

SERVICES FOR SCHOOLS

Hampshire Teaching and Leadership College (HTLC)

Subscription offer for Academies and non-Hampshire maintained schools

Commencing 1 April 2017

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Introduction

Our aim is to support sustainable improvement in the outcomes and quality of provision in every school. Focused professional learning is a proven strategy to get the very best from every member of staff so that they have impact on every child's achievement. It is our intention to provide you with a wide range of opportunities to work with us and realise that potential impact.

Our professional learning programmes are designed to challenge and support all leaders and teaching or support staff, and at every stage in their career development, to build their capabilities, confidence and resilience. Our highly skilled practitioners have the appropriate experience and skills to make a difference when staff are preparing for the challenges of a new role, taking those positive first steps or looking to enhance their experience by digging deeper.

Subscription gives an entitlement to a discount of up to 20% against the full price booking of most *Directory* courses.

Service overview

Our professional learning offers are developed in response to what schools need through analysis and co-construction with you. This gives flexibility for schools to choose and to adapt from a wide range of opportunities:

The universal offer

Training and development opportunities linked to key aspects of leadership and management, teaching and learning, curriculum and assessment and strategies focused on raising achievement for all our pupils, including SEND. These events are located across the county to ensure wide accessibility.

The targeted offer

Each year a range of tailored professional learning events is made available across the county or in specific areas in response to known and urgent strategic priorities. These offers are frequently developed alongside and out of our improvement work in schools and in response to emerging issues or evidence based impact.

The bespoke offer

We are able to offer a wide range of professional learning opportunities that can be used in house with an individual school or group of schools. We are able to work with you to ensure that this programme meets your specific needs and is adapted to your audience and strategic objectives. For more information about bespoke HTLC services, please email htlcdev@hants.gov.uk, or call 01962 874820.

Our range of universal, targeted and examples of our bespoke programme is published in our termly Directory of Training as hardcopy and is also available to view on our website www.hants.gov.uk/htlc.

Subscription gives an entitlement to a discount of up to 20% against the full price booking of most Directory courses and conferences.

The full range of training courses can be found in our Directories of Training:

<http://www3.hants.gov.uk/education/htlc/htlc-courses.htm>

We are currently developing a Moodle site which will also contain details of courses and service offerings.

The benefits of our services

The training we provide is intended to make a difference to the children and young people whose achievements matter to us. It draws upon current and best practice in schools and research based thinking.

You will benefit from highly skilled and experienced practitioners, drawing upon successful prior achievements and a detailed and current in–depth understanding of local and national developments.

We have a proven track record of leading a wide range of professional learning events – during 2015/2016 we delivered 984 events in our universal or targeted offers, catering for 23,267 delegates. From 2013 – 2015, we delivered a total of 2,675 events to 61,483 delegates. Reviews and evaluations of these events demonstrate our training is consistently well received.

We have strong working relationships with local and national partners, including local Headteacher, subject leader and support staff forums, universities, teaching schools and other local authorities.

All our training is designed to make a difference and you can have a high degree of confidence when investing your time into our universal and targeted offers. We can create bespoke training in schools to meet your specific needs.

Our service commitment

We are committed to listening to our customers and delivering the priorities that you have told us are important. We pledge that we will:

- provide high quality relevant training, including bespoke work, to improve outcomes for children
- respond to all urgent requests within one working day and non-urgent requests will be dealt with within one working week, or as agreed with the school
- ensure that schools' queries are referred to and dealt with speedily and effectively by the appropriate person
- HTLC will, upon request, provide information to subscribing schools regarding course attendance by their staff.

Our services

The full range of training courses can be found in our Directories of Training. Below is an overview of the programmes available:

Leadership

- School leadership and management (Senior leadership, Middle leadership, Financial management).
- Curriculum leadership and management of all core and foundation subjects.

Teaching and learning

- Support for Newly Qualified Teachers and Recently Qualified Teachers.
- Developing an expert understanding in curriculum subjects.
- Improving the impact of curriculum, teaching and learning and assessment.

Support staff roles

- Bursars, administration and office staff.
- Classroom staff and staff who work with pupils.
- Technicians and resources.

Special educational needs (SEND)

- Training for specific roles, including SENDCO qualification.
- Training for supporting with specific needs.
- Support for staff working in special schools.

We tailor our training to meet the needs of staff at different stages in their professional development:

Preparing for a new role

- Understanding the challenges and opportunities.
- Developing awareness of what knowledge skills and capabilities are needed.
- Building self-confidence through focused learning, experiences and reflections.

Taking positive first steps

- Setting out to have impact.
- Overcoming tricky issues.
- Finding the right support.
- Planning to develop and improve others.

Enhancing impact

- Deeper thinking and research.
- Influencing alongside others.
- Refreshing and re-evaluating habits and ideas.

In addition to the suite of courses and training programmes available in the *HTLC Directory*, we offer additional services that may be purchased to support bespoke staff training and development.

An overview of typical services available is detailed below.

Leadership and management consultancy

Advice and support for senior leadership teams and individuals, in relation to developing leadership and management skills, knowledge, qualities and behaviours, effective performance review, succession planning and strategies for building leadership capacity, including recruitment and retention. Support to governing bodies in partnership with Hampshire Governor Services.

Continuing professional development consultancy

Advice and support for individuals, teams and whole staff groups in all aspects of professional development, including training needs analysis. Areas include all aspects of the curriculum, teaching, learning and assessment and meeting the needs of all pupils.

Support staff management and professional consultancy

Advice and support for senior leadership teams, line managers, groups and individuals in relation to the management of support staff. This may include current research concerning support staff, qualification frameworks, progression routes, performance management and advice on the deployment and development of staff.

Additional services

HIAS subsidy

Where schools also subscribe to Hampshire Inspection and Advisory Service (HIAS) they have the option to offset the cost of the teaching element of courses delivered by HIAS staff against their HIAS subscription.

HTLC courses are priced in three bands, which are displayed when you book a course on the Learning Zone and in the printed Directories. The bands are:

- the subscriber's rate – a discounted rate for schools with an HTLC subscription. The discount is up to 20%
- the standard rate – the full price for a course for non-subscribers
- the SLA element – schools that sign up to the HIAS SLA pay for a certain amount of HIAS Inspector time. Schools can choose to use some of their HIAS SLA money towards the cost of HTLC courses instead of inspector time in school. The SLA element, on the Learning Zone, tells you how much of your SLA money you can use as a reduction in the price of the course. The price invoiced for the course will be reduced by this amount, reducing the balance of HIAS time available in school by the same amount.

Example

- Standard rate, price £250: this is the full price of the course and non subscribers will be invoiced £250.
- HTLC subscriber's rate: the price of the course once the discount of up to 20% has been applied. Subscribing schools would pay full price £250 less e.g. 20% (£50). School will be invoiced £200.
- SLA element: schools that subscribe to HIAS may elect to use some of their purchased HIAS inspector time to offset the cost of courses instead of using the time in school. For example, where a course has a full price of £250, subscriber price of £200 and an SLA element of £120, there are different options open to the school:
 - subscribe to HTLC and HIAS, elect to use HIAS time towards the course. Pay subscriber rate £200, less SLA element £120; school is invoiced £80
 - subscribe to HTLC and HIAS but choose to keep HIAS time for use in school, pay subscriber rate £200
 - subscribe to HIAS but not HTLC, elect to use HIAS time towards the course. Pay full price £250, less SLA element £120; school invoiced £130.

Delivering the service

To ensure that our programmes are of the highest standard, each training facilitator is:

- a qualified teacher with extensive teaching experience
- experienced in working with school staff to improve their skills and understanding
- regularly subject to performance review
- required to maintain up-to-date information and knowledge in their specialism
- subject to normal safeguarding checks.

The HTLC support team communicate details of the services, courses and training programmes via the HTLC website, training publications and School Communications.

Quality assurance is achieved by responding to evaluation surveys.

We monitor our provision in terms of cost and venue to ensure value for money.

Our normal business hours for the administration team are as follows:

Period	Day	Hours
Term time	Monday – Thursday	8.00am – 5.00pm
	Friday	8.00am – 4.30pm
Outside term time	Monday – Friday	8.30am – 4.00pm

Contact details

For administrative queries, eg joining instructions or to book/cancel a place on a course, please contact HTLC Admin team on 01962 718600 or htlc.courses@hants.gov.uk.

Cancellation policy

If you cancel a place with less than 10 working days' notice or fail to attend the event, your school will be charged the full cost of attendance except in exceptional circumstances.

Subscriptions and charges as at 01.04.17

The definition of pupil numbers for charging purposes is detailed in the annual pricing summary.

Schools may subscribe to our service to take advantage of discounted rates on most of our training programmes.

Number of pupils on roll	Annual subscription	Cost including VAT @ 20%
Up to 100	£290	£348
101-300	£500	£600
301-500	£710	£852
501-1000	£1,235	£1,482
1001-1500	£1,760	£2,112
1501-2000	£2,285	£2,742
Over 2000	£2,495	£2,994

Subscription to HTLC gives an entitlement to a discount of up to 20% against the full price booking of most *Directory* courses.

Non-subscribers may purchase our training courses and programmes on a 'pay as you go' basis at the full advertised price.

HTLC courses are priced in three bands, which are displayed when you book a course on the Learning Zone and in the printed Directories. The bands are:

- the subscriber's rate – a discounted rate for schools with an HTLC subscription. The discount is up to 20%
- the standard rate – the full price for a course for non-subscribers
- the SLA element – schools that sign up to the Hampshire Inspection and Advisory Service (HIAS) subscription pay for a certain amount of HIAS Inspector time. Schools can choose to use some of their HIAS subscription money towards the cost of HTLC courses instead of inspector time in school. The SLA element, on the Learning Zone, tells you how much of your subscription money you can use as a reduction in the price of the course. The price invoiced for the course will be reduced by this amount, reducing the balance of HIAS time available in school by the same amount.

Examples of different options are shown on page 6.

Subscription charges will be reviewed annually and communicated by email to schools.

Hampshire County Council reserves the right to review prices annually in line with inflation and market conditions.

Billing and payment method

- The subscription charge is payable yearly in advance and is collected by invoice.
- Individual course fees will be invoiced by HTLC within two weeks of a course running. In the case of a series of related events course fees will be collected after the first date of the activity has occurred.
- Charges for the HIAS teaching element will be detailed in the school's financial statement, with charges being regarded as accepted unless disputed within 28 days.

Contractual arrangements

Parties

This agreement is made between the school (the client) and Hampshire Teaching and Leadership College (HTLC), Hampshire County Council (the service provider).

Duration

This agreement will commence on 1 April 2017 and will continue in force until terminated by a party in accordance with the terms of this agreement. A party can terminate this agreement by giving at least **six months' notice in writing** to the other party.

Review

The service provider will carry out a review of the service regularly and such review may relate to:

- 1 any charges payable under this agreement
- 2 service levels
- 3 performance standards
- 4 personnel and contractors engaged in the provision of the services covered by this agreement
- 5 working arrangements
- 6 other relevant contractual issues.

The service provider will notify the client of any proposed changes or variation to the service at least six months before the change is to take effect.

Notice

Any notice required to be given under this agreement, must be in writing and sent to the address of the other party as set out in this agreement, or as otherwise specified by the relevant party.

Any notice to the service provider must be sent to:

Janet Barrow, Business Manager
HIAS Business Unit, Children's Services
Clarendon House
Monarch Way
Winchester SO22 5PW

Intent

The intent is to regulate dealings between the parties by setting out respective obligations relating to performance and payment for services.

Responsibilities of parties

The service provider will:

- provide courses that are relevant to the professional learning of teachers and support staff in schools and which will support school improvement
- record details of staff attendance on courses for CPD purposes, including details of course learning outcomes
- inform you that courses are either confirmed as running or cancelled as soon as possible, and with at least 2 weeks' notice. In most cases 4 weeks' notice will be given
- ask delegates to complete only essential and relevant pre-course or inter-sessional reading or preparatory work that contributes to course learning outcomes.

The customer will:

- book places for individual named delegates, and inform the service provider if the delegate who will be attending changes
- let the service provider know as soon as possible if you need to cancel a place
- provide an accurate current email address for the delegate in order that HTLC can send joining instructions and feedback requests
- complete all pre-course or inter-sessional reading or preparatory work. This is required to fully complete the learning outcomes for the course.

Resolving disagreements

Any concerns or complaints about the level or quality of service should firstly be made to the member of staff providing the service.

Customers who consider they have not received an adequate response from the member of staff should write to the member of staff's line manager.

If there are still matters to be addressed, a formal written complaint should be made to:

Eric Halton

County Education Manager (Professional Learning)

HIAS Business Unit, Children's Services

Clarendon House

Monarch Way

Winchester SO22 5PW

If mutual confidence in the continuation of this agreement cannot be restored, it may be terminated by either party by giving six months' notice in writing.

Data protection

HTLC will provide the services in this agreement in line with Hampshire County Council policies and will work in a way which is compliant with the Data Protection Act.

Notes

Hampshire Teaching and Leadership College

Northfields House

Humphrey Farms

Twyford

Winchester

SO21 1QA

Telephone: 01962 718600

Email: htlc.courses@hants.gov.uk

www.hants.gov.uk/htlc