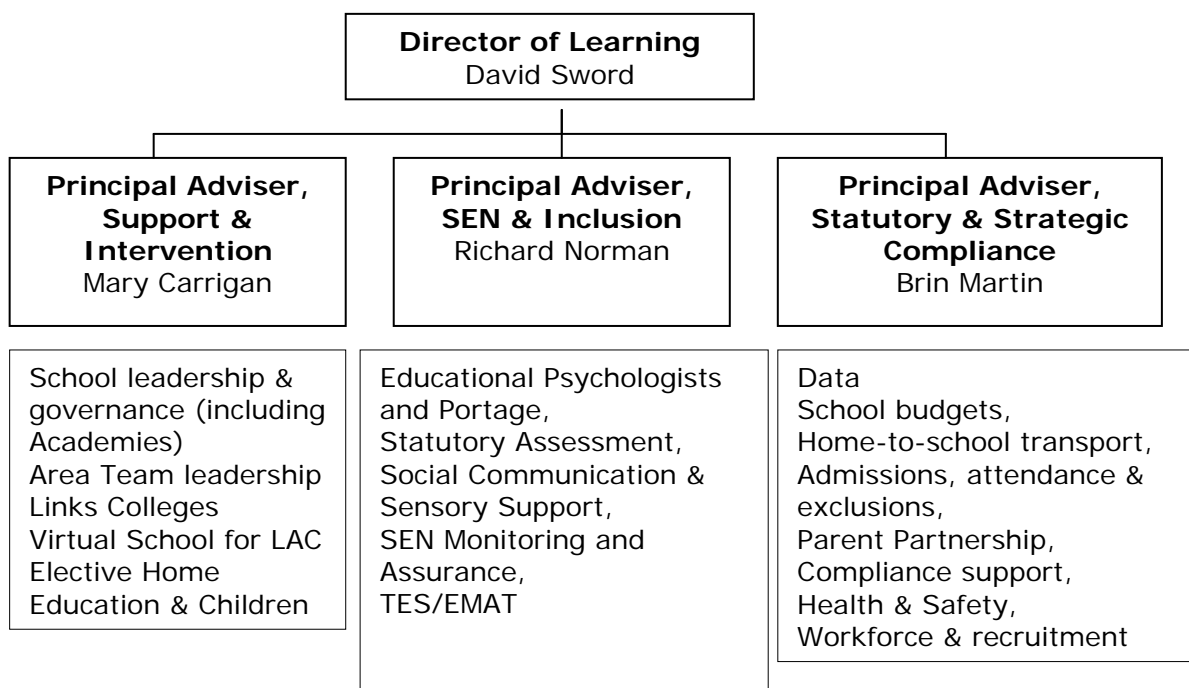
WSCC is committed to improving all aspects of learning for every child and young person in the county, whatever their circumstances, and our particular focus over the period of this policy will be to work with learning settings to ensure that across the system as a whole:

- Children will make progress that is significantly better than the national average by the time they leave primary school;
- The gap in achievement between children with special educational needs and other children, and children in care and other children, will be significantly reduced;
- We will reduce the gap in achievement between children growing up in areas of disadvantage and those from more advantaged areas;
- Better support will help a higher proportion of vulnerable children and those with challenging behaviour to benefit from staying in high quality mainstream learning, without causing disruption to the learning of others;
- Better support will help a higher proportion of children with special educational needs to benefit from staying in high quality learning closer to their home community;
- More children and young people will be helped to develop entrepreneurial attitudes and skills to enhance their career prospects, the wellbeing of their families and their contribution to society.

## SERVICE ORGANISATION

The Service is organised around 3 areas of service delivery:

1. Support and intervention to raise standards and improve the quality of provision
2. Provision for Special Educational Needs (SEN) and inclusion
3. Compliance with statutory and strategic requirements.



In order to provide services in a flexible, coherent and integrated way, and to support settings to work collaboratively in Localities and Area Partnerships for the benefit of all children in their communities, Learning Service staff are allocated to three area teams (A, B and C). Each Area, comprises a number of Localities.

The central purpose of the area teams is to support settings to work together to identify shared needs, agree strategic priorities, contribute to central commissioning, and implement local commissioning.

## THE OFFER

The statements in this portfolio indicate the broad areas of service that relate to the County Council's statutory duties and functions, and to its strategic objectives as set out in the WSCC Education and Schools policy. The specific level of service that schools can expect within each of these broad areas will be determined in discussion with individual settings, depending on their specific needs and circumstances.

For further details of how to access services (including charges) for maintained schools and for academies (including Free Schools), please see Sections 5 and 6 below.

## 1. SUPPORT & INTERVENTION

### KEY CONTACTS:

**Mary Carrigan**, Principal Adviser, Support & Intervention Tel. 01243 642366  
**Nigel Bloodworth**, Senior Area Adviser (Area A), Tel. 01243 642368  
**Catherine Davies**, Senior Area Adviser (Area B), Tel. 01243 642363  
**Frederick Sandall**, Senior Area Adviser (Area C), Tel. 01403 229278  
**(TBC)**, Head of the Links College,  
**Verona Hall**, Senior Adviser, Governance, Tel. 01243 642605 (From April 2012, **Andy Nichols**, Tel. 07595964223)

For safeguarding issues, contact **Rosemary Terry**, Tel. 01243 642962

Support (0-19) for raising attainment and improving the quality of provision in settings through monitoring, providing access to quality assured learning improvement consultancy, co-ordinating services for Academy conversion, and brokerage of interventions in settings at risk. Support for raising the attainment of underperforming groups of children across settings.  
Intervention for children who need to access education out of school.  
Support for home educated children and to reintegrate children missing from education.

### CORE OFFER

#### A. LEARNING IMPROVEMENT SUPPORT:

- Monitoring of the performance of all settings and groups of learners.
- Liaison with Early Childhood Services.
- Support for schools converting to Academy status, including the brokerage of partnerships between high performing and less well performing schools.
- Targeted interventions and brokering of support (including from converting Academies) in settings where outcomes or progress are inadequate and/or where attainment is on or below "floor" standards.
- Leadership intervention – including the brokerage of sponsors (in consultation with the DfE) for transition to Academy status.
- School improvement challenge and support for schools "at risk" and for those "satisfactory" schools where standards are static or declining.
- Brokerage and quality assurance of those school improvement consultants who are registered with WSCC to support Chairs of Governors and senior leaders.

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- Advice and support at OFSTED inspection feedback where settings are considered at risk of being judged inadequate.
- Core subject (English, Maths, Science) challenge and advice and support for subject leaders and Subject Leader Experts (SLEs).
- Strategic leadership for Every Child a Reader (ECAR), Every Child Counts (ECC), Advanced Skills Teachers (ASTs), National Leaders in Education (NLEs) and Local Leaders in Education (LLEs) programmes.
- Brokering intervention and support for underperforming groups of learners (for example, through the “virtual school” approach), including those that are persistently absent.
- Providing or brokering provision of out-of school learning.
- Identification and reintegration of Children Missing in Education.
- Checking that the quality of Elective Home Education meets statutory requirements, and funding for 14-16 college placements.
- Quality assurance for statutory Key Stage assessments.
- Partnership working with Headteachers, including briefing meetings, conferences and links with Headteacher Executives.
- Engagement with the Diocese
- Fulfilment of SACRE requirements.

### **B. GOVERNOR SUPPORT**

Support for the management of schools in West Sussex through the provision of information, advice and consultancy to governing bodies in respect of their statutory duties (including budget and resource planning and issues relating to staff, parents and the wider community), including a comprehensive Learning and Development Programme for governors.

- Support for partnership working with the West Sussex Governors' Association.
- Essential induction, training and briefing to enable governors to discharge their statutory duties.
- Facilitate access to advice such as model policies and examples of good practice.
- Monitoring of Governing Body effectiveness.
- Intervention, including the appointment and deployment of Additional Governors, establishment of Interim Executive Boards, support for collaboration and federation and for Academy conversion.
- Support for Temporary Governing Bodies for new maintained schools.
- Strategic leadership planning – including support for Headteacher appointments (briefing, shortlisting and attendance at interviews).
- Local Authority governor support

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- Support for investigating and responding to complaints
- Other Statutory functions to support day-to day working of governing bodies, including:
  - ensuring that each setting has an instrument of governance;
  - maintaining a record of governing body membership and terms of office;
  - making arrangements for the election of parent and staff governors and the appointment of local authority governors (where requested);
  - support for clerking.

## 2. SEN & INCLUSION

### KEY CONTACTS

**Richard Norman**, Principal Adviser, SEN & Inclusion, Tel. 01243 382733

**Chris Lewis**, Lead Educational Psychologist, Tel. 01903 839318

**Hilary Thomas**, Senior Adviser AEN, Tel. 01243 642325

**James McDonald**, Service Manager, Statutory Assessment, Tel. 01243 752894

Support for mainstream settings to identify and meet the needs of children with additional needs through Planning and Review Meetings (PARMs) and the provision of specialist advice, training and consultancy. Carrying out of statutory assessments and commissioning of places for children with statements of SEN.

### CORE OFFER

- Ensure a full continuum of support and provision to meet the learning needs of all children and young people with Special Educational Needs in the areas of Communication and Interaction, Cognition and Learning, Behaviour Emotional and Social Development and Sensory and/or Physical Needs (0-19/25).
- Support settings (and their governing bodies) to understand their statutory duties in relation to the relevant SEN & Disability equalities guidance and legislation.
- Support for Head Teachers and Inclusion/SEN Co-ordinators in meeting the requirements of the SEN Code of Practice.
- Support for new-style Planning and Review Meetings (PARMs) - Early Years, Primary, Secondary and Special schools - Locality PARMs.
- Provide support for settings to raise the achievement of children with SEN and those from minority ethnic backgrounds, and of Travellers.
- SEN placement and provision planning including special schools/ Special Support Centres.
- Monitoring of provision and pupil progress, including where placements are contracted out to the independent and non-maintained sector.
- Support for Annual Reviews, particularly approaching transitions, including the evaluation of progress towards identified objectives and the planning of subsequent interventions.
- Monitoring of racist incidents.
- Support for settings affected by sad/critical incidents.
- Brokerage of Gifted & Talented Enrichment Programme



### 3. STATUTORY & STRATEGIC COMPLIANCE

#### KEY CONTACTS:

**Brin Martin,**

Principal Adviser, Statutory & Strategic Compliance, Tel. 07850 250382

**Chris James,**

Senior Adviser, School Management Support (Data), Tel. 01403 229264

**Jeanmarie Long,**

Principal Manager, Statutory & Strategic Compliance (including school budgets), Tel. 01243 752824

**Richard Barker,** Senior Manager, Pupil Compliance (admissions, attendance and exclusions), Tel.

**Martin Tomlinson,**

General Adviser, Emergency Planning and Health & Safety (including Outdoor Education), Tel. 01243 382636

**Malcolm Lavery,** General Adviser, Compliance, Tel.

Support settings through the provision of management information (including pupil performance data), planning places, co-ordinating admissions, supporting the deployment of budgets, commissioning home-to-school transport, advising on health and safety, and managing complaints., Independent advice to parents of children with SEN.

#### CORE OFFER

- Monitoring and support for safeguarding in educational settings.
- Support for settings to fulfil statutory requirements with regard to exclusions.
- Support for settings to meet the requirements of the Fair Access Protocol.
- Data services (including the provision of Locality and Area Data) and management of the data sharing protocol between all publicly funded educational settings.
- Planning the annual Dedicated Schools Grant (DSG) budget in consultation with The Schools Forum, .
- Planning and review of school funding policy and the formula for allocating school budgets.
- Review of the Scheme for Financing Schools.
- Proper control of school budgets and compliance with School Standing Orders and Financial Regulations.
- Provision of advice on school sixth form funding
- Commissioning home-to-school transport and school crossing patrols.
- Providing independent advice for parents through the Parent Partnership.

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- Planning places and co-ordination of school admissions.
- Workforce planning.
- Appropriate body for Newly Qualified Teachers.
- Health & safety (including for outdoor and off-site visits and activities), emergency planning and critical incident support.
- Safeguarding of children in entertainment and employment.
- Managing the investigation and response to complaints.
- Consultation with professional associations.

#### 4. AREA TEAMS

##### KEY CONTACTS

For all routine enquires, please contact:

- (Vacancy) Area A,
- **Jackie Gatenby**, Area B, Tel. 01903 270213
- (Vacancy), Area C

Other key contacts:

##### Area A:

**Nigel Bloodworth**, Senior Area Adviser (Area A), Tel. 01243 642368

**Cate Mullen**, Senior EP, Area A, Tel. 01903 839310

**TBC**, Area General Adviser, Tel. 01243 642359

##### Area B:

**Catherine Davies**, Senior Area Adviser (Area B), Tel. 01243 642363

**Carol Kite**, Senior EP, Area B, Tel. 01903 839308

**Lorraine Warner**, Area General Adviser, Tel. 01243 642389

##### Area C:

**Frederick Sandall**, Senior Area Adviser (Area C), Tel. 01403 229278

**Peter Emmerson**, Senior EP, Area C, Tel. 01403 229591

**Maria Roberts**, Area General Adviser, Tel. 01403 229318

**Tony Bullock**, Area General Adviser, Tel. 07889 600360

Support settings to work together, and with other agencies and parents, in Localities and Area Partnerships in order to meet the needs of all children and young people in their communities and to facilitate strategic planning for 14-19 provision.

##### CORE OFFER:

- Foster effective strategic relationships between all learning settings, other partner agencies, districts and boroughs and WSCC.
- Facilitate a collaborative approach to planning for Academy conversion.
- Support collaborative strategic planning and the sharing of resources to meet the needs of all children, including those with additional educational needs.
- Support settings to influence county-level commissioning of services from other agencies (particularly health) for children and families with additional needs.
- Support the local commissioning of services to help meet local strategic priorities.
- Support for accessing specialist and multi-agency assessment and services for children and families with complex needs.

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- Engage parents in monitoring and supporting settings to meet statutory requirements and to improve the quality of provision.
- Support for 14-19 strategic planning.
- Commission of Post 16 provision and places (including provision for Learners with Learning Difficulties and Disabilities).
- Facilitate and support behaviour partnerships.
- Support to improve attendance.
- Support for implementing appropriate governance arrangements for collaborative working.
- Support for strategic leadership development.

### 5. HOW TO ACCESS WSCC LEARNING SERVICES

New Service Level Agreements are currently under development. In the meantime the following services are available to maintained schools until the end of March 2013 through a continuation of the existing Learning Service Governor Services SLA:

#### Core Services:

- Governor Support
- Learning & Development Programme

#### Additional Cost Services:

- Governor Support Consultancy

Further details can be accessed via the following link to the WSCC on-line catalogue (you will need to use your password to log on):

[Services for schools and academies](#)

or alternatively by contacting the West Sussex Governors' Helpline on 01403 229255 (North) or 01903 270213 (South).

All other services listed in this portfolio are fully funded by WSCC for maintained schools in the county.

Until the end of March 2012, academies (including Free Schools) in West Sussex can access all the services outlined in this Portfolio, and they can access the Governor Services SLA at the same rates as for maintained schools. More detailed Service Level Agreements covering all areas of service will be available for Academies and Free Schools from April 2012.

For further details of how to access Learning services, please contact Lindsay Cooter, Development and Deployment Manager, Resources and Performance (Tel. 07595 964167  
Email: [lindsay.cooter@westsussex.gov.uk](mailto:lindsay.cooter@westsussex.gov.uk)).

### 6. FURTHER INFORMATION

The functions of the School Improvement Partner will be made available to some maintained schools currently judged as "satisfactory" by OFSTED where standards are static or declining. We are aware that Chairs of Governors and headteachers in many other schools are keen to continue to have access to some of these functions. Please contact Mary Carrigan (01243 642366) if you would like our support in brokering contact with quality-assured colleagues who are experienced in providing these services.

Because WSCC no longer provides a full range of traded INSET and consultancy services there will no longer be a School Improvement Support subscription service. However, with the strong endorsement of WSCC, West Sussex Headteachers have set up their own not-for-profit enterprise, "e.PD", which enables schools to access training and CPD

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expertise across the whole network of West Sussex schools. For further information, please contact Leon Nettley, Headteacher, Millais School.