



Department for Children and Young People



The South Gloucestershire Leadership Academy

The South Gloucestershire Directory of Leadership Resources

2009-2010

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The South Gloucestershire Leadership Academy Directory of Leadership Resources

South Gloucestershire Department of Children and Young People (DCYP)

Underpinning values and beliefs:

We will strive to make South Gloucestershire a place where all children and young people have the best possible start in life and are involved in shaping the future and where they:

- Enjoy the best possible physical and mental health and live a healthy lifestyle;
- Are safeguarded, protected from harm and neglect and feel safe and secure at all times;
- Have encouragement and excellent opportunities to learn, play, enjoy and achieve wherever they are;
- Have the opportunity to achieve their aspirations, be creative and play a full and positive part in their communities;
- Grow up in strong and secure families and vibrant communities and achieve rewarding adult lives.

(**Charter for Children and Young People – vision statement** DCYP, 2007)

To realise this vision it is our belief that:

- High quality leadership of schools has the ability to transform school effectiveness.
- Everyone who works in school, regardless of their appointed level, has a potential to offer leadership and a duty to do so.
- The continuing professional development of staff, including development of expertise in leadership and management, is central to the task of building the cultural capital of a school in order to secure its long-term success.

The South Gloucestershire Leadership Academy General Leadership Directory

Purposes of this document:

To provide an overview of the resources available to schools and DCYP partners to support:

- The development of leadership at all levels in schools.
- School leaders engaged in the practical, day to day tasks of leadership and management.

Topic/Area	Comments	Contact Name	Phone Number	e-mail address	Weblink
South Gloucestershire Council	Details of the Council's core values, Departmental organisation, key roles/personnel are available on the link shown				http://www.southglos.gov.uk
Department of Children and Young People	Details of the Department's Charter and public information of educational provision in South Gloucestershire is a set out on the public domain website Further details for practitioners are set out on the Intranet	Tanya Bartlett (LSES Admin)	01454 868686	tanya.bartlett@southglos.gov.uk	http://www.southglos.gov.uk http://intranet/content/CYP/Department/
Who's who in the DCYP (and related areas)?	Current details available upon request from the LSES Admin. Team	Tanya Bartlett (LSES Admin)	01454 868665	tanya.bartlett@southglos.gov.uk	

South Gloucestershire Leadership Academy	The Academy is the organisation through which leadership development activity in South Gloucestershire schools is organised.	Chris Dursley (Headteacher, Wheatfield Primary School - seconded to the Academy – 1 day per week)	01454 868612	chris.dursley@southglos.gov.uk	www.leadersoflearning.net/leaders/Academy
Leaders of Learning	This is the website on which you will find details of a wide variety of leadership activities. Responsibility for this site is shared. Please see the website for contact details of relevant person responsible for your specific areas of interest	Chris Dursley Jon Barr Melanie Warnes (via PA)	01454 868612 01454 862100	chris.dursley@southglos.gov.uk jon.barr@southglos.gov.uk joy.irwin@thecastleschool.org.uk	www.leadersoflearning.net
International Leadership Development Opportunities	The Academy has a long tradition of encouraging leaders at all levels to undertake leadership learning in an international setting. Phil Matson is responsible for the International Leadership Learning Programme (ILLP) Sarah Jones is responsible for Teachers' International Professional Development (TIPD)	Phil. Matson (Extended Schools Strategy Manager) Sarah Jones [Teaching & Learning Adviser (Teaching Assistants 0.5)]	01454 868111 01454 863787	philip.matson@southglos.gov.uk sarah.jones@southglos.gov.uk	http://www.leadersoflearning.net/leaders/international/Learning/index.htm http://intranet/content/CYP/Department/EdCentral/advisory/extendedschools_play/index.htm http://intranet/content/CYP/Department/EdCentral/advisory/profdev/index.htm

Enquiry Groups	<p>Small scale action research and enquiry forms an important part of the Academy's work- leaders at all levels are encouraged to become involved. Details of current Enquiry Groups and reports arising from earlier research are to be found on the Leaders of Learning website.</p>	<p>Various – please see website for details</p>			<p>http://www.leadersoflearning.net</p>
Headteacher Support Coordinators	<p>These colleagues, former Headteachers, provide support to Primary and Special School Heads. They operate on a job share basis</p>	<p>Harold Bailey John Taylor</p>		<p>harold.bailey@southglos.gov.uk john.taylor@southglos.gov.uk</p>	<p>http://www.leadersoflearning.net/leaders/LeadershipProgrammes/HeadteacherSupport.htm</p>
Headteacher Induction	<p>The Authority runs a comprehensive induction programme for newly appointed Headteachers. For further information about use of professional development grants for new Headteachers please visit the Leaders of Learning website or contact Helean Hughes.</p>	<p>Helean Hughes [Teaching & Learning Adviser (Leadership)]</p>	<p>01454 863277</p>	<p>helean.hughes@southglos.gov.uk</p>	<p>http://leadersoflearning.net</p>

Mentoring of New Headteachers	Each newly appointed Headteacher is provided with a mentor to support them throughout the first year of their appointment.	Helean Hughes	01454 863277	helean.hughes@southglos.gov.uk	http://leadersoflearning.net
Induction of Middle/Senior Leaders	The Authority makes available induction support for new leaders in schools. Please contact Ken Sansom or Steve Rogers for details	Ken Sansom Senior Adviser (Primary) Steve Rogers Senior Adviser (Secondary) & deputy Head L&SE	01454 863347 01454 868665	ken.Sansom@southglos.gov.uk steve.rogers@southglos.gov.uk	http://leadersoflearning.net
School Improvement Partners (SIP)	Each school has a designated School Improvement Partner. At present no guidance documents are available – for information please contact Steve Rogers	Steve Rogers	01454 868665	steve.rogers@southglos.gov.uk	http://leadersoflearning.net
Advanced Skills Teachers (AST)	For details about services offered to schools by ASTs or about career progression into AST status please contact Sue Morgan	Sue Morgan (Learning Strategy Manager)	01454 863184	sue.morgan@southglos.gov.uk	www.learningwithsouthglos/ASTs
Leadership Coaches	The Authority may support schools in challenging circumstances by offering them the expert support of a Leadership Coach.	Steve Rogers	01454 868665	steve.rogers@southglos.gov.uk	

Support for Schools in National Challenge	National Challenge schools receive additional specialist leadership support and challenge – for further information, please contact Steve Rogers	Steve Rogers	01454 868665	steve.rogers@southglos.gov.uk	www.dcsf.gov.uk
National Leadership Courses	NCSL offers a wide range of leadership development courses for leaders at various levels. For further information please visit the NCSL website or contact Liz Townend	Liz Townend (Professional Development & G&T Adviser) Maggie Farrer (NCSL)	01454 863272	liz.townend@southglos.gov.uk	www.leadersoflearning.net www.ncsl.org.uk
Best Practice Forums	Lists of Primary and Secondary Best Practice Forums are available on request from Liz Townend. Should you require anything more specific please contact Liz	Liz Townend	01454 863272	liz.townend@southglos.gov.uk	www.leadersoflearning.net
14-19 Curriculum	For information regarding 14-19 curricula and support strategies your first point of contact in LSES is Steve Rogers (Senior Secondary Adviser) or Steve Pritchard (14-19 Strategy Coordinator)	Steve Rogers Steve Pritchard (Strategic Lead)	01454 868665 01454 868969	steve.rogers@southglos.gov.uk steve.pritchard@southglos.gov.uk	http://www.dcsf.gov.uk http://www.ssatrust.org.uk

Preparation for Ofsted Inspection	The Authority seeks to support schools anticipating routine inspection. – contact Ken Sansom (primary) or Steve Rogers (Secondary) for more information.	Ken Sansom Steve Rogers	01454 863347 01454 868665	ken.sansom@southglos.gov.uk steve.rogers@southglos.gov.uk	http://ofsted.gov.uk
Extended Schools	For information about 'Extended Schools' or about 'Workforce Reform' – contact Philip. Matson	Philip Matson	01454 868111	philip.matson@southglos.gov.uk	http://www.tda.gov.uk http://www.dcsf.gov.uk http://ncsl.org.uk
Governor Development	The Authority, in addition to providing advice and guidance on matters related to School Governance offers a programme of training for Governors	Tracey Eason (Governor Development Officer)	01454 863182	tracey.eason@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/advisory/leadership/index.htm
Schools Health and Safety	Each school has a copy of the Authority's 'Health & Safety Manual' to which regular updates are provided. The content of the 'Manual' is also to be found on the intranet. Before acting on any matter with a H&S implication, schools are	Philip Tranter (Head of Schools' Health & Safety)	01454 863223	philip.tranter@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/personnel/HealthSafety/index.htm

	advised to seek guidance either from the Manual, the intranet H&S site or from Schools' H&S section directly				
Education Personnel	Education Personnel provides advice and guidance to schools on a wide and diverse range of staffing issues on the Education Personnel Section Homepage on the intranet. If leaders in school are unsure as to how to proceed on any such matter they are strongly advised to seek advice from the Authority before proceeding.	Ron Bull (Head of Education Personnel)	01454 863212	ron.bull@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/personnel/A-Z/AtoZ.htm
Continuing Professional Development – SGC Courses	South Glos. offers a variety of courses relevant to the needs of school staff and Governors	Liz Townend	01454 863272	liz.townend@southglos.gov.uk	http://leadersoflearning.net
Structured/Banded Support for Schools	The LSES conducts a risk assessment of each school's performance as a consequence of which schools are placed into one of three 'Bands' – Band 3 being	Richard Swan (Head of Learning & Schools' Effectiveness)	01454 863191	Richard.swan@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/advisory/index.htm

	those schools considered to be in need of the largest amount of targeted support				
Support Staff	<p>Personnel Section provides wide—ranging advice on all matters relating to job descriptions, pay grading, safe recruitment etc.</p> <p>In addition CPD provision for Support Staff is coordinated by Angela Feltham</p>	<p>Angela Feltham (Support Staff Development Officer)</p>	<p>01454 864431</p>	<p>angela.feltham@southglos.gov.uk</p>	<p>http://intranet/content/CYP/Department/EdCentral/advisory/leadership/index.htm</p>
Legal Advice (Corporate)	<p>Legal Support for schools is available through the Council's central Legal and Democratic Services Department.</p> <p>If in doubt you are advised to consult Education Personnel or Legal Section before acting.</p>	<p>John McCormack (Head of Legal and Democratic Services)</p>	<p>01454 865980</p>	<p>john.mccormack@southglos.gov.uk</p>	<p>http://intranet/content/CEandCR/Sections/LegalDemocraticServices/</p>
Asset Management	<p>Asset Management and Capital Planning Section is able to act in an advisory capacity regarding school building adaptation.</p>	<p>Claire Medland (Head of Access Asset Management & Planning)</p> <p>Pat Casey (Capital & Assets Manager)</p>	<p>01454 863239</p> <p>01454 863240</p>	<p>claire.medland@southglos.gov.uk</p> <p>pat.casey@southglos.gov.uk</p>	<p>http://intranet/content/CYP/Department/EdCentral/amp/index.htm</p>

	In addition, each school has a designated Surveyor who works with the school regarding routine maintenance				
Traded & Support Services	The Council offers schools a range of traded services that may be bought in, including school catering services.	Kay Knight (Head of Traded & Support Services) Peter Cook (Principal Finance & Business Manager)	01454 863246 01454 863248	kay.knight@southglos.gov.uk peter.cook@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/catcon/index.htm
Schools Finance	Each LMS School has a designated finance officer to provide support and guidance	Colin Smith [Principal Accountant (Schools)]	01454 863210	colin.smith@southglos.gov.uk	http://intranet/content/CYP/Department/EdCentral/Finance/schindex.htm

N.B.

Phone Numbers:

- For schools that are on the Centrex phone system (any school with an **01454 86**-----number):
- **Only the last four digits (emboldened in the table above) need to be used in order to call any other Centrex number**
- Centrex to Centrex calls are **free**.

Useful Intranet Links

These links will take you to information and/or key people who may be able to help deal with your concern

- **Adolescent Support Team:** <http://intranet/content/CYP/Department/EdCentral/css/resources/ast.htm>
- **Asset Management & Capital Planning** <http://intranet/content/CYP/Department/EdCentral/amp/index.htm>
- **Avon Consortium of Traveller Education Services:** <http://intranet/content/CYP/Department/EdCentral/cti/actes/index.htm>
- **Central Teaching and Inclusion:** http://intranet/content/CYP/Department/EdCentral/cti/cti_incl.htm
- **Directorate Homepage:** <http://intranet/content/CYP/Department/index.htm>
- **Education Personnel:** <http://intranet/content/CYP/Department/EdCentral/personnel/A-Z/AtoZ.htm>
- **Governors/Governor Support:** <http://www.southglosgovernors.org/>
- **Inclusion and EMAS:** http://intranet/content/CYP/Department/EdCentral/advisory/inclusion_EMAS/index.htm
- **Legal Support** <http://intranet/content/CEandCR/Sections/LegalDemocraticServices/>
- **Safeguarding** <http://intranet/content/CYP/Department/EdCentral/CSS/safeguard.htm>
- **Schools Finance** <http://intranet/content/CYP/Department/EdCentral/Finance/schindex.htm>
- **Schools Health and Safety:** <http://intranet/content/CYP/Department/EdCentral/personnel/HealthSafety/index.htm>
- **Schools Information Management Systems:** <http://intranet/content/CYP/Department/EdCentral/ipd/sims/index.htm>
- **Schools' Intranet:** <http://intranet/content/CYP/Department/schoolsintra/index.htm>
- **Traded and Support Services** <http://intranet/content/CYP/Department/EdCentral/catcon/index.htm>

South Gloucestershire Leadership and Management Guidance Documents

The A-Z Homepage of Education Personnel Section is to be found on the intranet at:

<http://intranet/content/CYP/Department/EdCentral/personnel/A-Z/AtoZ.htm>

This site is a mine of useful information and links directly to the website of Education Health and Safety Section. Set out below is a sample of the 100+ topics addressed for which useful, downloadable guidance documents have been produced:

- Absence (Managing Sickness) Model Policy for Schools + Guidance
- Alcohol, Drugs and Substance Misuse – a Model policy
- Appeals and hearings – Governors’ Panels – guidance
- Asylum and Immigration Act 1996 – Right to work in the UK
- Bullying and Harassment – model procedure for schools
- Capability: Guidance on Capability Procedure
- Child Employment
- Collective Disputes: a model procedure for schools
- Contracts of Employment for Staff
- Disability Equality duty
- Disability – local support groups for schools
- Interview Expenses Policy
- Job descriptions – various
- Legislation updates
- Model policies, procedures and guidance – various
- Occupational Health – referral procedures etc.
- Pay Policy – model policy
- Pre-appointment/employment checks
- Recruitment – useful documents
- Redundancy (Managing Staffing Reductions) – Model procedure
- Reorganisation – procedures
- Safeguarding – various documents
- Staffing guidance and procedures
- Useful websites – Schools Personnel/H&S Topics
- Whistle-blowing – a procedure for staff
etc.

