



Education services for all  
schools, academies and MATs

# 2025-26

# Foreword

Effective, high-quality inclusion and learning services are a key factor in improving outcomes, raising standards and providing excellent learning opportunities for all children and young people. Within Devon County Council, our focus remains on delivering cost-effective services to all education settings, professionals and families to support progress and improve outcomes.

Over the coming twelve months, we will work closely with our partners to co-produce and deliver services that enhance outcomes for the children and young people of Devon. We are committed to ensuring that learning is accessible to all, effectively responding to needs, and supporting school leaders in creating Inclusive Learning Environments where children feel they belong and are safe.

**Our key priorities within the Inclusion and Learning Strategy include:**

1. Building Inclusive Learning Communities:
  - Facilitate a locality-based school improvement model that is inclusive, sustainable, and student-centred.
  - Develop a shared vision of inclusion across all schools and education providers in Devon.
  - Foster a culture of shared responsibility for inclusion, where diversity is seen as an asset.
  - Facilitate collaboration among schools to share best practices in inclusive teaching and leadership.
2. Strengthening High-Quality Universal Provision:
  - Ensure all educators are trained to deliver high-quality, inclusive teaching.
  - Provide ongoing training and resources to support schools in implementing inclusive strategies.
  - Broker multi-agency partnerships to address mental health challenges and create local solutions.
3. Promoting Belonging and Engagement:
  - Deliver training on trauma-informed approaches to help staff create emotionally safe environments.
  - Address barriers to attendance through early intervention, relationship-building, and family engagement.
  - Empower students to co-create their learning environments.
4. Fostering Partnerships with Families and Communities:
  - Strengthen relationships with families by providing clear communication and accessible resources.
  - Work with community organisations to provide wraparound support, promoting a sense of belonging for learners.
5. Embedding Accountability and Continuous Improvement:
  - Regularly assess the inclusiveness of school environments, policies, and practices.
  - Track attendance, achievement, and well-being metrics to evaluate the impact of inclusive practices.
  - Share progress publicly to build trust and demonstrate commitment to inclusion.

While there will be changes in the design of Devon's Inclusion and Learning service during the year, our commitment to our partnership work remains resolute. We will continue to advocate for the rights of children to be included effectively in their education community, ensuring that relational practice is at the heart of our settings and our work.

**Jack Newton**

Interim Deputy Director  
and Head of Inclusion and  
Learning

**Kellie Knott**

Deputy Director and SEND  
Strategic Director



The image shows a hand holding a tablet that displays the website [devoneducationservices.co.uk](http://devoneducationservices.co.uk). The website features a header with navigation links and a main section titled 'Education conferences' listing topics like English, SEND, safeguarding, music, and more. Below this is a 'Welcome to the Devon Education Services online' message. To the left of the tablet is the Devon Education Services logo, which consists of a circular arrangement of colored dots. Below the logo is a list of services: 'One-stop shop for consultancy, CPD, online learning and resources', 'Flexible user management', and 'Product recommendations'. At the bottom of the graphic, the website URL [devoneducationservices.co.uk](http://devoneducationservices.co.uk) is prominently displayed, followed by a list of services: 'education services | resources | training | conferences | online learning |'.

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# Reviews

- Give headteachers and school governors confidence and reassurance and will assist in preparing for an Ofsted visit
- Offer best practice and suggestions for next steps
- Are carried out by trusted, local and experienced professionals with the full backup and support of Devon Education Services
- Allow you to focus your time, energy and resources in the right areas to achieve success

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# Reviews

## Curriculum review (primary and special)

The delivery of a meaningful and appropriately designed curriculum is the driving force that accelerates the achievements of all pupils and enhances the opportunities of disadvantaged and vulnerable pupils, so they can achieve their full potential alongside their peers. The aim of this review tool is to give you a clear reflection of the design and effectiveness of your school's curriculum. It will take into account its impact on outcomes achieved by all your pupils, the uniqueness of your school context, your community ambition, and your school's vision.

The purpose of the whole-school review undertaken by external expertise is to:

- Provide an external overview of your current strengths and areas for development, using our Curriculum Review Tool
- Be a developmental process, which aims to provide school leaders with clear guidance on next steps
- Fit with the cycle of continuous school improvement; the review can be repeated within the cycle of self-evaluation by school leaders.
- Provide a clear way to measure progress in effective curriculum development for school leaders
- Provide clear guidance for governors, to support effective monitoring and robust challenge
- Follow up reviews will support monitoring of improvement and rapid change

### Basic review package:

- Preparation for visit based on discussion with the head of school, data scrutiny and contextual information gathering
- On-site visit to complete review focusing on key areas identified through preparation process
- Summary of findings report indicating clear areas of strength and areas for development

Cost: from **£703**

## EYFS review

### An external review of the quality of Early Years provision and practice to support self-evaluation and to guide developments in the EYFS.

The aim of the review is to provide a full evaluation of the EYFS curriculum, provision and practice at your school. This will include detailed feedback and a written report to help schools effectively evaluate their EYFS practice and provision and drive improvement.

An early years consultant will undertake a comprehensive evaluation on all areas of practice including:

- Observation and assessment processes
- Enabling environments
- Staff interactions with children
- Quality of education
- Quality of leadership and management

Following the evaluation, a detailed written report will be provided identifying key priorities and recommendations to support and guide improvements in the quality of provision for children.

Cost: **£POA**. Costs are based on size of the school and number of children.

## Equality, Diversity and Inclusion (EDI) review

An EDI review for your school or setting will help you to understand your areas of strengths and areas for development. This review will support you to meet Ofsted expectations, as well as your compliance for your legal equality duty and other legislation.

The EDI review will consist of approximately 3-4 hours which will include meeting pupils and staff, observation, analysing data and reviewing policies. You will then receive a report with advice and suggestions.

Cost: from **£308**



## Governance review (Standard) for maintained schools/federations and stand-alone academies (SATs)

### How effective is your school governance?

This wide-ranging review covers:

- Assessing the effectiveness of the leadership of your governing board including the constitution and governance instruments
- How effectively your governing board understands its strategic role and can demonstrate evidence of this
- How clearly the governing board understands the strengths and weaknesses of the school
- How effectively the governing board holds the headteacher to account for the performance of the school, and how well the practice of 'support and challenge' is demonstrated
- The efficiency of the clerking arrangements
- The effectiveness of governing board meetings
- The effectiveness of delegation and the working of committees and/or lead governors

### Additionally for stand-alone academies (SATs):

- Trustees are clear on their role and responsibilities as a charity trustee and company director
- Trustees are familiar and compliant with the requirements relating to their additional financial responsibilities
- The Trust is compliant with risk management requirements

### What's involved?

During a one day visit an experienced governance adviser will spend time talking to the head, the chair of governors, the clerk and at least one recently appointed governor. A range of paperwork will also be examined and scrutinised.

### Who should consider booking a governance review?

The governance review is suitable for any governing board and will provide an invaluable assessment of strengths and weaknesses regardless of where you are on the 'Ofsted cycle'.

Cost: from **£999**

## Governance review (Enhanced)

The enhanced review will build on the information acquired through the standard review, and will allow additional time for the adviser to work with the governing board on developing a governance improvement plan to address the key priorities for improvement in governance.

2.5 days of governance adviser time to review current governance practice and work with the board to address areas for improvement. This will enable the board to move forward rapidly and focus on the key strategic priorities.

Benefits:

- Identification of areas for improvement
- Clear suggested next steps and recommended strategies and support solutions
- Time to work together with the adviser to co-construct a governance improvement plan
- Effective practice identified and shared leading to a focus on best use of time to allow rapid improvement
- Strengthening governance within the leadership team

Cost: from **£1,542**

## Governance review in a multi-academy trust

This review is designed for trust boards of multi-academy trusts (MATs) to support accurate self-evaluation of governance. It aims to give boards confidence that governance arrangements are robust and will withstand external scrutiny. It will enable the governing board to demonstrate appropriate levels of engagement, responsibility and accountability and that the board is focusing time and energy in the appropriate areas to achieve success.

The review is based on the Department for Education (DfE) trust quality descriptors for leadership and governance.

### The review covers:

- Strategic leadership to include governance structure, culture, ethos and values
- Leadership of the board
- Accountability, to include educational improvement, workload management and delegation
- Financial frameworks and accountability, to include staffing and performance management and risk management
- Meetings and clerking arrangements
- External accountability and evaluation

### What's involved?

During a one day visit an experienced governance adviser will spend time talking to the CEO, the chair of the trust board, the clerk/governance professional and other trustees as available. A range of paperwork will also be examined and scrutinised.

### Who should consider booking a governance review?

We would recommend this review to all trust boards of MATs to give them an accurate external view of the robustness and efficiency of their governance arrangements. There has been much criticism in the national media relating to the shortcomings of some governance arrangements in MATs. Being proactive in sourcing an external review will help to provide confidence in current arrangements and also help to identify any areas for improvement.

Cost: from **£2,257** (dependent on governance structure)

# Reviews

## Governance website review service

### Individual school review:

This service for governing boards will review the information available on your school website to ensure that the minimum statutory requirements are being met. The DfE has a list of information, policies and documents which it expects schools to publish on their website. Ofsted will look at and scrutinise the content of your website before they visit and will comment on non-compliance in their report. The review will:

- Look at the information and documents you published to ensure that the school is meeting the statutory criteria
- Identify gaps in criteria, with signposting and advice on how any oversights can be addressed
- Identify information which should not be on your website, or is out of date
- Check information relating to governors/trustees/directors/members and the governance of the school to ensure it meets the minimum levels required under DfE guidance and/or legislation
- Check links to ensure that they work properly and that they take the user to current information

We will produce a RAG rated report, identifying the findings of the review, highlighting any areas of immediate concern, together with suggestions for future action.

### Federations and multi-academy trusts:

If you require a bespoke service for several websites within your organisation more time may be required, please get in touch for further information and a quote. Where generic content across the sites is the same there will be no additional time required. Further information:

Fiona Collier, Governance Adviser, Devon County Council  
fiona.collier@devon.gov.uk

Cost: **£POA**

## Governance policies review service

This review will scrutinise the statutory policies for which the governing board is responsible. The review will check that the policies:

- Are up to date, reflecting current statutory requirements and best practice
- Have been reviewed within the statutory timeframe
- Are being approved/adopted at the appropriate level within the board
- That the school has the statutory policies required to meet their obligations

A written report will be prepared, identifying areas to be addressed, highlighting any areas of immediate concern, together with suggestions for future action. Where appropriate, model policies will be provided and/or links to guidance to support policy preparation.

Personnel policies will not be reviewed, but will be checked to identify if they reflect the most recent version available.

Policies will be accessed from the school website, or may be sent electronically; there is no requirement to visit the school.

Cost: **£POA**

## Parental engagement review

### How effective is your engagement with parents?

Research evidence demonstrates that parental engagement has the most significant effect on children's achievement even after all other factors such as social class, maternal education and poverty have been taken out of the equation.

Good parental engagement is something that schools know is vital to their success but one which they have traditionally found hard to self-evaluate. Ofsted will evaluate 'how well leaders and governors engage with parents and carers, and are transparent and accountable in their contact with parents'. Outstanding leadership and management will have a 'deep, accurate understanding of the school's effectiveness informed by the views of parents'.

This review will identify areas of good practice, areas for improvement, and give the school some suggested next steps.

The review will cover:

- Assessing the clarity of the school's vision and strategy for parental engagement
- How well parental engagement is embedded within the school
- How well embedded systems of parental consultation are and how these influence practice and policy
- The effectiveness of the school's strategy for communication with parents
- How well the school understands who its hard to reach parents are, and how effective strategies are for engagement with them
- How well parents of different groups of pupils are engaged, e.g. parents of pupils with SEND
- How well parents are openly valued and utilised in the school, including opportunities made for parents to come in to school for a range of activities
- How well the school provides support and access/signposting to support parents in relation to their child, including parenting skills

Cost: **£999**



# Reviews

## Safeguarding review

How do you implement and manage Safeguarding within your school?

Section 157/175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. How do you:

- Safeguard your children and staff?
- Review your safeguarding policies and processes to manage change improvement?
- Identify training needs and maintain Senior Designated Lead at Group 3?
- Identify and ensure whole-school training is carried out?
- Identify and ensure Group 2 and safer recruitment training is carried out?

We can help implement and facilitate management of Safeguarding within your school by providing:

- A comprehensive review to ensure your statutory requirements are being met
- Review current recruitment procedures and record keeping
- Help with change/improvements by providing:
  - Templates and models
  - Group 3 training for Senior Designated Leads and their deputies
  - Regular training
  - Group 2 and/or safer recruitment training for governors and heads

Cost: **£512**

## SEMH review

The Ofsted framework contains guidelines for schools and settings in relation to Personal Development, Behaviours and Attitudes. An SEMH Review will provide advice on developing the school behaviour policy, while clarifying the powers and duties for school staff to develop best practice for managing behaviour.

It will focus on:

- School leadership
- Classroom management
- Use of rewards and sanctions
- Behaviour strategies and the teaching of good behaviour
- Staff development and support
- Pupil support systems
- Liaison with parents and other agencies
- Management of pupil transition
- Organisation and facilities

This will give headteachers and school governors confidence and reassurance and will assist in preparing reports and in preparing for an Ofsted visit.

Cost: from **£820**

## SEND review

*"Educational excellence for children with SEND requires schools to use their best endeavours to meet the needs of all their pupils, and to monitor and track how well they are progressing. We know that classroom teachers are at the heart of schools' response to meeting individual needs: excellent teaching is the key."* (Edward Timpson, former Minister of State for children and families)

The SEND review enables schools to evaluate the effectiveness of its provision for pupils with special educational needs and disabilities and helps to ensure that all children and young people, in all educational settings, achieve their very best, including the skills and qualifications that they need for successful transition to the next phase of their education.

The SEND review consists of a multi-step process and is led by skilled and highly experienced leaders of SEND with successful backgrounds in SEND, leadership and school improvement.

All SEND reviews are bespoke, building on the school's own self-evaluation and reflecting the school's own requirements.

The SEND reviews are a two-day package and provide a powerful opportunity for:

- Improving the quality of provision of SEND
- Incorporating a whole-school approach to SEND
- Supporting SENCos in the development of their role
- Ensuring the school's SEN statutory obligations are met

This will support the raising of standards and achievement of all pupils. The outcomes of this review can be used by the school to prioritise areas for SEN development contributing to the school's self-evaluation and improvement plan.

Cost: **£1,466**

# Briefings and Network Meetings

We pride ourselves in supporting schools to have the latest and most relevant information relating to the national and local picture. Our briefings, update events and subject leader sessions are a fantastic and cost effective way for your school to keep on top of the ever changing educational landscape and hear about the latest information from the DfE, Ofsted and other national bodies as well as updates on current thinking, research and pedagogical developments relevant to a particular area.

These sessions link to age phases, specific roles, curriculum subjects or key areas of teaching and learning. These opportunities are intended to provide focussed input across a range of current topics and issues to enable schools to make informed decisions regarding their own development and improvements. They will provide an opportunity for schools to ask questions and share key issues with colleagues. Each event is specifically designed to meet the needs of the audience and will be delivered by experts in each area.

## School leadership updates

This is a short, half-termly slot for headteachers, senior leaders and governors to tap into 'in the moment' updates. This virtual session is delivered by the team in a 1-1.5 hour slot at the end of the school day and so can feed into staff and SLT meetings. It takes a practical no-nonsense approach to each topic, with tools, templates and a point to good practice.

## English, Mathematics and PE (primary)

### Subject leader network meetings

#### Package 1 - per subject

Attendance at termly half-day subject leader network meetings (three meetings across the year - one place per package).

#### Package 2 - per subject (can be delivered in-person or online)

Attendance at local cluster subject leader network meetings MAT/federation/LLC etc. (venue and refreshments to be provided by the cluster for a maximum of 20 people)

## SEND network meetings

Aimed specifically at SENCOs and school leadership, this event gives professionals a chance to receive updates on SEND and network with colleagues in their local area.

Funded by DCC for Devon schools.

## EYFS briefings

Keep up to date with current early years issues, developments and new initiatives and network with colleagues (three meetings across the year - one place per school/federation/MAT).

## Educational visits co-ordinator network meetings

To comply with Health & Safety at Work legislation, headteachers, EVCs and visit leaders must be 'competent' to carry out their duties. Headteachers and EVCs should attend a one day training course and then named EVCs should attend at least one of the biannual EVC briefings per year.

## Bursar briefings

A workshop style session giving latest updates on issues affecting the work of bursar. It also provides a networking opportunity for bursars to meet Our finance consultants and school colleagues to consider new initiatives and share ideas and good practice.

These bursar briefings are available to all school business managers and bursars (one free place per school for finance consultancy subscribers).

## School library network meetings

These termly meetings are led by the school library service advisory team and are a source of up-to-date information, the sharing of ideas and good practice, plus a chance to look around another library and talk about the books we love!



### Costs

#### Half-day English (primary), Maths (primary) or PE (primary)

Package 1: **£200**

Package 2: **£1,881**

#### English (primary) and Maths (primary) attendance at both half-day subject leader network meetings

Package 1: **£361**

Package 2: **£3,762**

#### EYFS briefings

Individuals: **£200**

Groups: **£1,881**

#### Educational visits co-ordinator network meetings

Available as part of the annual subscription (see page 70)

#### Bursar briefings

Available as part of the annual subscription (see page 39)

The above prices are for briefings and network meetings purchased as part of an annual subscription. However, all of our briefings and network meetings are available to purchase on a pay-as-you-go basis, prices from £77 per session.

#### School leadership updates (free of charge)

#### SEND network meetings (funded by DCC for Devon schools)

#### School library network meetings (free of charge)



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# Educational Psychology Service

The Educational Psychology Service is delighted to be offering a traded service to Devon's schools. Please note that capacity is limited, and we may not be able to support every request.

## Psychology Works consultation package

### Quick start solutions through consultation

**Recent feedback from SENCOs indicates schools want:**

- More face-to-face time with their Educational Psychologist (EP)
- More time to discuss and agree intervention plans
- More time for their EP to consult with parents and staff

#### SENCO feedback:

"The best way for us to receive support is face-to-face, consultative time with people, problem solving."

In response to your feedback the EPS (Educational Psychology Service) has remodelled our approach to service delivery.

**All new EP work** for whole-school situations, groups or individual children will start with the **Psychology Works** consultation package.

The **Psychology Works** consultation package shifts EP time from carrying out lengthy psychological assessments for a small number of children.

Instead, the EPS will be leading **Psychology Works** consultations for more children and groups of children - finding the ready-to-go solutions that make an extraordinary difference.

#### How does the Psychology Works consultation package support ordinarily available and targeted provision?

School staff bring a concern to the Psychology Works consultation. The package can be used to support settings and staff with individual, group or whole-school issues - such as complex learning needs, alternative curriculum routes and whole-school behaviour systems.

Sharing the psychological approaches explicitly in this way will leave staff with a growing knowledge and confidence, which will enhance the schools' ordinarily available and targeted provision.

"The consultation process was helpful and there is a good understanding of needs since the EP has been involved"

"Each meeting ended with actions, and these were all put into place and reviewed at the next meeting which helped us to track progress and tweak the support"

"My son thought the EP was fantastic and had his best interests at heart. He's usually suspicious of strangers but warmed to the EP immediately"

"This type of support needs to be available to more children because it was so valuable"

#### What are the benefits of the Psychology Works consultation package?

- More children will progress in areas of need through having targeted school-based intervention at an earlier stage.
- More children have an in-depth EP review of their progress in their setting and timely next steps can be agreed.
- More parents and carers can be supported to be actively involved.
- The most efficient use of EP time at a time of scarce resources.
- EPs will be in schools or settings more often, for longer.
- Development of professional practice.

#### What happens in a Psychology Works consultation package?



[www.hcpc-uk.org](http://www.hcpc-uk.org)





# Educational Psychology Service

The Educational Psychology Service is delighted to be offering a traded service to Devon's schools. Please note that capacity is limited, and we may not be able to support every request.

## Training and staff development

### Training and development

The Educational Psychology Service (EPS) plays an important role across Devon schools in delivering training to meet the needs of a range of audiences and settings. Training can be delivered to individual schools, groups of schools and/or parents. The EPS has a variety of popular training packages, including Anxiety Based School Avoidance, Precision Teaching, Attachment Based Mentoring and Relational Practice. New packages are in development on developing alternative routes through the curriculum and other aspects of cognition and learning. Training can also be designed to specific requirements.

#### What are the benefits of EP training and development?

- Increased knowledge of what the research shows works in schools.
- Practical strategies for how to implement evidence-based approaches.
- Improved confidence of staff to meet the needs of a variety of children.
- Shared understanding to support priority issues across the school community.
- Supporting parents and carers to be actively involved in their child's education.

### Psychological supervision for staff

Psychological supervision is a structured process of regular support based on psychological principles. For example, a member of school staff may meet with the EP once a month for an hour.

Supervision has the potential to greatly empower staff and provide stress reduction for those working with children with complex needs. It enables staff to share concerns and take time to consider the emotional impact of their work.

#### What are the benefits of psychological supervision?

Supervision has a strong practical and problem-solving element where common themes are discussed and strategies and actions are agreed. Through encouraging staff to reflect on their practice, psychological supervision can enhance the knowledge and skills of staff. This leads to improved practice and confidence resulting in positive outcomes for children and young people. EPs facilitate supervision in different formats, such as with individuals and groups of staff.

### Contact us

Speak to your school Educational Psychologist for further information or email:

[educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

## PSYCHOLOGY IN ACTION



The team have created a series of free guides that 'open the box' on the psychological knowledge and thinking about cognition and learning used by EPs.

The guides include 5 'fab facts' on: attention and concentration; differentiation and scaffolding; early stages of cognition and learning; executive functioning; literacy; Maths; mediation - helping children to think about what they are doing, and why; memory and processing and metacognition.

Supporters can pick the best top tips to applying this psychological knowledge at once in school or at home.



Visit our  
website



# Attachment Based Mentoring - online learning course

(equivalent to a 3 day face-to-face programme)

This course is aimed at senior leaders, teachers and teaching assistants - it can be very effective to have a mix of people from your setting booked on together.

The Attachment Based Mentoring (ABM) programme aims to meet the specific needs of children who are most in need, by providing them with a significant adult in school who will become a safe base and is able to provide relational support through coaching and mentoring.

The training draws on theories and research from the fields of attachment, coaching and resilience. ABM is a comprehensive practical guide as to what to do and how to be, to ensure that the individual needs of each child are met.

The approach aims to enable children to feel safe, connected, and capable - forming positive relationships and enjoying learning.

We recommend having a learning partner at school with whom to discuss your learning and development.

## Learning outcomes:

- Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning
- Learn how to become the child's significant adult
- Meet attachment needs by considering the mentoring relationship
- Develop solution focused coaching and mentoring skills
- Consider the wider role of the mentor in terms of social learning, restoration, advocacy and practical support
- Downloadable version of our Attachment Based Mentoring course publication
- Certificate of achievement

## Blended learning approach through:

- Videos
- Audio guides
- Reading and exploration
- Interactive activities
- Personal reflection
- Community forum - a place to share thoughts, idea and plans with other learners and the course tutors

**Cost: £450 (Fully funded for Devon schools)**

Visit our shop: [devoneducationservices.co.uk/products/1655](https://devoneducationservices.co.uk/products/1655)  
Contact us to discuss group discounts: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)



# National PSHE CPD Programme

## (online sessions)

### How are you meeting the statutory requirements for PSHE?

Government guidance (2018) required ALL schools to teach Relationships Education/Relationships & Sex Education and Health Education by September 2020. The National PSHE CPD Programme will lead participants through the areas necessary to have a confident, accurate and up-to-date knowledge, appreciation and understanding of PSHE along with associated research, guidance and pedagogy.

### Who should attend?

Our programme is aimed at teachers, HLTAs, community nurses, police officers, teaching assistants, youth workers, fire and safety officers and other professionals delivering and supporting PSHE in schools and other settings.

### Multi-session event

This is a comprehensive, 6 online sessions, tutor-led programme, which progressively builds upon the previous session, enabling participants to apply an evidence-based approach to their teaching and strategic developments. Participants will be required to plan and deliver a PSHE lesson, which will be observed - this forms part of the reflective approach underpinning the course.

All necessary course materials are provided; these will support participants during each of the training sessions and will help to direct further independent reading and study. This course will be delivered by the team at Jigsaw PSHE.

#### The 6 sessions:

- Getting started with the PSHE CPD programme and guidance and theory underpinning PSHE
- RSE and health education
- Relationships education and sensitive issues and active teaching and learning and effective lesson planning
- Assessment and evaluation and lesson observation and preparation
- Teaching PSHE that impacts on emotional and mental health
- Teaching PSHE that impacts on staying safe and safeguarding and equality and values

#### Training objectives

Six tutor-led online sessions to:

- Support positive mental health
- Help address safeguarding, including child sexual exploitation, radicalisation and FGM
- Improve competence and confidence in delivering PSHE, relationships, sex and health education
- Raise the quality of teaching, learning and assessment in PSHE
- Inspire positive change within the PSHE curriculum
- Effectively support CYP to deal with life's challenges
- Encourage best practice in a climate of wellbeing

For more information about this course please email:

[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) or telephone 07568 102728



# Social Emotional Mental Health

When children experience social and emotional difficulties, they may become withdrawn or isolated and may display challenging, disruptive or disturbing behaviour. Children with Social, Emotional and Mental Health (SEMH) difficulties will often feel anxious, scared and misunderstood.

Personal development and behaviour and attitudes are two of the four key judgements of the Ofsted framework, in which schools are required to provide evidence which demonstrates effective practice and the impact of improvement strategies and shows their children are able to learn.

Our SEMH Support Team is experienced and skilled in working with schools to meet the needs of disadvantaged and at risk pupils and achieve Ofsted outcomes.

## Bespoke consultancy

The SEMH team offers a wide range of tailor-made support including:

- Bespoke group/whole-school training including attachment based mentoring, PIPS (Passive Intervention and Preventative Strategies), supporting SEMH through small group work, Introduction to the Boxall profile, developing nurturing schools, Free2BeMe, how the brain works, an introduction to practical counselling skills to promote effective learning and restorative approaches
- Whole-class observations, supporting school staff to develop individual school-based plans, relational support plans, personalised curriculums/timetables, behaviour care plans and individual risk assessments
- Whole-school/team/individual solution focused coaching
- Developing in-house systems to monitor, review and evaluate efficient and effective support of those with identified SEMH needs, including audits of policy and practice

In addition to the intervention strategies above, staff training and development is available and could include:

- SEMH review (see page 9)
- Positive playtimes
- Relational approaches
- Individual and whole-school coaching
- ACPVA (Adolescent or child to parent violence or abuse)
- ADHD workshop

## Benefits

- Reduce exclusions and increase inclusion
- Ensure you are Ofsted ready
- Improve the progress of disadvantaged pupils
- Enhance provision for pupils with SEND
- Empower rapid and sustainable improvement
- Improve pupil and staff wellbeing

## Attachment Based Mentoring Training:

"The course really helped me look at my own thoughts and practices and how they can be affecting the children. This has focused my future teaching to improve my relationship and work with children with attachment needs. Thank you."

"I felt like I got a lot out of it personally, but also could see how I could take that back to wider staff."

## PIPS Training:

"The training has helped me think about the child's needs and experiences."  
Willand Primary Summer 2024

"Refreshed my knowledge and has given me more confidence when handling crisis situations"  
Exmouth Primary Autumn 2024

"A realistic approach with the staff at this school acknowledging our experience and cohort"  
Marland Residential School Autumn 2024.



## Online learning courses

Attachment Based Mentoring  
Attachment Based Beginnings

## Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services):

£512 per six hours

SEMH review

<250 pupils £820

>250 pupils £1,536





# Passive Intervention and Prevention Strategies (PIPS)

## Passive Intervention and Prevention Strategies (PIPS)

PIPS training is aimed at all staff working in primary schools, secondary schools, special schools and alternative provisions. It aims to support staff in developing a consistent, effective and acceptable team approach to managing behaviour, while, crucially, maintaining positive relationships and minimising risk for all.

### Module 1: Prevention and de-escalation (virtual or face-to-face)

This explores the key issues surrounding challenging behaviour and emphasises the importance of positive, preventative verbal and non-verbal de-escalation strategies. This module includes work on:

**Values • The Emotional Impact of Challenging Behaviour • Help Protocol • The Prevention Continuum • Positive Prevention Strategies/Strategies to Avoid • Systems and Structures in School • Individual Behaviour Care Plans**

### Module 2: Passive intervention and prevention

This promotes the least intrusive, most caring handling strategies and explores a continuum of passive techniques designed to keep both pupils and staff as safe as possible based on “making movement safe” rather than “overpowering”. This module includes:

**Legislation and Guidance • Reporting and Recording • Principles Underpinning Passive Intervention • Moments of Crisis • Personal Space • Following Movement • Guiding and Escorting • Standing, Sitting, Kneeling**

Costs for individual schools and external training providers - **£POA**



### Expected outcomes from the two modules:

- Experience and practise the skills of guiding, safe touch and holding
- Explore how these acts of care combine with calming, diffusing and problem solving strategies
- Experience passive intervention strategies designed to follow rather than force movement
- Identify key elements for developing a consistent team approach to managing challenge
- Improve knowledge and understanding around risk assessment
- Increase awareness of the importance of recording and reporting, monitoring and evaluating
- Provide a process of repair and reflection for both staff and children
- Develop an increased sense of confidence at times of crisis

For further information please contact:

[andy.simpson@devon.gov.uk](mailto:andy.simpson@devon.gov.uk) | [sue.vanstone@devon.gov.uk](mailto:sue.vanstone@devon.gov.uk)

# Relational Learning

## Core aims

- Develop an understanding of how adverse experiences and trauma may impact on emotional development and wellbeing
- Raise empathy and understanding for children who may be finding school hard
- Develop whole-school practice, procedures and policy aligned to relational learning
- Enable the adults working with children to be able to read their behaviour in terms of underlying needs and provide for these needs in terms of what they are doing and how they are being with them



## Attachment Based Mentoring

(online course equivalent to 3 days learning)

The 3-day Attachment Based Mentoring programme - support, coaching and mentoring for children in school. This course is available as an interactive online learning programme to undertake when and where is most convenient for you.

Blended learning approach through:

- Videos
- Audio guides
- Reading and exploration
- Interactive activities
- Personal reflection
- Community forum - a place to share thoughts, ideas and plans with other learners and the course tutors



## Attachment Based Beginnings

(online course equivalent to 2 days learning)

Built on the basis of the Attachment Based Mentoring programme, Attachment Based Beginnings is designed to provide support to people working with pre-school aged children.

This course explores some of the theories which underpin our understanding of effective relationships and their role in development, learning and wellbeing as well as developing the skills and practical strategies that we need to use in our work with children. The course covers:

- Why significant relationships are the key to development, learning and wellbeing (particularly in the early years)
- The neurobiology of emotions, behaviour and social development
- Attachment theory
- The impact of anxious attachments on thoughts, feelings and behaviour and what we can do to help
- The cornerstones of the relationship - protection, connection, understanding and care

## Attachment Based Mentoring

The Attachment Based Mentoring programme aims to meet the specific needs of children who are most in need, by providing them with a significant adult in school who will become a safe base and is able to provide relational support through coaching and mentoring.

This three day training draws on theories and research from the fields of attachment, coaching and resilience, ABM is a comprehensive practical guide as to what to do and how to be to ensure that the individual needs of each child are met.

The approach aims to enable children to feel safe, connected, and capable - forming positive relationships and enjoying learning. You will:

- Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning
- Learn how to become the child's significant adult
- Meet attachment needs by considering the mentoring relationship
- Develop solution focused coaching and mentoring skills
- Consider the wider role of the mentor in terms of social learning, advocacy and practical support

**This course is aimed at: teachers and teaching assistants who will be attachment based mentors and senior leaders who have a responsibility for student support and wellbeing.**

# Our Relational Learning Programmes

## Supporting learning, development and wellbeing through relationship

Secure relationships have a direct bearing on children's capacity to succeed in school. Relationships and belonging are key to success for all children and essential for those who have experienced relational losses and trauma. Relational learning provides a framework for whole-school development and universal provision, as well as attachment based mentoring for those who have the greatest need.

- Support adults to develop the skills they need to form secure relationships with the children they work with, use coaching skills to support their development and practical skills to support their inclusion
- Support adults to become reflective practitioners who can be responsive to children's needs and adapt to different situations

### Relational learning: relationships for learning, development and wellbeing

This one day course explores the theories which underpin our understanding of effective relationships and their role in learning, development and wellbeing, as well as developing the skills and practical strategies that underpin the relational approach. The course includes:

- Why relationships are key to teaching and learning
- The biology of emotions, behaviour and social development
- The role of the adult as a source of safety, security, regulation and belonging
- The impact of anxious relationships on thoughts, feelings and behaviour and what we can do to help
- Using relational support plans to develop universal to targeted support

This course is suitable for whole-school inset and can be delivered as a conference for larger groups.

### Developing whole-school relational practice and policy

Aimed at senior leaders, this one day course introduces a whole-school approach to relational practice and policy by providing guidance on:

- Establishing a shared understanding and framework for building relationships, regulating and de-escalating challenging behaviour and using restorative approaches to promote learning and reparation
- Developing behaviour policies which support a relational rather than behaviourist approach to personal development and which are in line with up-to-date guidance, research and evidence
- Whole-school practice and systems which are inclusive, responsive and promote positive relationships and an ethos which is beneficial to all members of the school community
- A graduated response which enables schools to meet the needs of children who are most in need

This course is aimed at: headteachers and senior leaders responsible for whole-school development.

### Train the trainer Attachment Based Mentoring programme

Our train the trainer programme is a five day training programme providing you with everything you need in order to deliver the ABM programme yourself. Updated materials, video sessions and email support are available with the programme's annual subscription. The trainer manual is included and delegate reference books are available.

This comprehensive, research and evidence based programme enables your local authority, educational psychology team, virtual school team or multi-academy trust to deliver our Attachment Based Mentoring programme to your local schools and staff. This model represents excellent value for money and offers you the opportunity to earn revenue on your delivery of the three day school programme.

Contact us to find out more and to discuss options to suit your requirements:

[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) | 01392 880783 | 07568 102728

Website: [devon.cc/relational-learning](http://devon.cc/relational-learning)



# Coaching

The Coaching Team is made up of experienced educational psychologists and advisory teachers. There is strong evidence to suggest that coaching has a positive impact on teaching and learning and builds capacity for change in schools. Ofsted recommend that schools should extend their understanding of, and expertise in, coaching to ensure good professional development.

Coaching has a wide range of applications and can be used not only with teachers but with children and young people. Many teachers and students feel stuck with their development. Training and teaching alone often fails to bring about the change required. Coaching identifies clear outcomes for the individual, what works well and how to move forward. As well as focusing on a person's strengths, skills and attributes, it also addresses issues of strategy, confidence, motivation and identity, which are often significant barriers to development. Support with managing demands is particularly important for staff who work with children and young people who have complex and challenging needs. The benefits can include increased resilience with managing the demands of the role, whilst gaining ongoing professional development opportunities.

## Supervision for headteachers, senior leaders and teaching staff

An overwhelming majority of the UK's education professionals have suffered mental health issues as a result of their jobs (YouGov, Education Support Partnership, 2017). The Covid19 pandemic has brought an incredible level of additional demand, with the teaching profession called upon to make frequent systemic adjustments, to adapt to a constantly changing landscape and cope with long term uncertainty. This requires huge amounts of stamina and emotional resilience. As an educational psychology team, we are acutely aware of the importance of access to a "protected space" where educational professionals can safely explore work-related challenges and support their own emotional wellbeing.

**Clinical supervision** offers a solution whereby headteachers, senior leaders and teaching staff can access the support they need to manage work-related stress, in order to develop and maintain high levels of resilience.

### We offer:

**Individual supervision** where headteachers and senior leaders can receive the tailored support they require. Individual supervision can be scheduled in accordance with the needs of the individual, with meetings typically of one hour in duration.

**Group supervision** provides an opportunity for teaching staff to gain emotional support for the challenges experienced in their roles, through reflecting on and reviewing their practice, discussing individual children and young people's needs in depth, and exploring how to change or modify their own practice, within the context of a supportive group.

Group supervision is of 90 mins duration with a closed group of a maximum of 4 staff initially, with the possibility of this group size increasing to up to 8 members for established supervision groups.

Our educational psychologists offering supervision have received additional training and are skilled and experienced within this field.

## Outcomes

- Emotional support and improved wellbeing
- Reduction in stress levels
- Increased resilience to manage work-related stressors
- Supporting you to support others - colleagues, parents and pupils
- Development of professional practice

## Staff group supervision in schools

All our educational psychologists providing supervision have received extensive additional training recognised by the British Psychological Society with eligibility for the Register of Applied Psychology Practice Supervisors (RAPPS).

## Outcomes

The opportunity for staff to:

- Reflect on and review their practice
- Discuss individual children and young people's needs in depth
- Explore how to change or modify practice
- Gain emotional support for challenges experienced

## Support

For more information or to discuss your requirements please contact:

[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)





# Coaching

**Providing a safe, confidential and protected space.**

**Time and support to review and reflect on your practice and reflect on your personal and professional response to work related challenge.**

**Providing regular opportunities to review, reflect, evaluate and develop your professional practice in a safe, supportive and affirming environment.**

## Headteacher coaching and mentoring

As part of the ongoing support that we provide to headteachers we are now offering a programme of coaching and mentoring. In this ever changing and highly accountable educational landscape, being a head of school or senior leader in school is probably one of the most challenging and yet rewarding roles in schools today. This programme offers an opportunity for leaders to access much needed personal support as well as providing ways to move forward and feel empowered to do their best.

Individual coaching/mentoring for senior leaders and heads of schools:

- Regular 1:1 sessions both face-to-face and online
- Focus and topics identified by the coachee
- Feedback and support provided to develop the individual

## Group coaching/supervision

- Groups of teachers or senior leaders receive individual face-to-face coaching sessions
- The coach will identify themes emerging through the individual coaching sessions
- Themes are then presented to the group as a whole for discussion
- A group coaching/supervision session is then offered to identify outcomes and ways forward

## Coaching for teachers, teaching assistants and leadership teams

This can be offered on an individual basis or as part of a school project. As well as individual coaching sessions for members of staff, schools can opt to have a group of teachers coached. In this case the themes identified through individual coaching sessions are discussed with the group as a whole and a group coaching session is then offered to identify outcomes and ways forward.

## Coaching for children and young people

We offer individual sessions and group sessions for children and young people. These can be one-off sessions or a series of coaching sessions, usually 4-6. Coaching can be aimed at raising achievement and supporting young people with their social and emotional development.

## Personalised and flexible training packages that introduce and develop coaching skills for use with adults and students

Our courses range from 3 hour workshops to 3 day courses.

## Coaching for Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads (DDSL):

An exciting offer of a blend of virtual and face-to-face coaching and mentoring for those who work within the safeguarding team. As a team we are now offering mentoring sessions for DSLs and other staff within the safeguarding team, this support is designed to support you in your DSL role.

- The purpose of the sessions will be to provide an opportunity for reflection and sharing of good practice. The session can take place virtually or face to face, 1:1 or in small groups and is designed to provide a safe space that enables you to share and reflect confidentially and with confidence
- Being a DSL along with a number of different responsibilities is often complex and challenging. We are hopeful these mentoring sessions will help to provide you with an opportunity to build your network of support and to provide a platform to raise concerns, frustrations and to increase your knowledge base
- Time for this work can be bought in 3 hour blocks which enables one face-to-face visit

## Support

For more information or to discuss your requirements please contact:

[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)



SOUTH WEST

Institute for Teaching

# Early Career Framework

- An ECF & AB provision offering a single, coherent package of school support
- Expert, local delivery of an Ofsted Outstanding ECF Programme - soon to be ECTE
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# Leadership and Governance

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# Governance Consultancy

*'The importance and significance of outstanding governance and leadership across our education system, in every school has never been greater....effective governance provides strategic direction, creates robust accountability, oversight and assurance for the educational and financial performance of our schools'. (Department for Education).* Our mission as a Governance Consultancy Team is to provide all governors, trustees and clerks/governance professionals with a tried and trusted professional and knowledgeable source of support, information, training and advice. We can help to ensure that your governance stands up to scrutiny and that all those involved are well informed and enabled to play a full part. Our offer constantly evolves to ensure your board stays ahead of the curve and the service meets your needs.

The Governance Consultancy Team knows and understands first-hand the challenges facing school governors, trustees and clerks/governance professionals. Our experienced staff and team of associates support, inform, guide, train and advise governors, trustees, headteachers and clerks/governance professionals as they seek to achieve and maintain high-quality governance and compliance within

their schools in a modern climate of clear, confident, strategic leadership and sharply focused accountability. We offer two subscription options - standard or premium - to deliver value for money and to enable and encourage maximum take-up of our training offer, and allow governors/trustees to attend training without further recourse to the school.

Subscription	Standard	Premium
Individual and confidential access to telephone and email helplines staffed by our experienced team	✓	✓
Access to a wide range of high-quality training and development sessions delivered by our experienced team, many offered at no additional charge or heavily subsidised. A blended, interactive approach of both online and in-person opportunities	✓	✓
Q-cards (question cards) for boards to ask on all key areas of their work	✓	✓
Termly Checklist document to keep you up to date	✓	✓
Termly online briefing sessions	✓	✓
Weekly 'Alert' bulletin, providing up to the minute information	✓	✓
Access to governance templates, guidance and information via our subscriber website	✓	✓
Half-termly 'Checklist' publication, with national and local updates for boards	✓	✓
Access to our full training programme at no further charge		✓
10% reduction on any of our governance products such as reviews of governance or in-house training sessions.		✓
One subscription to GovernorHub Knowledge (formerly the Key for School Governors), which includes GovernorHub (direct costs for comparison are £600 to £890)	£449	£399
Additional subscriptions to GovernorHub Knowledge	£POA	£POA

## Subscription costs for Devon maintained schools

The subscription is based on pupil numbers. Where schools are in a federation with a single governing board, the subscription charges relate to the overall total number of pupils within the federation.

	Standard	Premium
Up to 150 pupils	£579	£989
151-420 pupils	£768	£1,178
421-600 pupils	£1,020	£1,431
601+ pupils	£1,130	£1,541

## Devon maintained schools ONLY

## Subscription costs for academies, MATs and non-Devon maintained schools:

Taking into account the variety of different models of schools and academy trusts, we offer a straightforward charge either as a stand-alone school or academy, or based on the number of Local Governing Boards (LGBs) in a MAT or federation. This ensures that all those involved in governance can access the full range of our service, and the costs can be shared across the number of schools involved.

	Standard	Premium
Stand-alone school/academy:	£1,080	£1,496
2 school MATs:	£1,328	£1,738
MATs with 3 - 5 LGBs:	£1,958	£2,368
MATs with 6 - 10 LGBs:	£3,497	£3,908
MATs with 11+ LGBs:	£POA	£POA





# Governance Consultancy

## Benefits

- Enable your governing board to be well informed and to understand their strategic role
- Access to a wide range of training opportunities through a blended approach of interactive online and in-person opportunities
- Bespoke advice and support delivered by highly experienced and knowledgeable staff
- Dedicated support and advice for clerks/ governance professionals to ensure they understand how best to support the board
- Telephone and email helplines staffed all year round, ensuring a rapid response
- Access to our website for information, templates, model policies and Q-cards, when you need it
- Build evidence for inspection that governors and trustees are developing their skills, fulfilling their legal responsibilities and keeping up to date
- Be outward facing - know what is going on in the world of education and governance beyond your own school(s)

## Bespoke packages of consultancy support:

**Boards are welcome to purchase individual packages of consultancy support, these are available from £249 and could be used towards:**

- Advice and guidance for your governance professional
- Expertise in restructuring governance within your MAT
- Discrete reviews in key areas of trust governance and governing board compliance
- Expert external investigation service for complaints and support with appeal panels
- Bespoke support to foster meaningful engagement with stakeholders

We are happy to discuss your individual requirements and develop a personalised package to suit your needs.

Contact us: [schoolgovernance@devon.gov.uk](mailto:schoolgovernance@devon.gov.uk)

"Thank you so much - it is so good to have your incredible help whenever we need it!"

"Thanks for your prompt and helpful response."

"Thank you so much for such a speedy response, this is really helpful."

Boards subscribing at the standard rate may access the training programme at either no additional cost or 65% subsidy where an additional charge is levied.

Boards subscribing at the premium rate incur no additional costs to access any of the training within the published programme.

Bespoke governance development sessions are available from **£249**, with a **10% discount** to boards subscribing at the premium rate. We can also offer bespoke sessions delivered virtually - talk to us if you are interested in this option.

Individual consultancy is also available. Please call the team to discuss - 01392 287314.

## Costs for additional services

Governance reviews (see pages 7 and 8)

Review of governance (standard) from **£999**

Review of governance (enhanced - includes support to draw up an action plan) from **£1,542**

Governance review in a multi-academy trust from **£2,257**

Website review from **£POA**

Review of policies from **£POA**

Parental engagement review **£999**

## Bespoke in-house governance development

**We can work with you to construct a bespoke in-house session tailored to your needs. You may want to join together with other boards and share the cost.**

### Popular sessions include:

- Roles and responsibilities
- Ofsted - expectations of governance
- Setting and agreeing a vision/strategic direction
- Pupil exclusion procedures
- Complaints - prevention and managing

**Cost:** sessions start from **£249**

We can also offer bespoke sessions delivered virtually, as appropriate, talk to us if you are interested in this option.

**Please call us to discuss your requirements.**

## Did you know...

The Governance Team has a vast range of training available specifically tailored to the needs of governors/ trustees/clerks and governance professionals. We keep our training offer under constant review and regularly add new and updated sessions to our programme.



# Governance Consultancy

**Look out for our lunchtime bite-sized sessions - 45 minutes to 'lunch and learn'! No charge to subscribing schools.**

**Topics include:**

- Securing great outcomes for your disadvantaged children
- Recruiting board members
- Attendance and behaviour
- Headteacher health and wellbeing
- Governing finances

## Mediation Service

We are hugely fortunate in Devon to have access to a team of trained and experienced mediators working as part of the Governance Consultancy Team and this service is available to all schools in Devon.

**The service is offered to all schools (Devon maintained schools, academies and non-Devon schools) at a rate to cover costs.**

Mediation is a voluntary, confidential process that is without prejudice. It provides a safe and secure environment to allow meaningful communication to take place. It works best when used early; so school leaders, governors and trustees need to be aware of mediation as a tool which could be offered where there is a situation in the school involving a complex parental complaint or a breakdown in communications at leadership/governance level. One of the greatest benefits of mediation is that it helps to break a deadlock in communication, it can rebuild relationships and make them stronger for the future. This is really important in a school setting where parents need to be positively engaged with their children's education.

Following an initial conversation with the mediation co-ordinator you will be assigned a mediator who will establish contact with both parties involved and arrange for either a facilitated meeting or a formal mediation to take place.

There are very few situations where mediation is not suitable and often it is just a matter of identifying when a conflict is escalating and recognising that asking for external help is not an admission of guilt, or failure but, the pragmatic approach to ensuring that the best interests of the pupils remain the focus of every school.

To find out more about our mediation service contact:

"Very good news for our family. So thanks SO much to both of you!" - Mediation Service, Summer 24

[educationmediation@devon.gov.uk](mailto:educationmediation@devon.gov.uk)

## Termly briefings and speed updates for governors/trustees and clerks/governance professionals

These sessions are delivered towards the beginning of each term and provide an opportunity for governors/trustees and clerks/governance professionals to be brought up to date with issues which will impact on the board.

**Cost: Free of charge for subscribing schools**

## Heads, Chairs and Clerks - supporting the delivery of strategic governance

An invaluable day for the headteacher, chair of the board and the clerk to attend training together. This in person event includes opportunities to network and share best practice and is suitable for both maintained schools and academies.

**This session aims to:**

- Provide up to date information on the current requirements of the roles and responsibilities of school governors/trustees, clerks and headteachers
- Give all three an opportunity to share good practice with colleagues in other schools
- Enable participants to focus on practice in their own school, identify strengths and weaknesses and plan for improvement.

**Cost: Free of charge for premium subscribing schools**

**£61.60 per delegate** (for standard subscribing schools)

**£179 per delegate** (for non-subscribing schools)



GovernorHub and GovernorHub Knowledge can be purchased via us at a reduced price.  
Cost from **£270**



"Very clearly delivered information on structure and nature of the role. The trainers were both highly knowledgeable, clear in their delivery and approachable. They managed to create a really positive atmosphere despite us all being online."

"I have some ideas in my locker for making an impact at my school"

"Really informative session, short and sweet. Full of support and encouragement"

"Very informative and well delivered, as always"



# Governance Consultancy

Supporting your development - find the right training	New to role	Developing / Experienced	Preparing to lead
<b>Effective governance</b>			
Developing your governing skills - the next step		✓	✓
Effective governance for school leaders	✓	✓	✓
Heads, chairs and clerks, supporting strategic governance	✓	✓	✓
Introduction for new governors, trustees and directors - different sessions for maintained and academy schools	✓		
Leadership of the governing board		✓	✓
Governance update	✓	✓	✓
<b>Effective clerking and the governance professional role</b>			
Appeal panels for complaints and exclusion, the role of the clerk	✓	✓	✓
Clerking for an LGB or hub in a multi-academy trust	✓	✓	✓
Clerking in action - a series of bite-sized topic focused sessions	✓	✓	
Effective communication and managing challenging situations		✓	✓
Effective minute taking	✓	✓	✓
Heads, chairs and clerks - supporting strategic governance	✓	✓	✓
Induction for new clerks and governance professionals	✓	✓	✓
Termly clerks briefing	✓	✓	✓
The clerk as an administrator	✓	✓	
The clerk as an adviser		✓	✓
The governance professional - expanding your skills		✓	✓
<b>Key responsibilities</b>			
Attendance and behaviour	✓	✓	
Complaints - prevention and managing	✓	✓	✓
Governance in special schools	✓	✓	
Attendance and behaviour - what the board needs to know	✓	✓	
Governing the finances - maintained or academy schools	✓	✓	
Headteacher appraisal - the role of governors and trustees	✓	✓	✓
Ofsted: what the board should expect and how to prepare	✓	✓	✓
Parent engagement, a governance perspective	✓	✓	✓
Pupil exclusion procedures	✓	✓	
Recruiting board members	✓	✓	
Responsibilities of the safeguarding lead	✓	✓	✓
Safer recruitment	✓	✓	✓
Secondary governance, making an impact	✓	✓	
Securing great outcomes for your under-served children	✓	✓	
Special educational needs and disabilities	✓	✓	
Supporting school leaders' health and wellbeing	✓	✓	
The governance of safeguarding (for all board members)	✓	✓	
Understanding the primary curriculum	✓	✓	
Understanding SEND funding and inclusion in maintained and academy schools	✓	✓	
Visiting your school	✓	✓	

## New to role

These sessions are particularly suitable for individuals who are new to governance, returning after a break, or who already have governance experience, but are taking on a new responsibility within the board.

## Developing or experienced

These sessions are particularly suitable to help individuals build upon knowledge gained through induction and increase confidence once they have been involved in governance for a school term or more.

## Preparing to lead

These sessions are particularly suitable for individuals moving into a lead role (for example as chair, safeguarding lead, governance professional, line managing Local Governing Body or Hub clerks.)



# School Leadership and Effectiveness

School Leadership and Effectiveness Team is a highly skilled group of advisors with first-hand experience of school leadership, bringing a breadth of expertise across secondary and primary phases and in current Ofsted inspection; providing professional support and challenge to schools in all aspects of school leadership and effectiveness. We understand the wide range of conflicting priorities that school leaders face and we pride ourselves on being able to offer you a bespoke and nuanced service which allows you to tailor our offer to meet your individual school needs.

The Headteacher Standards 2020 state that *'headteachers are leading professionals and role models for the communities they serve. Their leadership is a significant factor in ensuring high quality teaching and achievement in schools and a positive and enriching experience of education for pupils.'* This goes to the heart of our offer, which focuses on leadership and management and the quality of education and includes access to training, updates, and a flexible range of support and development opportunities which will facilitate headteachers and leaders as they strive to be the best they can be.

## Bespoke consultancy

Costs are based on a daily rate and the number of days purchased can be used to address any combination of the priorities below, if what you want is not on the list, just ask.

**Support may include all or some of the following:**

### School Leadership and Effectiveness

- Provide quality assurance of the school's self-evaluation
- Support with school improvement planning
- Guidance on how to identify key data trends and identification of key lines of enquiry
- Prepare a robust evidence base against the Ofsted criteria and to support the SEF
- Prepare for leadership interviews
- Develop and deliver effective performance management systems
- Provide coaching and mentoring and/or develop school systems to deliver this
- Quality assure the effectiveness of leadership at all levels
- Support leadership re-structure and change management

### Curriculum (see English and Maths pages also)

- CPD for middle leaders to articulate and evidence the impact of their work on the Quality of Education
- Support the school or groups of schools to undertake peer self-evaluation of areas of the curriculum
- Evaluate how secure curriculum development is and which subjects may need further work

- Evaluate the inclusiveness of the curriculum for disadvantaged pupils and other key groups
- Support schools to be able to articulate how well the lowest 20% of pupils, including those with SEND, are accessing individual subjects and whether higher attaining pupils are deepening their learning and making progress from their starting points
- Evaluate how well stated intent matches to implementation and impact in identified subject strengths
- Evaluate whether expectations are sufficiently ambitious in individual subjects

### Headteacher performance management (see page 31)

Support to the governing board for headteacher appraisal. The whole day session provides:

- pre-visit
- preparation
- on-site meetings with the headteacher and appointed governors
- support to facilitate the review meeting and objective setting
- post-visit drafting of review statement and agreed objectives

### Headteacher and leadership recruitment (see page 30)

Professional guidance from an educational adviser during the process to support.

- Initial meeting with governing board
- Shortlisting
- Planning and organising the interview programme
- Preparation of assessment activities for candidates
- Overseeing the assessment activities during interview days
- Professional feedback to all candidates

### School Leadership and Effectiveness updates

This is a short slot, half-termly slot for headteachers, senior leaders and governors to tap into 'in the moment' updates. This virtual session is delivered by the team in a 1-1.5 hour slot at the end of the school day and so can feed into staff and SLT meetings. It takes a practical no-nonsense approach to each topic, with tools, templates and a point to good practice.





# School Leadership and Effectiveness

## Teaching assistant learning sessions:

This offer provides professional development training for teaching assistants working within primary or secondary phase schools and settings. Four sessions explore four key elements that maximise the impact of teaching assistants work on learning and outcomes for pupils. Sessions can stand alone or be delivered as a CPD package.

The training addresses the following:

- Effective questioning
- Feedback on learning
- Independence and scaffolding learning
- Managing behaviour positively

## Benefits

- Enable Leaders at all levels to access bespoke leadership development and coaching to suit the needs of the school and of the individuals
- Access subject and middle leader support beyond English and Mathematics
- Allow access to highly skilled and experienced team with a range of specialisms in leadership and quality of education
- Develop confidence in leaders at all levels to confidently engage with Ofsted inspectors and build evidence of the impact of leadership
- Provide alongside support to benchmark the quality of the broader curriculum and its impact on learning and progress
- Access to examples of good practice
- In-house training and development opportunities across all aspects of leadership and school effectiveness to suit the need of the school

## School improvement support

"Thank you for your time this morning, I was very encouraged by your visit and the discussion we had afterwards, which was exactly what I hoped for. Many thanks for your help with getting ready for inspection, I'm geared up for at least one next week!"

Executive Head of a Devon federation

## Ofsted - support

"I would be remiss if I didn't mention the support and belief that the LA have provided; thank you for seeing us for what we could be, rather than what we were. Your positive inputs have been valuable."

Chair of Governors, Devon school

## School Improvement Support

"Having briefly reflected on the day, whilst some elements are disappointing, we recognise our areas to improve, which will enhance our curriculum offer. We, as an SLT, didn't feel anything was a surprise but yesterday has given us renewed focus and helped us realign our short and medium term goals. Once again thank you for your time working with us - we really valued your visit."

Head of School



## Costs

Consultancy daily rate: **£733**

Headteacher performance management whole day: **£733**





# Education Recruitment Service

The processes of choosing a new headteacher, or other key member of leadership staff, are among the most important for a governing board or school leadership team to get right. Staff recruited into these key roles have the potential to energise a school, develop staff and improve outcomes for young people. We will support governing boards throughout the process in making the right choice.

## Headteacher and leadership recruitment

Professional guidance from an educational adviser during the process to support:

- Initial meeting with governing board
- Shortlisting
- Planning and organising the interview programme
- Preparation of assessment activities for candidates
- Overseeing the assessment activities during interview days
- Professional feedback to all candidates

All our support is tailored towards the individual needs of schools to help attract the very best candidates for the school. Our educational advisers are professionals who have held senior management or headship posts and have wide ranging experience of leadership recruitment.

### Roles included in this service:

- Headteacher
- School finance/business manager
- EYFS co-ordinator/leader
- Deputy head
- Subject leadership (e.g. Mathematics subject leader)
- Head of teaching and learning/curriculum lead
- Designated Safeguarding Lead (DSL) - including advice from nationally accredited safer recruitment trainer (Lucy Faithfull Foundation) - Jon Galling
- SENCo/SEN lead teacher

### Headteacher induction

In addition to attendance at the DCC funded welcome day, and initial adviser visit, further support can be purchased, and training events are also offered.

### Benefits

- Secure high-quality leadership for your school
- Maintain a confidential and secure recruitment process
- Access high-quality, impartial, value for money advice and support

## Headteacher performance management

"Thank you for running such an interesting and productive session - I learnt a lot and found it really useful for my new role as Chair."  
Chair of Governors

## Headteacher Recruitment

"Can I take the opportunity to thank you both for the brilliant work that you both undertook regarding our Headship appointment. It is very much appreciated by ourselves as Managers."  
Chair of Governors

### Costs

Contact us for more information and pricing:  
[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)

### Did you know...

All new headteachers in Devon schools and academies may attend one of our DCC funded Welcome to Devon sessions.

Please contact: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) for further information.



# Headteacher Performance Management, Coaching, Mentoring and Supervision

**Headteacher Performance Management is a responsibility of governing boards and is one of the key elements of leadership to ensure the effective delivery of high-quality education for all children in a school. We can support this process with highly qualified and experienced advisors with the most up-to-date and current knowledge of the requirements of Ofsted, the DfE and other relevant educational bodies and authorities.**

## Headteacher Performance Management

Headteacher Performance Management (HTPM) will support governing boards to ensure that they receive the best advice to ensure that the critical process of headteacher appraisal delivers positive outcomes which support school improvement.

### Headteacher Performance Management will:

- Reflect on the headteacher's performance and how this impacts directly on school improvement and children's education
- Be a supportive and motivating experience where the headteacher receives specific and constructive feedback
- Set objectives linked to the improvement of children's education
- Enable the improvement of professional practice and identify the headteacher's professional development needs for the next 12 months
- Recognise the need to consider the headteacher's career aspirations
- Be part of an ongoing professional dialogue between the headteacher and governors
- Remain a confidential process unless the headteacher decides to share objectives with a wider audience

### Preparation before the meeting:

- Ensure the governing body have discussed and clarified the process and expectations of the appraisal based on current areas of priority
- Discuss with the relevant governors the focus of the advisor's role in the appraisal process
- Review of relevant data, previous year's appraisal and current school development priorities

### Appraisal meeting

A face-to-face discussion to review the previous year's appraisal and set objectives for the current year.

### Follow up

Feedback to governors as necessary and submit written reports of the review and new appraisal using school formats. Additional mid-year review can be completed on request.

## Coaching, mentoring and supervision

As part of the ongoing support that we provide to headteachers we are offering a programme of coaching and mentoring. In this ever changing and highly accountable educational landscape, being a head of school or senior leader in school is probably one of the most challenging and yet rewarding roles in schools today. This programme offers an opportunity for leaders to access much needed personal support as well as providing ways to move forward and feel empowered to do their best.

### Individual coaching/mentoring for senior leaders and heads of schools:

- Regular 1:1 sessions both face-to-face and online
- Focus and topics identified by the coachee
- Feedback and support provided to develop the individual

### Group coaching/supervision:

- Groups of teachers or senior leaders receive individual face-to-face coaching sessions
- The coach will identify themes emerging through the individual coaching sessions
- Themes are then presented to the group as a whole for discussion
- A group coaching/supervision session is then offered to identify outcomes and ways forward

## Benefits

Coaching supports leaders to:

- Develop and explore their own approaches to improving outcomes for children in their schools
- Establish clear outcomes needed to develop professionally and to improve the quality of all aspects of the school
- Gain confidence in their leadership and the skills and expertise they contribute to the school
- Improve team dynamics and develop common purpose and goals
- Bring about sustainable change

## Costs

Headteacher performance management whole day: **£733**

Coaching, mentoring and supervision: **£POA**



# SEND - Strategic Leadership Support (mainstream and special)

Schools must be confident that school policy, provision and practice is in line with relevant legislation including the Children and Families Act 2014, Equality Act 2010 and SEND Code of Practice 2015.

Ensure your school is able to demonstrate clearly the progress and achievement of this key vulnerable pupil group. SEND strategic leadership support will ensure you have the latest knowledge, information and practical strategies to develop and improve your SEND provision.

Our team has an extensive range of experience in the field of SEND, school leadership and improving schools. We can provide bespoke support, advice and development to schools, settings, colleges, employers, training providers and organisations that work with children and young people with SEND.

## New to role SENCo training

This event is for SENCos who are new to role. It aims to develop an understanding of both the strategic and operational aspects of this unique role in school.

## Bespoke SEND strategic leadership consultancy

Our team can provide a wide range of specialist training, support and professional challenge in order to develop individual and whole-school/organisational provision and improvement. The needs of schools and organisations vary significantly so our team is able to create tailored packages according to your individual requirements. This may include:

- Embedding a clear graduated approach to meeting SEN and disabilities (including using Devon's graduated response tools)
- Preparation for Ofsted
- Develop your school's ability to demonstrate your early help offer and ensure appropriate multi-agency working
- Analysing and using data to target interventions and evaluate outcomes
- Developing a curriculum that is well adapted to meet the needs of different pupils
- SENCo role (including leadership development, effective provision target setting, monitoring impact and outcomes, communicating with parents and services, running effective meetings)
- Advising on statutory compliance
- Developing the role of the SEND governor
- Effective development of support staff
- Understanding SEN funding
- Reviewing procedures and statutory responsibilities for pupils with SEND
- Programmes of bespoke training
- SEND school improvement for all primary, secondary and special schools

## Benefits

- Improve engagement and outcomes for pupils with SEND
- Support the improvement of high-quality inclusive teaching
- Ensure a broad and balanced curriculum that allows progression for all pupils
- Ensure school compliance
- Quality assure your school self-evaluation and effective preparation for Ofsted

## Costs

Consultancy daily rate: **£733**

SEND review: **£1,466** (see page 9)

## SENCo mentoring

Find out more about 1:1 SENCo mentoring.

### Contact:

[educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk) for further information





SOUTH WEST

Institute for Teaching

# National Professional Qualifications

In partnership with Leading Schools South West (LSSW)

Teach First & The National Institute of Teaching

Programmes designed and delivered to develop you as a leader and will help you make an impact in the classroom straight away • All programmes facilitated by experts who are local, serving school leaders • To date we have supported over 1600 programme members, with consistent high pass rates

## SPECIALIST NPQS

For teachers, heads of year, subject and department who want to create a culture of improvement and develop powerful strategies in one of the following areas:

- NPQ for Leading Teacher Development
- NPQ for Leading Behaviour and Culture
- NPQ for Leading Teaching
- NPQ for Leading Literacy
- NPQ for Leading Primary Maths

## LEADERSHIP NPQS

For current and aspiring senior leaders who want to ignite their potential and/or prepare for a new role:

- NPQ for Executive Leadership
- NPQ for Headship
- NPQ for Senior Leadership
- NPQ for Early Years Leadership
- NPQ for SENDCOs

To find out more, visit our website and/or complete an expression of interest via the QR code and a member of the team will contact you

**EXPRESSION  
OF INTEREST**

FILL OUT FORM HERE



[www.sw-ift.org.uk](http://www.sw-ift.org.uk)







# Undertake a **pupil premium review** to maximise the impact of your pupil premium

Schools in the UK receive around £2.8bn in funding through the pupil premium; £1,035 (secondary) or £1,455 (primary) per child entitled to free school meals and £2,530 for those in care. This year the government has revised the guidance and focus in relation to how schools should make use of the pupil premium with a greater emphasis on the use of evidence informed approaches and how the school has arrived at decisions in relation to their pupil premium spending.

Pupil premium is funding to improve education outcomes for disadvantaged pupils in schools in England. Evidence shows that disadvantaged children generally face additional challenges in reaching their potential at school and often do not perform as well as other pupils.

School leaders are best placed to assess their pupils' needs and use the funding to improve attainment, drawing on evidence of effective practice. It is up to school leaders to decide how to spend the pupil premium but with the extensive range of advice and guidance as well as intervention programmes and evidence informed practice it is sometimes difficult to be confident in whether the decisions being made are right for your school.

Ofsted will review the way a school uses the pupil premium to make sure it is founded on good evidence.

Inspectors will gather evidence about the use of the pupil premium and catch-up funding, particularly regarding:

- the level of funding received by the school in the current academic year and levels of pupil premium funding received in previous academic years
- how leaders and governors have spent the funding, their rationale for this spending and its intended impact the learning and progress of disadvantaged pupils, as shown by published outcomes data

## How we can help your school

- Ensure you harness pupil premium funding and develop innovative evidence-informed ways to use it.
- Drive aspirational outcomes, accelerate progress and narrow the achievement gap between disadvantaged pupils and their peers.
- Report effectively on the impact of pupil premium funding and activity.
- At your next Ofsted inspection, help ensure a positive commentary on 'the progress made by disadvantaged pupils from their starting points' in your overall judgement.

## Undertake a pupil premium review

Our pupil premium reviews have been completely revised to utilise the EEF guidance. Evidence suggests that pupil premium spending is most effective when schools use a tiered approach, targeting spending across 3 areas:

- 1. Teaching** - Investing in high-quality teaching.
- 2. Targeted academic support** - Additional support for some pupils focussed on their specific needs.
- 3. Wider approaches** - Support for non-academic issues that impact success in school, such as attendance, behaviour and social and emotional challenges.

Our pupil premium reviews will take a supportive approach to explore different aspects of your strategy and support your decision making in how best to use your pupil premium and how to provide evidence of the impact this has on narrowing the gap.

## Don't forget...

*The pupil premium review itself is an effective and legitimate use of pupil premium funds*

Primary:	£733
Secondary:	£1,174
MAT / federation level reviews:	£POA



SOUTH WEST

Institute for Teaching

## National Professional Qualifications for SENDCOs

Leadership level NPQ | Mandatory Qualification for SENCOs,  
School Leaders or Aspiring SENDCOs

If you would like further information and programme  
updates as they are released, please complete  
our expression of interest form  
using the QR code



**EXPRESSION  
OF INTEREST**

FILL OUT FORM HERE



SWIFT

[www.sw-ift.org.uk](http://www.sw-ift.org.uk)





# Data and Assessment

The Data and Assessment Team support schools by providing effective advice and guidance on all elements of the statutory national curriculum assessment, recording and reporting requirements across all key stages.

Our team continues to offer comprehensive information communicating all the latest updates and guidance published by the Department for Education and the Standards and Testing Agency.

## The data and assessment core subscription package for academies provides the following:

- Provision for statutory KS2 moderation visits by moderators who have successfully completed the Standards and Testing Agency's standardisation exercise, invigilated by the LA. Making arrangements for a robust programme of moderation to ensure that all schools we are responsible for are moderated once every 4 years, or more frequently if required, to validate teacher assessment judgements.
- Co-ordinated subject input that draws on knowledge from across the organisation to ensure best value and focused support. If selected for moderation the time commitment for formal moderation is - half day moderator school visit and written feedback - summer term.
- Provision for KS2 and phonics screening check statutory monitoring visits. LAs have a statutory duty to make unannounced monitoring visits to at least 10% of their schools. If selected for monitoring the time commitment is - up to 1 ½ hour school visit - before, during or immediately after test administration periods in the summer term.
- Data collection. Submission of pupil level assessment data is statutory at the end of foundation stage, KS1 phonics screening outcomes (both Year 1 and Year 2 rechecks). Full data collection guidance will be sent to schools by their LA time commitment - variable - summer term.
- Helpline support for administrators and school-based staff on all key stages in relation to the statutory data collection, access arrangements and reporting requirements as specified by the DfE and STA.
- Access to 'NOVA' school level interactive reports. Early assessment 'INSIGHT' data tabs for Headlines and Intelligence within Perspective Lite. Downloadable reports to use in governor and senior leadership meetings.
- Helpline services for headteachers, teachers, governors and parents on all matters relating to national curriculum assessment.

## Costs

Core subscription:

Sub 1 primary Up to 30 PAN\*: **£736**

Sub 2 primary between 31 to 70 PAN\*: **£822**

Sub 3 primary 71 and over PAN\*: **£977**

\* Published Admission Numbers

Our website: [devon.cc/data-assessment](https://devon.cc/data-assessment)

## Costs

Devon LA maintained schools receive this core subscription package funded by DCC

Devon maintained schools ONLY





# Moderation and Teacher Assessment

All primary academies are required to purchase support for statutory moderation, monitoring and data collection in line with the terms of individual DfE funding agreements. Academies may purchase moderation support from any LA and will be required to confirm that arrangements are in place with the DfE Standards and Testing Agency annually. This subscription is based on a pay as required arrangement as moderation is based on a 4 year cycle and statutory monitoring is unannounced and less frequent.

## Pay as required

- Provision for statutory KS2 moderation visits by moderators who have successfully completed the Standards and Testing Agency's standardisation exercise, invigilated by the LA. Making arrangements for a robust programme of moderation to ensure that all schools we are responsible for are moderated once every 4 years, or more frequently if required, to validate teacher assessment judgements.
- Co-ordinated subject input that draws on knowledge from across the organisation to ensure best value and focused support.
- If selected for moderation the time commitment for formal moderation - half day moderator school visit and written feedback - summer term.
- Access to up-to-date advice and guidance in relation to national changes.
- The opportunity to discuss and moderate judgments on pupil performance against requirements of the teacher assessment frameworks.
- Provision for KS2 and phonics screening check statutory monitoring visits. LAs have a statutory duty to make unannounced monitoring visits to at least 10% of their schools.
- If selected for monitoring the time commitment is - up to 1 ½ hour school visit - before, during or immediately after test administration periods in the summer term.
- Data collection. Submission of pupil level assessment data is statutory at the end of foundation stage and KS1 phonics screening outcomes (both Year 1 and Year 2 rechecks). Full data collection guidance will be sent to schools by their LA time commitment - variable - summer term.

## Costs

Subscription: **£POA**

**You may want to consider the data and assessment core subscription package on page 36. This package provides all these services if you are selected for moderation and monitoring and the reassurance that these services are covered.**

Book at: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

Our website: [devon.cc/data-assessment](http://devon.cc/data-assessment)

## Costs

Devon LA maintained schools receive this core subscription package funded by DCC

**Devon maintained schools ONLY**







# Finance Consultancy

The core package includes consultancy and on-going support as well as the added benefit of access to the website and a named consultant for continued support throughout the year. The SLT, governors, Education and Skills Funding Agency (ESFA) and local authority need to see an accurate picture of the school finances which starts with the budget, and the team can work with you to produce the necessary reports from the financial reporting suite to monitor progress. Compliance with the Schools Financial Value Standard means that effective management of the delegated budget is required - we can help you achieve this substantial task.

## Core Package

- One half-day visit from a finance consultant per term tailored to your requirements.
- Access to a dedicated finance consultant for telephone and email support of up to 15 minutes per day. Call us for support on funding issues, setting up reports or accounting queries.
- Access to the finance consultancy website and regular newsletters.
- Bursar briefings (1 place per briefing per school/federation). Additional places may be purchased.

Cost: **£1,421**

## Additional finance consultancy days

Additional consultancy days can be purchased by subscribers to the core package to provide support as required.

Cost: **£415 per day | £249 per half day**

## Bespoke quotes are available.

Just because it isn't listed here doesn't mean we can't help. If your school, academy, trust, or federation requires support not listed elsewhere in this section, please contact us with details. If you are from a non-Devon Authority, we would be happy to help as well.

## What can your Finance Consultant do for you?

Our Finance Consultants are experienced education finance professionals. Their services include, but are not limited to:

- Budget preparation/review for submission to governors using the local authority (LA) budget planning tool
- Production of the financial reporting suite of reports for governors and the LA
- Support the production of action plans/revised forecasts where there are significant variances to plan
- Set up of the new financial year including any required structure changes
- Consistent Financial Reporting (CFR) mapping and review of issues versus the LA information
- Support the governing body in meeting the Schools Financial Value Standard (SFVS)
- Benchmarking as part of the SFVS requirements
- Budget Monitoring and FRS report
- Management reporting
- Interview support including shortlisting and question setting
- Strategic support
- Funding projections
- Setting up electronic tools and templates
- Strategic advice
- Options appraisals
- FMS Health Checks
- Salary projections
- Yearend support
- Interpreting guidance and regulations
- Grant support
- Process design
- Induction support for new headteachers to provide an overview of the financial requirements of managing the trust budget and provide support to understand the role of internal audit and the role of the accounting officer.
- Induction support for new bursars to discuss the financial issues directly related to your academy accounts
- Bespoke finance training
- Integrated Curriculum and Financial Planning (ICFP) analysis
- Benchmarking against similar settings
- Finance admin support

For schools and single budget federations, please note that schools within federations with separate budgets and finance systems will require separate SLAs.





# Finance Consultancy

**Compliance with the Schools Financial Value Standard means that effective management of the delegated budget is required - we can help you achieve this substantial task.**

## Finance Admin Cover Service

Our Finance Admin Cover Service will enable you to cover periods of absence, gaps in employment or to help with workload at peak times.

We offer a high level of experience. Schools will not need to provide us with any training or support. We know what you need and how to do it quickly. This makes us a very cost-effective solution compared to agency staff.

Finance Admin Cover includes:

- Raising invoices
- Paying invoices
- Raising orders
- Petty cash
- itrent admin
- School census
- School workforce census
- HR/contract admin
- FMS reconciliation
- Trial balance comparison
- Sims admin support
- Online payment support
- Early years headcount - nursery portal
- Linking to correct DCC departments

Finance Admin Cover does not include any work outlined within the Finance Consultant section except for Finance Admin Support

Cost: From **£283 per day**

## Benefits

- Ensure excellent value for money.
- Ease the burden of financial management with on-going support, help at year-end and assistance with everyday financial processing.
- Ensure you meet regulatory and reporting requirements.
- Increase integrity of financial and management information upon which strategic decisions are made.
- Boost school finance staff skill sets.

## Bursar briefings

A workshop style session giving latest updates on issues affecting the work of bursars. It also provides a networking opportunity for bursars to meet finance consultants, local authority representatives and school colleagues to consider new initiatives and share ideas and good practice.

These bursar briefings are available to school business managers and bursars who subscribe to finance consultancy with one free place available per school or on a pay-as-you-use basis.

## Budget planning workshop

Budget planning workshops allow schools to spend a specific day on preparing their 3-5 year budget plan, outside of the hectic school environment. Education Finance Consultants will be on hand throughout the day to provide advice and support, as well as the opportunity to network and discuss plans with other schools. The cost entitles you to bring up to 3 delegates to the session.

## Finance conference

Schools are currently facing significant financial challenges, which are expected to become even more of an issue going forward, and there are still a lot of unknowns regarding what the future may or may not hold for the education sector, both financially and non-financially. The annual finance conference aims to provide an update and overview of options available to schools from leading professionals in the field on the "hot topics" that schools face.

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"Thank you for the work you did on reviewing our pupil premium allocation and expenditure. Coincidentally, Ofsted arrived two days after your visit and we were able to confidently discuss our pupil premium expenditure and impact."

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**Please see our website for further details:**

<https://devoneducationservices.co.uk/themes/support-services/finance/>



# Data Protection (UK GDPR)

We offer a comprehensive range of affordable data protection compliance solutions designed for all types of education providers. From maintained schools and academies to federations and Multi-Academy Trusts (MATs), we assist you in navigating the complexities of data protection laws. Given the volume and sensitivity of personal data handled by educational institutions, ensuring robust data protection practices is critical. As specialists in education, we are committed to equipping you with the necessary tools, knowledge, and support to achieve and maintain compliance with UK data protection laws. We take pride in understanding each of your schools and the unique challenges they face. Our service includes a dedicated, qualified Data Protection Officer (DPO) who provides proactive support in all aspects of data protection and Freedom of Information law. This allows you to concentrate on what you do best: educating your pupils.

## Existing subscribers DPO annual subscription - RENEWAL

The outsourced DPO subscription renewal package provides continuous support and covers all your data protection needs including:

- Annual data protection compliance reviews either in-person or via Teams
- Regular compliance reports for governing body and SLT
- Telephone and email advice helpline
- Personal Data Breach management including pro-active advice and liaison with the data protection regulator (the ICO) where required
- Access to our Toolkit which includes template policies, privacy notices and guidance
- Access to our all staff data protection compliance training and bespoke SAR and Personal Data Breach training for data protection contact officers
- Free attendance at our popular half-termly DPO Networking Forums
- Termly newsletters including advice, support, tips and updates
- On-site data protection and information security training
- Cyber Security - advice and training on best practice and precautions to take to reduce the likelihood of a successful cyber attacks
- Continued in-person assistance with data mapping and RoPA
- Mentoring for your on-site data protection link

## New Subscribers - Outsourced data protection officer subscription

New subscribers often need an extra help in hand to get up-to-speed and compliant with data protection legislation, and, in addition to the above, will receive the following additional services:

- Initial in-person data protection compliance assessment audit with a full report and action plan
- Assistance with carrying out Data Mapping in order to create or update a Record of Processing Activity (RoPA) in accordance with Article 30 of the UK GDPR

## Benefits

- Assurance that you are compliant with the requirements of the law and therefore less likely to incur fines from the regulator
- Access to a highly trained and experienced Data Protection Officer
- Avoiding the need to train or appoint your own DPO
- Training and ready-made policies and guidance available at your fingertips
- Reduced likelihood of personal data breaches and compensation claims

## Multi Academy Trusts and Federations

As the trend toward Multi-Academy Trusts and Federations continues to grow, the data protection complexities and unique challenges these structures bring are becoming increasingly evident. Our tailored DPO service is specifically designed for organisations that encompass multiple schools and academies. We offer a custom-built, comprehensive support package that unifies and integrates the overarching data protection culture of the educational enterprise, ensuring a consistent, level playing field across your entire organisation.

## DPO Service:

"We are very satisfied with the professional and knowledgeable DPO service provided by Devon County Council and would not wish to go anywhere else."  
Torquay secondary school

"Thanks so much Jenny, I have to say, you've been so amazingly helpful! It's great to have your support!"  
South Devon MAT

## Costs

**Subscription Renewal:** Costs: from **£1,318** per school. MAT and federation packages are available from **£694** per additional school.

**New Subscribers:** Costs: from **£2,151** per school. MAT and federation packages are available from **£1,249** per additional school

**Assessment Audit:** **£675**

**Data Mapping Inventory:** **£675**

# Data Protection Support Packages

If an outsourced Data Protection Officer (DPO) provision is not right for you, have you considered our range of supporting resources for your school-based DPO. We have solutions to meet all of your DPO support needs and enable your school to meet their data protection obligations.

## Updated Data Protection Officer (DPO) Toolkit

- Templates and exemplar policies
- Staff awareness online learning
- Termly newsletters
- Access to qualified DPO for advice and support via email/phone (6hrs)
- Access to termly DPO network meetings

**£749**

## Re-vised UK GDPR whole-school awareness training (online)

- One year's annual subscription to online learning, written by our qualified DPO.

**£100**

## DPO networking forum

- An opportunity for your school to continuously improve and develop your DPO's data protection knowledge (a requirement of UK GDPR) to better support your school and a chance for your DPO to meet other school DPOs and share their knowledge and expertise.

**Free of charge for subscribing schools**

**£81.50** per delegate (for non-subscribing schools)

## DPO Cover Service

- Our qualified DPO can provide sickness and absence cover in your school

**£POA**

## Bespoke Consultancy

- Mentor you DPO
- Data breach support
- Data protection impact assessment support
- DPO recruitment support
- Subject access request support
- Face to face bespoke training (to SLT, governors, ALL staff)

**£POA**

## UK GDPR in person training

An opportunity to have our qualified GDPR expert visit your school in person, to deliver your statutory data protection training.

**£249**

## Compliance Audit and Data Mapping Inventory

- GDPR Assessment Audit with a full report and action plan
- Creation or review of RPA log (Data Mapping Inventory)

**Cost: £675 (each)**

## Benefits

- Enable your school to meet their data protection obligations
- Support your school DPO to ensure that they maintain and develop their expert knowledge of data protection law and practices - a requirement of data protection
- Assist your school DPO to ensure compliance with all relevant data protection legislation
- Provide your school DPO with a trusted point of contact offering support and advice as and when required

"Being new to the job role, I found the training very useful and it also gave facts and information that I was not aware of. I will also use the slides that were sent to me after the training in the future if I need to refer back to them."  
Torquay secondary school

"Jenny is extremely knowledgeable about the information presented. The pace was right and fit for purpose."  
Head teacher, Plymouth primary school

"Extremely useful - the training will allow me to carry out my DP duties more effectively. Thank you."  
South Devon Multi Academy Trust



## Online learning courses

Managing data breaches  
Subject access requests  
Whole-school awareness training  
from £29









# Inclusion

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# Ethnically Diverse Education Achievement Service

The Ofsted Education Inspection Framework: equality, diversity & inclusion statement highlights the expectation “that all learners receive high-quality ambitious education; that providers are inclusive of all learners and must be meeting their statutory duties, including those under the Equality Act 2010”.

By working alongside you and using our specialist knowledge, we can help your school to improve educational outcomes for children and young people from ethnically diverse backgrounds, including Traveller heritages, refugees, unaccompanied asylum seeking children, multilingual learners.

## Bespoke consultancy

**Cost:** EDEAS consultancy per hour **£128**, per three hours **£308**, per six hours **£512**.

## Assessment Packages:

### Induction package for new arrivals

Six hours of bilingual support worker for a newly arrived multilingual pupil including initial meeting with parents, interpreting support, teaching and in-class bilingual support.

### Bilingual support package

This can be purchased for example for children needing ongoing support to fully access the curriculum, support parents, ongoing support to reach potential. This is also to support class teachers in terms of planning and communication with parents.

**Cost:** **£636**

### Teacher training (all key stages)

- Closing the word gap
- Supporting multilingual children with writing
- Supporting multilingual children in the Early Years
- Improving support for multilingual children
- Classroom strategies for multilingual children
- Gypsy, Roma, Traveller and Showmen awareness
- Equality, diversity and inclusion awareness

### Workshops for students:

- EDI pupil forum
- Future focus workshop (for Traveller pupils and their peers)
- Bilingual story telling
- Cultural exchange workshops

### Interpreter support

For parent/teacher and multi-agency meetings (for example: P/T, safeguarding, attendance, SEND reviews)

## Benefits

- A multilingual, multi-ethnic, highly-experienced team which works closely with other advisory and consultancy teams in Devon and nationally
- Highly experienced in working with refugees and asylum seekers
- Specialist input at multi-agency meetings
- Rapid response to your pupil's needs
- Up-to-date advice, resources and guidelines on tackling racism and prejudice in schools.
- Practical and realistic support to ensure your school meets its statutory duties to ensure that ALL pupils access the curriculum
- Highly experienced in outreach work with hard to reach families. Specialist support for Gypsy, Roma, Traveller and Showmen families

## Gypsy, Roma, Traveller and Showmen advisory teacher consultancy

Research tells us that GRTS pupils are at greater risk in the education system; they are more likely to be excluded from education or have lower attendance and achievement than their peers.

Our experienced advisory teachers can provide consultancy, guidance, support and training, tailored to meet the needs of your school, setting, pupils and families. **Cost: £512**

## EDI Consultancy

This unique consultancy focuses on your wider EDI needs to help children and staff feel safe and included. We can provide advice on meeting the needs of ethnic minority, gender diverse and/or LGBTQ+ children, including planning for induction, inclusion and transition.

**Cost: £308**

## Costs

**School in-person training and Inset webinars: from £255**

**EDI Audit review - including equality, diversity and inclusions, as well as multilingualism and Traveller provision: £308**

**GRTS advisory teacher consultancy: £512**

**Translation services: £62 per hour**

# Ethnically Diverse Education Achievement Service



## Do you have multilingual pupils or Traveller pupils in your school?

By working alongside you and using our specialist knowledge, we can help your school to improve educational outcomes for children and young people from ethnically diverse backgrounds, including Traveller heritages, refugees, unaccompanied asylum seeking children, multilingual learners.

The LA core offer for maintained schools includes:

### Training packages

#### Key inset day and twilight webinars on:

- Closing the word gap
- Supporting multilingual children with writing
- Supporting multilingual children in the Early Years
- Improving support for multilingual children
- Classroom strategies for multilingual children
- Gypsy, Roma, Traveller and Showmen awareness
- Equality, diversity and inclusion awareness.

#### Bilingual support for children at proficiency level A and B

One support visit per child delivered by bilingual support worker:

- Initial interview with parents, teacher, and child
- Supporting the child, 1:1 or in class
- Use of induction checklist (and interview checklist) as guidelines for support
- Support for parents, teacher and child

#### GRTS support

- Admission into school, links with parents, carers and communities, advice and direction on settling in, induction and transition
- Short-term intervention programmes, which can include in-class support
- Individualised transition programmes for Traveller pupils from primary to secondary
- Developing inclusive approaches, fostering positive relationships and planning curriculum opportunities to value and promote Traveller culture
- Access to the Gypsy, Roma, Traveller and Showmen Awareness training e-learning course

### Bespoke consultancy

- Supporting multilingualism clinics providing advice and support for schools for their multilingual pupils
- Differentiation and multilingualism
- New supporting multilingualism co-ordinator role
- Support on how to make your school and your curriculum more diversity friendly through displays, assemblies and school events
- We can provide a range of diversity workshops for schools including Chinese new year, Ramadan, Christmas around the world. We also provide events for children sharing the same home language across Devon to get together and celebrate their culture
- Half-termly EDEAS newsletter with articles on the newest research and resources plus news on how we can support you

- Support for home language assessments for pupils who are not making expected progress and the schools needs support in identifying SEN. (Please note that if SEN has already been identified, a HLA is not appropriate)
- Access to the EDEAS website and all resources, including the proficiency assessments and one-minute guides
- Support for providing a distance learning programme for Traveller pupils
- Traveller family/school communication link support
- Traveller pupil engagement intervention
- Access to the Equality and Diversity Policy and Equality Duty Review Exemplar and guidance

### Interpreter support

All mainstream schools can access interpreter support for parent/teacher and multi-agency meetings (for example: P/T, safeguarding, attendance, SEN reviews, induction to school meeting).

Each child is entitled to up to 1 hr funded interpreter support/year.

### Pupil support

- 1:1 bilingual from experienced bilingual support workers to support pupils to access the curriculum, subject to availability
- Support of distance learning programs for Traveller pupils
- Small group and 1:1 catch-up intervention teaching for Traveller pupils on site and in school

In addition to the LA's core offer, support can be purchased:

- Home language GCSE preparation classes (translation services)
- Training outside of the key Inset day webinars
- Extensions of long-term bilingual support
- EDI audit review

### Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services)

Bilingual support worker: **£318**

Equality, Diversity and Inclusion (EDI) audit: **£512**



# SEND - Communication and Interaction - Autism

**The Communication and Interaction (C and I) Team consists of highly qualified and experienced advisory teachers, a speech and language therapist, a pre-5 autism specialist and specialist support assistants.**

**We offer support, advice and guidance for children and young people where communication and interaction - autism (diagnosed, on assessment pathway or identified through a graduated response), is the primary need.**

## Bespoke consultancy

We enable staff to meet the needs of pupils through whole-school development, consultancy and training. In collaboration with education settings and other professionals, we support parents/carers through training programmes and workshops.

The C and I team supports a graduated response to the identification of needs and required responses to promote access, engagement and progress in education. In addition to pupil transitions between key stages, schools and phases of education. Schools are assisted in implementing the national autism standards and staff competency framework from the Autism Education Trust.

## Training and professional development

A wide range of tailor-made training is available to support provision for communication and interaction in education settings and across multi-agency providers. Training can be embedded into a wider support package to improve desired outcomes.

Central and setting-based programmes include:

- Autism Education Trust modules for early years, schools and post-16 settings
- Autism and anxiety
- Approaches to demand avoidance and PDA
- Girls and autism
- Social narratives
- Sensory processing
- Lego-based therapy
- Practical C and I strategies

"We really value the advice provided by the C&I team. The practical, hands-on support that is provided, and discussions that make a difference to the inclusion of our CYP and the progress they make."  
Primary SENCo

"The C&I team engagement this term has enabled our teachers to feel more confident in working with this cohort of CYP. Using the tools and resources provided in their teaching and support of CYP."  
Secondary SENCo

"I just wanted to say how much I appreciate you and your colleague/s for today's workshop on managing stress and anxiety. It was so helpful and quite emotional to actually recognise so much of the "responses/ actions in our daughter. Just to hear info and link it to her and listen to ways we can go forward in a positive direction was enlightening. I can't thank you enough."  
Parents (Autism workshops)

## Benefits

- Partnership working with educational settings from 0-25, individual children and their families
- Collaborative working with other agencies in education, health and social care
- Provision of best practice including high-quality teaching, targeted group interventions and individualised learning

## Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services):  
**£512** per six hours

In-school training is available from the Communication and Interaction Team:

**from £256** for a 90 minute themed module.

## Autism Education Trust

**A modular autism programme for professionals / practitioners in education.**

The SEND code of practice specifies that professionals working in education settings should be prepared to support young autistic people and all staff should have a basic awareness of autism and the needs of individuals.

Delivered by the DCC Communication and Interaction Team, the AET programmes offer face-to-face and/or virtual training for professionals working with young people.

Programmes are offered across the early years, schools, post-16 and multi-agency sectors. The programmes form an essential part of your continuing professional development and play a key role in supporting your organisation and workforce to meet the needs of young autistic people, ensuring good attendance, engagement, progress made and exclusions reduced. Programmes will: develop workforce skills, embed positive attitudes and support system leaders.



To find out more about our autism training visit  
[devoneducationservices.co.uk/trainingconferences/](https://devoneducationservices.co.uk/trainingconferences/)



# SEND - Communication and Interaction - Language and Developmental Language Disorder (DLD)

The Language and DLD Advisory Team sits within the Communication and Interaction (C and I) Team and brings together the combined expertise and experience of advisory teachers and a speech and language therapist. We offer support, advice and guidance to schools in meeting the needs of children and young people where language disorder, including DLD (either diagnosed, awaiting assessment or identified through a graduated response) is the main need. Our goal, through our work with schools, is that language and communication needs are not a barrier to a child or young person's wellbeing or academic and social success.



## Bespoke consultancy

We enable staff to meet the needs of pupils through whole-school development, consultancy and training. Language disorder can be difficult to identify as children may have wide-ranging needs, including social, emotional and mental health difficulties. Schools are supported to understand the complexity of difficulties within the area of language and communication and develop robust identification and support systems.

## Understanding and supporting DLD and language

Developing OAIP to support C&I needs - vocabulary, visual support, Colourful Semantics, supporting struggling readers, language and behaviour

Training on interventions - Early Talk Boost, Talk Boost KS1, Talk for Work

C&I learning walks - support to audit your environment from a C&I perspective

## Training and professional development

A wide range of bespoke training is available to support language and DLD needs within both primary and secondary settings, including:

Understanding DLD and language - 2 hours

Language and behaviour - training and consultation - 3 hours

Developing OAIP to support C&I needs (1.5 hours each)

- Vocabulary
- Visual support
- Colourful Semantics
- Supporting struggling readers
- Verbal reasoning and Blank levels

Training on Speech and Language UK interventions (4.5 hours each)

- Early Talk Boost
- Talk Boost KS1
- Talk for Work

C&I learning walks - support to audit your environment from a C&I perspective - 6 hours

Training can be embedded into a wider support package to include coaching and modelling in order to improve desired outcomes.

## Benefits

- Partnership working with educational settings from 0-25, individual children and their families
- Collaborative working with other agencies in education, health and social care
- Provision of best practice including high-quality teaching, targeted group interventions and individualised learning

"The support from the C&I team this academic year has been robust and thorough. The specific support offered in understanding DLD (Developmental Language Disorder) has been used in whole staff training sessions which means that this is now better understood in the classroom."

Secondary SENCo

"Support this year from the C&I team has been extremely useful in developing SEND leaders' knowledge of speech and language as well as support staffs. This guidance has positively impacted on our development of better communication friendly schools."

Trust Inclusion lead

"Following our learning walks with you and professional discussions, we are now better placed and will utilise your recommendations to develop our school SEND action plan."

Primary SENCo

## Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services):

**£512** per six hours

In-school training is available from the Communication and Interaction Team:

**£256** for a 90 minute themed module.





# SEND - Sensory and Physical

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time.

Many children with a sensory and/or physical need will require specialist teaching support and/or equipment to access their learning.

The SEND code of practice states that the UK government is committed to inclusive education of disabled children and young people and the progressive removal of barriers to learning and participation in mainstream education.

The Sensory and Physical Team can provide support and training to ensure compliance with the Equality Act 2010, which classifies disability as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

## Bespoke consultancy

The team support schools and settings in identifying and removing barriers for children with a wide range of disabilities and improving outcomes of children.

This can be done through:

- 1:1 assessments
- An observation of the child in the classroom and how they access the curriculum
- Support, guidance and implementation of sensory specialist curriculum
- Evaluation of the learning environment
- Teaching strategies and modeling good practice to support staff
- Strategies to promote inclusion within the classroom
- Defining and highlighting the possible impact of a sensory and/or physical need
- Identification of what the problems are when a child has a sensory loss e.g. possible delay in language acquisition, localisation of sound, impact of background noise, behaviour implications, accessing incidental learning, acquisition of language - assessment, monitoring and intervention
- What is the impact of the sensory loss e.g. delays in acquisition of phonics, effects on learning to read, unconventional letter formation in writing, potential delay in educational outcomes
- How to address the sensory loss and problems e.g. appropriate amplification and the limitations - hearing aids and assistive listening devices, how to monitor and maintain equipment, bringing the child to the fore, effective use of technology - maximising contrast on white boards, supplementing visual information with auditory information
- Training for school staff to raise awareness of sensory loss and increase capacity within school
- Specific guidance regarding individual needs
- Signposting to other services/sources of information
- Specialist support on access to the curriculum including practical lessons and recording

- Advice on appropriate resources and adaptations
  - Sensory and physical
  - Communication and interaction
  - Cognition and learning
- Specific support and guidance during times of transition
- Assistance in identifying and managing fatigue/pain levels
- Guidance around establishing and maintaining friendship groups
- Working as part of the multi-disciplinary team around a child and contributing to the creation and implementation of statutory and non-statutory plans
- Helping schools meet their statutory legal requirements regarding the moving and handling of children with physical difficulties through training and ongoing support. See next page for courses available.

## Guidance and support on sensory needs, physical development and adaptive access to ICT

Visit our web pages: [devon.cc/sensory-physical](http://devon.cc/sensory-physical)



## Online learning courses

Preparing and Modifying Text for Children with Visual Impairment in your School

Language and Listening and Communication in EYFS

An Introduction to British Sign Language

Childhood Visual Impairment: Impact on Mental Health and Wellbeing



# SEND - Sensory and Physical

## Moving and handling (initial and refresher courses)

Suitable for any staff working with a child or young person who has physical/movement difficulties. (Not suitable for those working with children who have emotional or behavioural difficulties requiring physical interventions.) Subjects covered:

- Legal requirements
- Risk assessment
- Handling plan
- Intimate care
- Personal emergency evacuation plan
- How to keep your back safe
- Handling aids
- Practical techniques

**Introductory course available** - suitable for raising awareness of moving and handling in settings where staff are not 'hands on' with a student to support their movement.

### Costs

Initial training (theory course plus practical in school): **£147**

Refresher training (theory course plus practical in school): **£84**

Book via the shop:

[devoneducationservices.co.uk/themes/send-inclusion-and-safeguarding/physical-difficulties-and-send-ict/](https://devoneducationservices.co.uk/themes/send-inclusion-and-safeguarding/physical-difficulties-and-send-ict/)

## Benefits

- Know how to keep yourself safe when handling children and young people
- Be able to use safe handling techniques confidently
- Understand the process and importance of risk assessment
- Be aware of legal requirements relating to moving and handling
- Have knowledge of a range of handling aids and equipment

Some children with complex needs will fall into the criteria for being seen through the Devon core service, but if they do not, our time can be purchased.

### Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services): **£512** per six hours. **£308** for three hours.

## ICT consultations

Supporting the access to and use of ICT in schools for children and young people with a wide range of needs:

- Sensory and physical
- Communication and interaction
- Cognition and learning

"Thank you for all the support and encouragement you have given XXX in the setting, he thrived with you and watching his face light up when you walked in the door is something I'll never forget."

Nursery Manager

"Thank you for your time to come into my team meeting and share your knowledge and support. This has been so valuable, and all of my TAs have been talking about this and it has already supported their understanding and practice."

Class teacher

"ATPD support for us as a school has been imperative to the positive learning outcomes for our children with physical disabilities. They support students across our school who have physical disabilities and has been instrumental in their progress."

School SENCO

"Great training today! Was really helpful to understand XXX's hearing loss- I didn't know how severe hers was without her hearing aids!"

Class teacher

"ToD delivered some training to staff regarding creating a listening classroom. It was a really good presentation with lots of information that could be applied in our setting. The ToD's knowledge was excellent and evident throughout, but she made the training interesting and interactive."

SENDCo

"Thank you again for the training, it was very beneficial for the team and it has been great to see them discussing the strategies today and how these will support our children."

Nursery Manager

"Staff found your support really helpful, especially in and around understanding how the distance away from the learner impacted on the quality of their learning experience, and the difference of using the ALD compared to when not using it. Staff found it really helpful when structuring seating plans."

Secondary School SENCO, on support received from ToD



# SEND - Strategic Leadership Support (mainstream and special)

Schools must be confident that school policy, provision and practice is in line with relevant legislation including the Children and Families Act 2014, Equality Act 2010 and SEND Code of Practice 2015. Ensure your school is able to demonstrate clearly the progress and achievement of this key vulnerable pupil group. SEND strategic leadership support will ensure you have the latest knowledge, information and practical strategies to develop and improve your SEND provision.

Our team has an extensive range of experience in the field of SEND, school leadership and improving schools. We can provide bespoke support, advice and development to schools, settings, colleges, employers, training providers and organisations that work with children and young people with SEND.

## New to role SENCo training

This event is for SENCos who are new to role. It aims to develop an understanding of both the strategic and operational aspects of this unique role in school.

## Bespoke SEND strategic leadership consultancy

Our team can provide a wide range of specialist training, support and professional challenge in order to develop individual and whole-school/organisational provision and improvement. The needs of schools and organisations vary significantly so our team is able to create tailored packages according to your individual requirements. This may include:

- Embedding a clear approach to meeting SEND through a robust Graduated Approach (including using Devon's Graduated Response tools)
- Preparation for Ofsted
- Develop your school's ability to demonstrate your early help offer and ensure appropriate multi-agency working
- Analysing and using data to target interventions support and evaluate outcomes
- Developing a curriculum that is well adapted to meet the needs of different pupils
- SENCo role (including leadership development, effective provision target setting, monitoring impact and outcomes, communicating with parents and services, running effective meetings)
- Advising on statutory compliance
- Developing the role of the SEND governor
- Effective development of support staff
- Understanding SEN funding
- Reviewing procedures and statutory responsibilities for pupils with SEND
- Programmes of bespoke training
- SEND school improvement for all primary, secondary and special schools

## Benefits

- Improve engagement and outcomes for pupils with SEND
- Support the improvement of high-quality inclusive teaching
- Ensure a broad and balanced curriculum that allows progression for all pupils
- Ensure school compliance
- Quality assure your school self-evaluation and effective preparation for Ofsted

"It was very useful to have an external review of all the many different aspects of my role as SENDCo within my setting. This was done in a very supportive way and allowed for reflection and discussion regarding current practice which was very strategic and led to identifying areas where we could develop and move forward."  
Devon school

## SENCo Mentoring

Find out more about our 1:1 SENCo mentoring.

### Contact:

[educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)  
for further information



## Costs

Consultancy daily rate: **£733**

# Early Help

## What is Early Help?...

Early Help is the extra support a child/young person/family can get if you need it. It may be that you want to prevent a problem, or change things for your family before the problem becomes more serious.

*It is not a specific service or team, it's an approach that brings together people from a range of services and teams who will work together with your whole family to help improve the situation for everyone.*

It can offer support to families from pre-birth to adolescents with all sorts of issues from parenting, employment and school attendance to emotional wellbeing or anti-social behaviour.



## Early Help from the education teams

Devon's Attendance Improvement, Educational Psychology, Ethnic Minority Traveller Achievement, Safeguarding and SEND teams work with schools to strengthen how they work with children and families. We:

- Use the Devon Early Help assessment tool to assess the Early Help needs of a family and individual family members. It is a multi-agency approach and means that the family and everyone involved can make a plan to provide support. Part of the process may include a team around the family (TAF) meeting taking place, with the family to discuss the help they need and who will provide it.
- Support schools with appropriate policy and practice advice regarding vulnerable pupils
- Attend multi-agency Early Help practitioner meetings and undertake follow-up work
- Help schools identify children and young people with additional needs
- Provide information, support and strategies for vulnerable and disadvantaged children
- Provide bespoke training and whole-school/individual staff development



For more information:

To request early help from any of the education teams please contact:

**[educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)**

or visit our website for useful links to available support: **[www.devonscp.org.uk/](http://www.devonscp.org.uk/)**







# Safeguarding and Attendance

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# Safeguarding

***“Everyone who comes into contact with children and their families has a role to play. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.”***  
(Keeping Children Safe in Education).

## Safeguarding review

Designed to support the school to meet statutory requirements by conducting a safeguarding review which will inform the school of significant additional risks that need to be addressed. We will make recommendations where appropriate and help the school to maintain and develop a safeguarding culture in accordance with Ofsted requirements and good practice.

### How do you implement and manage safeguarding within your school?

Our safeguarding reviews offer schools the opportunity to evaluate their current practices and procedures against national and local expectations. Our reviews remain a very popular product in supporting leaders to evaluate their safeguarding responsibilities and in preparing for inspection. The process involves reviewing the schools safeguarding website content and a visit to a school for up to 4 hours. The visit will reflect on:

- Website content against requirements and how additional information is shared
- Undertake and share the outcomes of a staff survey
- Review of the Single Central Record and staff personnel files
- Reflect on the effectiveness of site security, signage and visitor welcome procedures
- Talk to children
- Review safeguarding records for children where concerns exist and how aspects such as attendance are monitored
- Consider the impact of a broad range of training including for those in lead safeguarding role
- Discuss the impact of a wide range of policies and procedures including staff expectations set within these

Following the review, a report is completed highlighting any areas for development with links to, or copies of resources to support these aspects where appropriate. The school will also have a copy of the smart-survey staff questionnaire results. These are anonymous so suitable to share with governors and very useful for inspection.

## Costs

Consultancy rate: 6 hours **£512**, 3 hours **£308**

### Safeguarding review

1 day review (up to 4 hours on site) and annotated review template **£512**

## Benefits

- Fast and direct access to safeguarding support
- Proven, quality service from experienced and trusted professionals
- Experts who understand the South West context

## Bespoke consultancy

We can offer bespoke consultancy to address specific safeguarding issues and/or provide safeguarding support for your designated safeguarding lead.

### Coaching for Designated Safeguarding Leads (DSL) and Deputy Designated Safeguarding Leads (DDSL):

A blend of virtual and face-to-face coaching and supervision for those who work within the safeguarding team. As a team we are now offering mentoring sessions for DSLs and other staff within the Safeguarding team, this support is designed to support you in your DSL role.

- The purpose of the sessions will be to provide an opportunity for reflection and sharing of good practice. The session can take place virtually or face to face, 1:1 or in small groups and is designed to provide a safe space that enables you to share and reflect confidentially and with confidence.
- Being a DSL along with a number of different responsibilities is often complex and challenging. We are hopeful these mentoring sessions will help to provide you an opportunity to build your network of support and to provide a platform to raise concerns, frustrations and to increase your knowledge base.
- Time for this work can be bought in 3 hour blocks which enables one face-to-face visit.

### Internet safety parents' workshop (bespoke school-based training)

Technology workshop - supporting parents and carers to help their child or children use the internet safely.

The session is designed not to scare or intimidate, but to reflect and review what the dangers of the online or virtual world are and how, as parents and carers we can help our children navigate the challenges they will face.

“The trainer is clearly an expert in the field of safeguarding, but also very skilled at tailoring the key messages to parents. His workshop provided a great balance between hard-hitting messages about the dangers and potential risks to children online, whilst also providing practical strategies and empowering parents to be able to help. The trainer formed a great rapport with his audience, actively engaging them with some challenging content. Parents found the session extremely useful and I would highly recommend this workshop to other schools.”

[devoneducationservices.co.uk/products/2523](https://devoneducationservices.co.uk/products/2523)



# Safeguarding

## Training and professional development

Current courses include:

- Extremism, radicalisation and PREVENT - training suitable for all school staff
- Child protection raising awareness (group 2)
- Two day initial group 3 safeguarding
- Safer recruitment and allegations management (nationally accredited)
- Group 3 safeguarding refresher training
- Safeguarding for governors
- Coaching/mentoring within child protection
- Safeguarding for administrators
- Child sexual exploitation

## Safeguarding subscriptions for academies and mats

- Establish, implement and follow good safeguarding policies and procedures
- Ensure all staff are aware of and follow your safeguarding policies and procedures
- Ensure that all staff and volunteers receive child protection training to promote the welfare of your children and protect them from harm.

## Choose the safeguarding subscription that best suits the needs of staff in your school/academy

### Our most comprehensive package E subscription includes:

- Membership of website with unlimited access to safeguarding policies, procedural updates and changes in legislation including guidance on implementation
- Safeguarding forum
- Phone and email support
- 6 newsletters
- Access to Facebook page

- Access to podcasts
- Child protection refresher training
- Safeguarding review
- One selected training from the list
- 3 hours coaching for DSL in each school

“Staff across our multi-academy trust have consistently praised the training delivered by the safeguarding team at Devon Education Services (DES). Whether face-to-face or online, the trainers use their own expertise, thoughtful scenarios and the experience of the staff in the session, to deliver impactful CPD. The wider support from DES in terms of the online materials, easy availability of experts to discuss situations with and the option to work collaboratively on bespoke projects has brought real benefit across our schools. On behalf of all of us I wanted to email to say thank you for the time, commitment and skill with which you audited our centres. Although we know you had an audit template to go through, it never felt like a ‘tick-box’ exercise and you took such care to respond sensitively and appropriately within our context. We really appreciate it. We were so pleased that you met students at each site too!”

Multi-academy trust

“I love the Facebook group - a great way to keep up with things. Thank you for setting this up. It’s so useful and to have all that information in one place... when things arise, it’s easy to find help.”

DSL Devon primary school

SUBSCRIPTION	Package A	Package B	Package C	Package D	Package E
Membership of website	✓	✓	✓	✓	✓
Safeguarding forum	✓	✓	✓	✓	✓
Phone and email support	✓	✓	✓	✓	✓
6 newsletters	✓	✓	✓	✓	✓
Access to Facebook page	✓	✓	✓	✓	✓
Access to podcasts		✓	✓	✓	✓
Child protection refresher training (for the DSL)			✓	✓	✓
Safeguarding review		✓	✓	✓	✓
One selected training from the list *			✓	✓	✓
* Each 1.5hr/2hr session delivered either virtually or face-to-face (where possible)			(held in one central MAT venue)	(for each school in MAT)	(for each school in MAT)
3 Hours coaching for DSL in each school					✓
Price for the lead academy in the MAT	£668	£1,074	£1,600	£1,600	£1,856
Price per additional academies	£312	£692	£692	£892	£1,147

### \* one selected training from the list:

- CPRA (can be specific to primary/secondary)
- Focussed session on: neglect, physical, sexual and emotional abuse
- Safer recruitment refresher
- SCR and personnel file review
- On-line safety
- Exploitation

- Prevent
- Harmful sexual behaviours
- Single central record review
- Whole governing board safeguarding session

Please note: Schools can exchange the safeguarding review for any two of the list above.



# Safeguarding



**Section 175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.**

***"Everyone who comes into contact with children and their families has a role to play. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating."***  
**(Keeping Children Safe in Education).**

In addition to the services that we provide on behalf of the LA, the following may be purchased by DCC maintained schools:

## Safeguarding review

Designed to support the school to meet statutory requirements by conducting a safeguarding review which will inform the school of significant additional risks that need to be addressed. We will make recommendations where appropriate and help the school to maintain and develop a safeguarding culture in accordance with ofsted requirements and good practice.

## How do you implement and manage safeguarding within your school?

Section 157/175 of the Education Act 2002 places a duty on local authorities and schools' governing bodies to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children. How do you:

- Safeguard your children and staff?
- Review your safeguarding policies and processes to manage change/improvement?
- Identify training needs and maintain designated safeguarding leads at group 3?
- Identify and ensure whole-school training is carried out?
- Identify and ensure group 2 and safer recruitment training is carried out?

We can help implement and facilitate management of safeguarding within your school by providing:

- A comprehensive review to ensure your statutory requirements are being met
- Review current recruitment procedures and record keeping
- Help with change/improvement. We can provide:
  - Templates and models
  - Group 3 training for designated safeguarding leads and their deputies
  - Regular training
  - Group 2 and/or safer recruitment training for governors and heads

This list is not exhaustive.

## Bespoke consultancy

We can offer bespoke consultancy to address specific safeguarding issues and/or provide safeguarding supervision support for your designated safeguarding lead.

## Training and professional development

Current courses include:

- Extremism, radicalisation and prevent - training suitable for all school staff
- Child protection raising awareness (group 2)
- Two day initial group 3 safeguarding
- Safer recruitment and allegations management (nationally accredited)
- Group 3 safeguarding refresher training
- Safeguarding for governors
- Coaching/mentoring within child protection
- Safeguarding for administrators
- Child sexual exploitation

## Benefits

- Fast and direct access to safeguarding support
- Proven, quality service from experienced and trusted professionals
- Experts who understand the South West context

**"I just wanted to say how well received the training for our staff on our non-pupil day was. They found the trainer thoroughly knowledgeable, and the session was interactive and informative"**

## Costs

Consultancy rate: **£512**

## Safeguarding review

1 day review (up to 4 hours on site) and annotated review template **£512**

# Safeguarding Online Learning

## **Safeguarding level 1**

From September 2021, it is essential that all staff who work directly with children and young people in an education setting read at least part one and annex B of the most recent KCSiE and that those staff working in education settings, who do not have direct contact with children and young people read and understand either part one or annex A (KCSiE).

In addition KCSiE is clear that staff need to receive regular safeguarding training. This level 1 online safeguarding training is designed to help schools provide basic safeguarding awareness to their staff team and to help evidence the training that has taken place.

This training has been written specifically to be accessible for all levels of literacy and includes audio files to aid understanding and emphasise key points. The training takes approx 30-45 minutes to complete and you will receive a certificate upon completion.

Audience: cleaners, catering staff, grounds/site management, visiting contractors.

## **Safer recruitment**

This online course has been written by our highly regarded Safeguarding Team, for governors, trustees and people who work with children and young people in schools, settings and other agencies in England. It is designed to increase your knowledge and understanding of safer recruitment and it will enable you to be compliant with the most recent KCSiE statutory guidance.

## **Safer recruitment refresher**

How can you be sure that leaders are taking all reasonable measures to ensure that adults are safe to work with children? This online safer recruitment refresher course is designed to increase and refresh your knowledge and understanding of safer recruitment. This training is not a safer recruitment qualification. It is a refresher course for those who have previously completed online initial safer recruitment training with an accredited provider.

## **Safeguarding induction for new governors**

This online course will look at the safeguarding role of governors. You will be introduced to key documents and guidance and find out what safe looks like? You will learn about the role of inspection and sources of possible evidence.





# Attendance Improvement

**The Attendance Improvement Service wants every child thriving in an education setting every day. We do this by supporting schools, settings, children, and their families to aspire to and maintain high levels of attendance by identifying and breaking down the barriers preventing children from attending school regularly.**

## Core offer to all Devon schools

Under the guidance Working together to improve school attendance ([publishing.service.gov.uk](https://publishing.service.gov.uk)), the Attendance Improvement Officer (AIO) will:

- Support and work with Devon schools on the early identification of emerging patterns of irregular pupil attendance, whilst paying particular attention to supporting our most vulnerable pupils
- Work together to agree a joint approach for severely absent pupils (50% and below), this may include specific support with attendance or a whole family plan
- Provide ad hoc advice, support and guidance via email or telephone
- Any school can book onto the AIO Consultation line which is available Monday, Wednesday and Friday's.
- Arrange a termly targeted support meeting for all secondary schools and large primary schools
- Have regular contact with smaller primary schools
- Advise the family's lead practitioner on any attendance elements of a family's attendance plan
- Give advice on legal intervention where all support processes have failed or where there has been non engagement and all parties agree this is the most appropriate course of action
- Advise schools about undertaking formal legal escalation meetings (formally fast track)
- Work to develop strategic policies and procedures in partnership with schools and other agencies to improve pupil attendance across the county.

This means that the Attendance Improvement Officers (AIOs) will no longer be able to visit schools on a regular basis (unless you have purchased additional time on the shop) to discuss attendance or be able to attend school-based meetings which are arranged to discuss and agree action plans in relation to individual pupil absence. The AIO may attend to offer support to new members of school staff where structuring such meetings is an identified training need.

## Purchased hours can be used for:

- Providing strategic advice on policy and practice
- Offering advice and training on the evaluation of attendance data
- Early help establishing rigorous and detailed casework improvement
- Instigating an effective legal process to address parental responsibility
- Maintaining multi-agency practice to address issues affecting good attendance
- Attendance Improvement Officer (AIO) time to address Ofsted identified areas for improvement

## Support, training, guidance and advice

Available to both teaching and non-teaching staff, focussing on efficient registration processes, effective data collection and analysis and identifying possible barriers to attendance as well as opportunities for sharing and disseminating good practice.

## Data collection and analysis

This will involve an in-depth look at the school or setting's attendance data and linked to other relevant data such as behaviour (suspensions), bullying, prejudice and hate related incidents, to analyse trends. Data analysis can be based at an individual level, registration, or specific year group as well as at a whole school/academy level. This data analysis can be used to inform the school or setting's overall strategy and can be included as part the school development plan to measure progress made.

## Benefits

- High-quality service from skilled and experienced professionals with a sound knowledge of legislation, current guidance and best practice
- Support to develop a strong attendance culture in your school or setting with robust policies and processes designed to improve attendance for all pupils
- Clear pathway of support to address barriers to attendance for your pupils including where medical needs are a barrier
- Effective strategies and support early for tackling attendance related concerns, including lateness
- Support to make the best use of your school data to inform your strategy and wider school improvement plan
- Support for all staff in specific roles such as designated teachers, safeguarding leads, child protection and early help co-ordinators, mental health and pastoral leads, SENCos
- Access to a 'one stop shop' service for all attendance and safeguarding concerns

## Costs

Multiples of six hours (only required to top up what Devon LA provides as part of its core services):  
**£318** per six hours









"Thank you so much for all the work you have given us - it is really appreciated and had such a positive impact on children wanting to visit and staff collecting more books.

We look forward to working with you to develop this project further.

Thank you for everything you are doing and the invaluable Library Service."

Primary school Headteacher



# Teaching and Learning

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“The EYC’s expert advice and guidance has ensured our Early Years Nursery and Reception units continue to go from strength to strength. She asks thought-provoking questions and facilitates professional dialogue that results in the best possible provision and outcomes for our children.”



# Early Years Foundation Stage

The Early Years Consultants are all qualified teachers and experienced EYFS specialists with a range of knowledge across the EYFS curriculum, and an understanding of the pedagogical approaches of early years teaching and learning. The Early Years Team can support your school and governor-run settings to develop effective EYFS provision through high quality consultancy, training and professional development services, and enable schools to consider current thinking and creative approaches to meeting the needs of all children.

## Bespoke consultancy

The focus of the visit is negotiated with school leaders and EYFS teaching staff to best meet the school's needs for EYFS. This could include:

- Managing and leading the EYFS, including support for governors or trustees
- Observation of teaching and learning
- Learning walk with EYFS lead/senior leadership team (SLT)
- Planning the indoor and outdoor learning environments
- Provision of an inclusive learning environment
- SENDCo support with inclusion in reception
- Leading EYFS staff meetings
- Crafting an EYFS curriculum advice

## Termly EYFS briefings

These well-established EYFS briefings delivered by the early years consultants enable EYFS Leads and practitioners to keep up to date with current early years issues, developments or new initiatives.

## EYFS review

**An external review of the quality of early years provision and practice to support self-evaluation and to guide developments in the EYFS.**

The aim of the review is to provide a full evaluation of the EYFS curriculum, provision and practice at your school. This will include detailed feedback and a written report to help schools effectively evaluate their EYFS practice and provision and drive improvement.

An early years consultant will undertake a comprehensive evaluation on all areas of practice including:

- Observation and assessment processes
- Enabling environments
- Staff interactions with children
- Quality of education
- Quality of leadership and management

Following the evaluation, a detailed written report will be provided identifying key priorities and recommendations to support and guide improvements in the quality of provision for children.

Costs: **£POA** based on size of the school and number of children.

## Benefits

- Building on the implementation of the 2021 revised statutory framework
- Enhance the quality of teaching and learning in your EYFS
- Quality assurance of your self-evaluation
- Development of the leadership capacity of your staff
- Improved provision of inclusive educational opportunities
- Ideas and interventions to support disadvantaged learners
- Confidence that the school is providing high-quality two year old provision

"During her visit, Tamsin asked astute and thought-provoking questions that enabled our Early Years Lead to find solutions and refine planning to ensure maximum impact on our children. She shared her wealth of experience in a coaching-style and left us with clear next steps for improvement."

Headteacher, Devon Primary and Nursery

## Costs

EYFS briefings (half-day): Three briefings in total - 1 place per school/federation: **£200**

For groups: **£1,881** (up to 20 delegates)

Consultancy daily rate: **£526**



## Online learning courses

Attachment Based Beginnings  
Supporting the wellbeing of practitioners in the early years  
Supporting the wellbeing of children in the early years





# English and Mathematics (primary)

The English and Mathematics teams offer up-to-date guidance and support to enable schools to develop and enhance their understanding of how children learn and the most effective ways to support learning. The work of the advisers is underpinned by current research and the teams are actively involved in research projects and publication.

One of the characteristics of effective CPD, which has an impact on pupils, has been identified as being the use of specialist, external expertise (*understanding what enables high-quality professional learning centre: a report on the research evidence CUREE 2012*). The English and Mathematics teams provide this specialist expertise in a number of areas.

## Subject leader network meetings (online and in-person options available)

### Package 1

Attendance at termly half-day subject leader network meetings in English and Mathematics (three meetings in each subject across the year - one place per package)

### Package 2 (can be delivered in-person or online)

Attendance at local cluster subject leader network meetings MAT/federation/LLC etc in English and Mathematics (as per package 1) - venue and refreshments provided by the cluster for a maximum of 20 people.

### Subject leader consultation sessions

Online consultation with an English or Mathematics adviser to discuss issues relevant to the school.

### Subject reviews

The advisers can provide reviews of provision in English or Mathematics.

- Give headteachers, subject leaders and governors confidence and reassurance about the teaching and learning of English or Mathematics throughout the school
- Support the identification of priorities and planning how to address them

### Subject and pedagogical knowledge and understanding

All of our primary English and Mathematics programmes and CPD can be offered for schools or groups of schools.

Visit our website for our current range of programmes and CPD:

<https://devoneducationservices.co.uk/themes/curriculum/english/>

<https://devoneducationservices.co.uk/themes/curriculum/Mathematics/>

## Bespoke training and consultancy

The teams provide support tailored to meet the needs of groups of schools, individual schools and individuals within schools. The advisers are experienced at working with all those involved in learning and teaching at the primary level and KS3 - children, teachers, teaching assistants, subject leaders, senior leadership teams, headteachers, governors and parents - and provide professional development in all aspects of primary English or Mathematics.

### Assessment

The English and Mathematics teams provide a range of support and training covering statutory assessment in Y6, optional assessments in Y2 and in-school assessment for all year groups. This includes:

- Training for Y2 and Y6 annually to meet statutory and optional expectations
- Supported moderation for Y6 statutory teacher assessment and optional assessment in Y2
- Moderation support for schools and clusters of schools in any year group

### Research projects

The English and Mathematics teams have experience of leading research projects and can support school-led projects in terms of project management, external expertise and evaluation. Recent research projects led by the teams include an Executive Function Research Study focussed on Inhibitory Control in Mathematics and 'transition KS2/3 for disadvantaged pupils in English'.

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"The children were mesmerised by the book 'How Do You Feel?'. So simple yet so intriguing. We had so much fun doing 'feeling' charades! Thought you'd like to know the great impact your work is having out there."

"I have enjoyed the books we have used and have been doing this since Year 1! I have learnt that a good writer is a lot of things and I feel like I have learnt about a lot of different styles of writing and authors. I love reading and I think that has made me a much better writer. I know that when you write you have to think about who is reading your writing and the tools you will use to make the biggest impression."

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## BookWrites

Using real texts to teach writing

English teaching sequences annual subscription to over 200 teaching and learning activities. (see page 66). **£185** per annual site licence

# English and Mathematics (primary)

## Collaborative lesson research (Japanese lesson study)

The Mathematics team is experienced in supporting lesson study underpinned by the principles of the practice in Japan. Members of the team have worked closely with Japanese experts and members of the collaborative lesson research community in England. The team can provide support for groups of teachers and whole schools who are interested in engaging with this powerful form of professional development.

The Mathematics team works closely with the two local Maths hubs; the team lead is the primary and early years lead for the Jurassic hub.



The English team are accredited KS1 and 2 writing moderators.

## Publications, digital resources and online learning

The English or Mathematics teams produce high-quality resources. Current resources available include:

- **Re-think Reading!** guided reading lesson plans
- **BookWrites and BookBuds (teaching sequences)** suggested teaching and learning activities, designed to practise and consolidate learning
- **Children as Evidence** assessing understanding in Mathematics by talking to children
- **Developing Vocabulary** - a CPD package for teaching and learning
- **Assessment of Writing**
- **Greater Depth Writing** - online learning modules



## Online learning courses

<https://devoneducationservices.co.uk/online-learning/online-learning-courses/>

## Benefits

- Keep up to date with developments and research
- Access external expertise
- Support to raise attainment and increase progress in priority areas
- Enhance the quality of teaching and learning in your school
- Improve or sustain your Ofsted rating
- Develop the leadership capacity of your staff and quality assure your self-evaluation
- Improve confidence of staff to teach areas outside of their specialism or area of expertise
- Improve the learning climate

## Phonics and early reading review

Support for schools to meet the core requirements around early reading and phonics, the English team offer a 3 hour review to be conducted alongside the English/reading lead.

Costs: **£62** (Devon maintained schools) **£377** (all other settings)

"We'd be stuck without the Practice Write. Our teacher helps us get bits right in that so that we can get them right when we write independently at the end."

"I love doing shared writing because Mrs A uses our ideas and we decide all together what is the best choice."

"Having the curriculum planning there to underpin my teaching has been incredibly reassuring. I know with certainty that the texts I am teaching across the year will provide my children with all they need to become excited and able writers."

## Costs

English (primary) **and** Maths (primary) attendance at **both** half-day subject leader meetings

Package 1: **£361**

Package 2: **£3,762**

Consultancy daily rate: **£627**

Half-day English (primary) **or** Maths (primary)

Package 1: **£200**

Package 2: **£1,881**

Don't forget that we can deliver training and consultancy remotely online direct into your school or setting.

Contact us for further information:

[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)

## What is BookWrites?

- An innovative package of English teaching sequences for Y1-Y6, BookWrites is a well-established publication written by the Devon English Team and a firm favourite with many schools across the country. It is a dynamic resource which has developed over time in response to ongoing pedagogical research into teaching writing, together with support from expert classroom practitioners.
- With BookWrites, we have brought together our love of high-quality children's literature with expert knowledge of teaching all aspects of writing. Our aim is to provide a secure but flexible framework and sequence of learning, within which teachers can develop their own expertise and agency.

## Why choose BookWrites?

- Proven impact in improving writing standards
- Adaptable for mixed aged classes of all types
- Based on a huge range of high-quality core texts
- Flexible resources to build bespoke progression plans
- Complete coverage of the National Curriculum
- Enables meaningful links with the wider curriculum
- Incorporates choice in outcomes, developing children's authorial voice
- Embedded grammar activities focused on purpose and audience
- Adaptable teaching suggestions and resources
- Access to adviser support and flexible training packages

## What our customers say

"Having the curriculum planning there to underpin my teaching has been incredibly reassuring. I know with certainty that the texts I am teaching across the year will provide my children with all they need to become excited and able writers." Early Careers Teacher

"I love the flexibility of being able to use what my children need from each Book Writes sequence. As a teacher I feel this values the knowledge I have about my children and allows me to make informed decisions about what they need." Class teacher

## How to subscribe to BookWrites

BookWrites is an incredibly competitively priced annual subscription. If you are buying for a Trust or federated group of schools, we offer further discounts to support you. Sequences can also be purchased on an individual basis. For all enquiries about purchasing, please email [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk).

To access free sample plans and browse the complete booklists visit:

[devoneducationservices.co.uk/products/2476/](https://devoneducationservices.co.uk/products/2476/)

If you would like to speak to one of us for some further information, please email [jennifer.core@devon.gov.uk](mailto:jennifer.core@devon.gov.uk).



## What is BookBuds?

BookBuds is the latest in our suite of publications. BookBuds are plans for Reception classes that are compatible and consistent with the BookWrites pedagogical approach to teaching writing but matched to the EYFS curriculum. They provide a perfect foundation for writing in the Early Years whilst also enabling a smooth transition to BookWrites in Y1.

We are aiming to provide plans for an entire year that are sequenced from the beginning of the autumn term through to the end of the summer term. We hope that the plans will enable YR teachers to then go on to create additional plans of their own if they wish.

## Why choose BookBuds?

- Enables consistency for schools using BookWrites but can be used by any school wanting a text-based approach in YR
- Written with high-quality texts as starting points
- Detailed teaching ideas for oral language, reading and writing

- Planned activities for other areas of the EY curriculum, facilitating connections within continuous provision and direct teaching
- Offers specific guidance on providing different contextual writing opportunities:
  - Whole class modelling and creating texts
  - Small group teaching and application of current phonics/word knowledge
  - A choice of independent writing opportunities
- Additional linked texts providing enrichment and breadth
- Written in collaboration with expert EYFS teachers

## How to subscribe to BookBuds

The BookBuds plans are part of the BookWrites subscription, if you are already a subscriber to BookWrites you can find the plans by logging in to the BookWrites site and clicking on the BookBuds link.

For schools without a subscription, the plans are currently available to purchase individually [devoneducationservices.co.uk/products/2758](https://devoneducationservices.co.uk/products/2758)

# Assessment of Writing

**Assessment of Writing is designed to support teachers in making accurate, evidence-based assessments of writing across KS1 and KS2 where no national criteria or exemplification exists, in order to support teachers in establishing appropriate expectations in writing for every year group.**

The publication contains collections of writing at EXS and GDS for every year group from Y1-Y6 with detailed commentary and assessments grids, providing exemplification in a similar style to the STA exemplification for Y2 and Y6. The authors of the resource are all experienced Local Authority moderators and English Advisers working in schools and providing training for teachers.

## Why buy Assessment of Writing?

- Supports accurate teacher assessment in all year groups
- Supports teachers with expectations and subject knowledge for individual year groups, particularly when new to year
- Provides materials for schools to use for standardisation and moderation training
- Aligns with STA moderation collections used by Y6 and Y2 teachers and therefore provides consistency of approach
- Enables objective discussions about evidence in children's writing with genuine collections from schools
- Commentaries include clear explanations and specific examples from the writing to evidence each statement of the year group criteria
- Includes the children's original handwritten copies (with transcripts where necessary)
- Allows an 'at-a-glance' overview of the strength of the collection via the Evidence Gathering Grid (EGG)

## What is Assessment of Writing?

This publication is designed to support teachers in making accurate, evidence-based assessments of writing across KS1 and KS2 where no national criteria or exemplification exists and therefore provide support for teachers in establishing appropriate expectations for their year group. Assessment of Writing comprises collections of writing assessed as EXS and GDS for every year group together with completed Evidence Gathering Grids (EGG) and detailed commentaries, providing exemplification in a similar style to the STA exemplification for Y2 and Y6.

All the collections of writing are from individual pupils from different schools with the standards awarded moderated by our team of STA approved statutory moderators. Across the whole resource, there is a range in terms of the strength of evidence that the writing demonstrates with some collections reflecting very secure evidence while others meet the criteria but with less security.

## Why use Assessment of Writing?

The materials can be used in a range of ways:

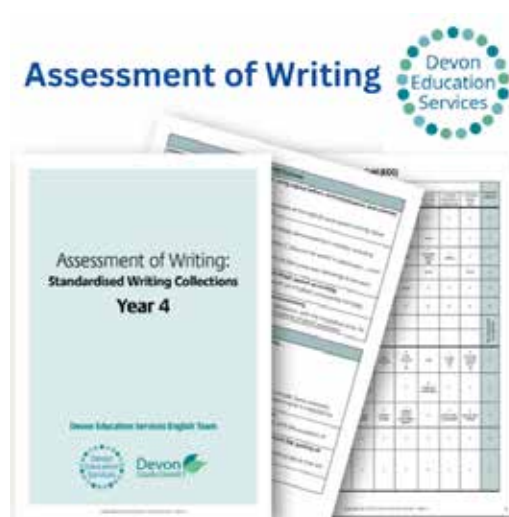
- To support in-school standardisation and moderation
- To support judgements for individual pupils
- To develop teacher subject knowledge

## How to buy Assessment of Writing

The plans are available to purchase:

**[devoneducationservices.co.uk/products/2486/](http://devoneducationservices.co.uk/products/2486/)**

Cost: **£180**



Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)





# Re-think Reading!

**What is Re-think Reading!?** Re-think Reading! is a comprehensive resource to support the teaching of reading from Year 2 to Year 6 (with optional plans for Year 1). It contains detailed session plans, organised into a sequence of learning based on high quality texts: picture books, short stories, novels, poems and non-fiction.

**NEW! A 2024/25 update, including over 30 new plans and access to a newly-created subscribers area is now available to purchase.**

## Why choose Re-think Reading!?

- Teachers can construct bespoke curriculum pathways to suit school contexts, including all combinations of mixed ages.
- Can be used flexibly for whole class teaching, guided group teaching or a combination of teaching contexts.
- Written around whole texts to broaden children's experience of literature and provide an authentic reading experience.
- Builds reading skills, strategies and knowledge cumulatively and iteratively through practice in context with increasingly complex texts: 'Pupils' knowledge can be increased by wide reading across genres and subjects, by focusing on the knowledge they need to understand specific texts' (The reading framework, DfE 2023 p.117)
- Wide variety of approaches support young readers to engage with each specific text. Plans are not formulaic. There are common elements ('Book Introduction', 'Strategy Check', 'Independent Reading', 'Respond to Text', Pre-reading and Post-session tasks) but the structure of each plan is determined by the reading demands of that text – a 'real' reading purpose.
- Fosters rich discussion between children and with teachers as the primary vehicle for exploration of the text: 'Pupils will become better at each of the assessed aspects of reading when they read, think deeply about, and respond to texts through discussion and in writing.' (The reading framework, DfE 2023 p.118)
- Independent reading activities integrated into the sequences of learning, enabling children to explore more deeply, practise, and develop responsibility for enquiry into text.
- Additional training and adviser support available.

## Our new subscription offers the following:

- 30+ brand new reading plans for Years 2-6, giving teachers even greater choice and flexibility, including texts that represent diverse identities and experiences, 'classic' literature, novels, short stories and non-fiction.

- All 77 original plans for Years 1-6.
- Our commitment to ensuring there will always be enough plans based on available texts for full curriculum coverage - we will be periodically writing new plans to replace those on harder to source texts.
- New national curriculum reading objectives coverage charts to support schools in curriculum planning.
- A new Re-think Reading! subscribers area (microsite) to which further support materials will be added over time.

## How to buy Re-think Reading!

Plans can be purchased individually or as a whole package:

- **£140** for our 10-year subscription including all plans, updates, and access to our subscribers area

**We are offering a huge 50% discount to all our current BookWrites subscribers, and those schools that had purchased the original Re-think Reading! resource from our Devon Education Services shop. Contact [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) for a redeemable code. (ONLY AVAILABLE UNTIL 31 DECEMBER)**

- Individual plans: **£3** each

For 3 free downloadable sample plans, and to purchase a subscription, visit [Re-think Reading! | DES](#). For individual plans, visit [Re-think Reading! resources | DES](#)

## Contact us

If you would like to speak to someone for further information, please get in touch by email:

- Technical issues and subscription queries: **[educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)**
- Content queries: **[rebecca.new@devon.gov.uk](mailto:rebecca.new@devon.gov.uk)**
- To enquire about further support from our team of expert English advisers (Re-think Reading! or developing reading in general): **[rebecca.cosgrave@devon.gov.uk](mailto:rebecca.cosgrave@devon.gov.uk)**

Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

# Developing Vocabulary - a CPD Package for Teaching and Learning



## Six short staff training sessions

This suite of materials has been designed following several successful projects in Devon. Based on sound, up-to-date research into vocabulary development, we aim to provide CPD leaders in schools with the subject knowledge and high-quality materials they need in order to drive their own project and develop their school/department approach to teaching vocabulary. It supports a model of collaborative learning, which has been proven to have the greatest impact on both teachers and students.

## The electronic 'pack' contains...

- Six detailed (roughly 90-minute) session plans/presenter notes (these include the subject knowledge needed to run training, links to further reading and a number of suggestions for adaptations)
- Train the Trainer video module to support effective implementation
- PowerPoint presentations for each session
- Photocopiable resource masters for the sessions

Plans have common features: suggested timings, descriptions and explanations of activities and reference to resources required. Pre- and post-session tasks are provided, with the expectation that participants will complete these in order to get the most out of each session. Each begins with a 'word warm-up' to foster word consciousness and model activities worth doing with children; all end with a short activity to encourage reflection on what has been learned during the session.

The whole programme can be purchased now for just £200

Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

A photograph showing three children in a classroom setting. A girl with curly hair in a blue dress is looking down at something, and a boy next to her is also looking down. A teacher or adult is partially visible on the left, looking towards the children.

# Children as Evidence Resources

## Assessing understanding in Mathematics by talking to children

- End of key stage 1 teacher assessment resource
- Assessment resource foundation stage to Y6
- Professional development package - Supporting all year groups with examples from Y1, Y3 and Y5. The children as evidence professional development package provides an understanding of the children as evidence materials and how they can be best used.

Moderating by talking to children allows the children to demonstrate their understanding for all the statements within each standard particularly the more difficult to evidence statements that refer to reasoning and explanation.

These materials provide questions related to key mathematical ideas for each year group from the end of Foundation Stage to Year 6 with a clear indication of how to interpret responses in relation to age-related expectations.

They can be used to support senior leadership teams, subject leaders, class teachers and clusters of schools as they work together to moderate the teacher assessment of Mathematics at all ages including the end of Key Stage 1.

A close-up photograph of a hand pressing buttons on a silver calculator. A bar chart is visible on a piece of paper underneath the calculator.

# Financial Training for Headteachers/Senior Leaders

## Bespoke 1:1 in-school training session:

- Understanding your own schools' finances for senior leaders
- Help to improve knowledge of schools' finances and financial processes for the senior leadership team within schools
- Help to understand funding streams
- Reporting responsibilities to enable senior leaders to improve planning of staffing and curriculum requirements in line with school improvement plans

### Cost: £POA

For further information or an informal chat contact [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk)

Read more and purchase:  
[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

# No Nonsense Resources - Training Sessions

Up to a 3 hour session  
delivered online into  
your school or setting  
(for up to 20 delegates)

£POA

The No Nonsense resources have been devised to offer teachers a comprehensive yet accessible progression in the teaching of spelling, grammar and number facts. To complement the No Nonsense teaching resources, we have developed a range of training sessions to help you get the most out of your resources. (Note: These publications may be purchased from [www.raintree.co.uk](http://www.raintree.co.uk))



This training will introduce delegates to the materials, concepts and approaches used in the No Nonsense Spelling programme. The training will cover:

- Principles of teaching and learning in spelling
- Teaching the lessons: spelling content and spelling strategies
- Adapting the resource to your children
- Routines and resources for independent learning and ownership

This training will introduce staff to the materials in the resource and will cover:

- The organisation of the resource
- Effective pedagogy for teaching grammar
- Strategies for adapting the resource in your classroom
- Core subject knowledge

No Nonsense  
**Grammar**

This training will introduce delegates to the materials, concepts and approaches used in No Nonsense Number Facts. The training will cover:

- Principles of teaching and learning underpinning No Nonsense Number Facts
- Organisation of the resource
- The teaching sessions - understanding the thinking behind the activities and exploring some of the Mathematics
- Adapting the resource to meet the needs of your children

No Nonsense  
**Number Facts**

**Benefits of our accessible and affordable training - delivered online (video conferencing and screen sharing)**

- delivered at a time suitable to you and your staff e.g. twilight session or during Inset
- session exclusively delivered to your school or setting
- cost-effective and no need for you to incur travel costs
- real-time interaction with the trainers and authors of the No Nonsense resources

Contact us direct to find out more or to book your session:

No Nonsense Spelling and Grammar training:  
[Rebecca.Cosgrave@devon.gov.uk](mailto:Rebecca.Cosgrave@devon.gov.uk)

No Nonsense Number Facts training:  
[Ruth.Trundley@devon.gov.uk](mailto:Ruth.Trundley@devon.gov.uk)





# Outdoor Education and Off-site Visits: Advice and Support

**The service assists the governing body/trust, headteachers, EVCs and visit leaders to manage their responsibilities, for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities.**

## Subscription

The purchase of a subscription provides extensive support for the management and delivery of outdoor education, visits and off-site activities from the Outdoor Education Adviser.

This includes:

- Specialist advice from the adviser for outdoor education on behalf of the local authority
- Use of the Devon County Council outdoor education, visits and Off Site Activities Health and Safety Policy
- Use of Evolve software to plan and record visits
- Endorsement of school visits on behalf of the local authority
- Use of supporting documents adapted to school needs
- Attendance of EVC at twice yearly EVC briefings
- On-going support through telephone or email

Additional support may be purchased on a pay-to-use basis at daily rates.

## Training for heads and EVCs

To comply with Health and Safety at Work Legislation, heads and EVCs must be 'competent' to carry out their duties.

In order to be competent new EVCs/heads should attend a one day training course and then attend one of the EVC regional network briefings at least once a year.

Attendance at half day briefings are included within the subscription for 1 place per school. Schools and settings are required to pay for attendance at EVC training courses. If requested, the LA Adviser can attend your school to provide a 'closed' course for the 1 Day EVC Training Course of the Half Day EVC Update Briefing, this will be chargeable at the normal consultancy rate.

Bookings for training and briefings can be made at: [www.devoneducationservices.co.uk/trainingconferences](http://www.devoneducationservices.co.uk/trainingconferences)

## Training for visit leaders

To comply with health and safety at work legislation, visit leaders must be 'competent' to carry out their duties.

Visit leaders should be trained either by the school's own EVC or by the Outdoor Education Adviser.

Subscribing schools may use their half day visit entitlement for visit leader training.

For schools transferring to the Devon and Torbay Council off-Site visits service from a different local authority, additional charges may be applied:

- to transfer historical Evolve data
- for schools outside of the Devon Local Authority area that do not subscribe to the Devon CC health and safety service

Please contact the Outdoor Education Adviser for more details.

## Benefits

- Ensure schools meet their statutory obligations for health, safety and wellbeing
- Ensure the head, EVC and staff are competent to carry out their duties
- Provide school-specific advice, support and practical solutions
- Help staff to understand their legal responsibilities

"As always the adviser was clear, informative, relevant and helpful with any questions or queries. Any training session he conducts is of this high standard" Educational Visits Coordinator, Devon special school

"Excellent training and as always very informative from the adviser. All questions were answered and all procedures fully explained." Assistant Principal, Devon secondary school

## Costs

Consultancy daily rate: **£526**

<b>Sub 1:</b> Primary (small) Up to 100 pupils	<b>£236</b>
<b>Sub 2:</b> Primary (medium) 101-300 pupils	<b>£357</b>
<b>Sub 3:</b> Primary (large) 301+ pupils	<b>£535</b>
<b>Sub 4:</b> Secondary (small) Up to 900 pupils	<b>£737</b>
<b>Sub 5:</b> Secondary (medium) 901-1800 pupils	<b>£1,278</b>
<b>Sub 6:</b> Secondary (large) 1801+ pupils	<b>£1,926</b>
<b>Sub 7:</b> Special school	<b>£737</b>

## Did you know...

Non-Devon schools can also benefit from our Outdoor Education subscription service, training for EVCs and headteachers and advice and guidance from our Outdoor Education Adviser.



# Outdoor Education and Off-site Visits: Advice and Support



**The service assists schools and settings to manage their responsibilities, and those of the LA, for the health, safety and wellbeing of children and young people when engaged in off-site visits and activities.**

## Services provided by the local authority

Devon maintained schools receive access to the Evolve system for planning and recording educational visits. In addition, category B (adventurous) and category C (overseas) visits are endorsed by the adviser for outdoor education on behalf of the local authority. The service provided by the local authority also includes email and telephone support to schools from the Outdoor Education Adviser.

## Training

To comply with Health and Safety at Work Legislation, visit leaders must be 'competent' to carry out their duties.

To that end visit leaders should be trained either by the school's own Educational Visits Co-ordinator or by the Outdoor Education Adviser.

The adviser can come to your school and train the head, SLT, EVC and visit leaders in the proper planning and risk management of educational visits through a 1.5 hr school INSET session.

New EVCs/heads should attend a one day training course and then attend an EVC regional network briefing at least once a year.

Schools and settings are required to pay for attendance at courses including EVC training and EVC briefings.

Bookings for training and briefings can be made at;  
[www.devoneducationservices.co.uk/trainingconferences](http://www.devoneducationservices.co.uk/trainingconferences)

## Benefits

- Ensure the head, EVC and staff are competent to carry out their duties
- Provide school-specific advice, support and practical solutions
- Help staff to understand their legal responsibilities

"It was great to have a focus on educational visits having not gone on any for a long time."

"Clarified my responsibility and that of the head and school as a whole."

"The annual briefings are always a good source of info and a very valuable update."

"It touched on all aspects of the EVC process and gave me lots to think about and re-visit processes / procedures to ensure that they are fit for purpose."

## Costs

Consultancy daily rate: **£526**

In-school visit leader training from: **£316**



# School Library Service

## Our comprehensive service:

### 'Book for life'

- Keep your library stock looking fresh
- Choose a deposit collection of 2 books per pupil
- Exchange some of your deposit each year for new books
- Choose new stock from our centre, our mobile library van or send in a wishlist
- All books supplied with plastic jackets and stationery

### Topic boxes

- Bespoke topic boxes tailored to your needs
- Unlimited topic boxes to support teaching
- Handpicked by experienced staff
- Contain up to 20 books covering curriculum themes
- Delivered direct to your school  
(can be purchased as a standalone package)

### Advisory support

- Designated library adviser for each school to work with your librarian and school staff (available to purchase at a daily rate)
- Evaluation and advice on stock
- Support with new library design
- Help with developing a whole-school reading strategy
- Reading roundabouts (ask for details)
- Inset training for staff
- Talks for parents and governors
- Training of pupil librarians
- Reading lists

### Plus

- Mobile library visit (if possible)
- School visits to the centre
- Boost your deposit with ex-library stock sold at very low prices
- Conference room facilities for school INSET
- Online and telephone support
- Monthly newsletter

#### Benefits of the comprehensive package:

- Saves your school time and money
- Fresh up-to-date library stock
- Full support for your school from an experienced specialist library advisor

#### Costs

##### Comprehensive service - annual subscription:

Primary and special: **£1,275** plus **£20.30** per pupil

Secondary: **£2,350** plus **£6.93** per pupil

##### Additional support

Daily rate: **£415**



# School Library Service

## Did you know we are also a book shop for all schools?

Any school can buy direct from us with 25% discount. Books come with plastic jackets, stationery and free delivery as standard.

- Top up your book stock by purchasing direct with generous discount
- Extensive stock at our centre - fiction and non-fiction

**Plus:**

- Accelerated Reader
- Group reader sets
- 'Book banded' books
- Audio, large print and much more

(Book shop available to all schools - subscribers and non-subscribers)

"The advice regarding Collection Development policy was excellent and I am looking forward to getting on with forming our library policy. Then move on to continue weeding our non fiction!"

"Thank you so much for all the work you have given us - it is really appreciated and had such a positive impact on children wanting to visit and staff collecting more books.

We look forward to working with you to develop this project further. Thank you for everything you are doing and the invaluable Library Service."

"Thank you so much for visiting us again and for all of your advice and expertise. We are incredibly grateful to you for getting our library to a point where we can manage it more effectively and build upon what you have done. Your visits this year have made a huge difference and we will continue to move things forward, following your input."

### Value of the comprehensive service? (Based on a primary with 150 pupils)

- |   |                                     |
|---|-------------------------------------|
| • Deposit collection of 300 books. Valued at £2,850     | • Advisory support. 3 visits £1,245 |
| • Refreshed book collection 200 books. Valued at £1,900 | • Mobile visits. 2 visits £500      |
| • Unlimited topics. 30 in the year valued at £2,250     | • Total of services £8,745          |

Cost of comprehensive service £4,320

**Saving  
of over  
£4,400!**

## Flexible solutions

We also offer standalone services or bespoke packages to suit your budget:  
Topic boxes only | Refresh your library stock

Contact us to discuss your requirements: 01392 287244 | [schoollibraryservice@devon.gov.uk](mailto:schoollibraryservice@devon.gov.uk)



# Get Outside

## Outdoor Learning from the Dartmoor Centres

We at the Dartmoor Centres fully understand how challenging school life is, and that off-site activities and residential take considerable planning. This is why we will use our expertise and over 30 years' experience of working with schools to make your stay easy to organise, fun and rewarding for all.

Along with school staff we recognise that outdoor learning has multiple benefits, which are even more valuable at this time;

- *Develops peer and teacher relationships*
- *Develops confidence as learners*
- *Motivates children to learn through real life experiences*
- *Develops healthy lifestyles*
- *Teaches children to enjoy the outdoors with respect for the environment*
- *And much more*



### Customers say...

"The ethos of all the staff, in tandem with the centre layout and location has allowed the children to feel challenged yet safe. The activities push emotional and physical limits but are delivered in a way which shows no pressure on children. The food is amazing!"

Teacher, Devon primary school

### Children say...

"My favourite thing was gripping granite because it was really fun working together as a team. The breakfast was amazing and so was caving. My favourite thing was rock climbing because it was a challenge. My favourite thing was how we could go to an open space not far away and do activities. It was very fun and exciting to see all the Tors"

**Contact us ...** Email: [dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)



# Dartmoor Centres

## Explore moor, learn moor, do moor

It is well recognised that residential and adventurous activities contribute towards a successful school's curriculum and the opportunity to take part greatly enhances a child's success at school and in later life.

Our outdoor learning centres provide good quality, value for money, residential accommodation and adventurous activities at two sites in the unique landscape of Dartmoor: Pixies Holt and The Dartmoor Training Centre.

**Pixies Holt** sits in the Dart Valley at Dartmeet and provides comfortable accommodation for groups of up to 42 under a fully-catered provision.

**Dartmoor Training Centre** sits on the banks of the West Dart river in its own grounds providing comfortable accommodation for groups of up to 50 on a self-catering basis.

Both centres are available for adventurous activity residential stays or accommodation-only allowing you to run your own activities, studies, field work or media and creative arts.

### Adventurous activities

- Bushcraft and shelter building
- Outdoor cooking
- Archery
- Moorland exploration
- Orienteering
- Working well together
- Mountain biking
- Caving
- Climbing/scrambling/weaselling/abseiling
- Search and rescue
- Night walk

In addition, our team has many years' experience designing and providing leadership training and CPD events for teachers, leaders and volunteers who work in schools, youth groups and outdoor learning.

### Benefits

- Over 30 years' experience of providing outdoor and residential education
- Transfer your own school culture to our settings, made possible with sole occupancy
- Be reassured that all our highly qualified staff have full DBS checks and our vehicles are subject to rigorous maintenance and safety checks
- AALA licence no L152277/R2740

"Thank you for letting us stay at Pixie's Holt. We all had a great time, particularly the climbing and weaselling. We thought Orlando's talent show was really funny. We enjoyed the night walk, learning about the trees and how to forage for food in the wild. It was good experience getting in the survival tent. The orienteering was great fun even in the rain. Listening to the stories in the medieval village and enjoying the surrounding with the ponies was amazing. We would like to thank the cooks for their lovely meals, our favourites were the roast, the brownies and the cheese cake. Simon was a great instructor for archery and we would like to thank you Michelle, Orlando and John for the day on Dartmoor. Thank you again."

### Costs

Contact us to discuss your requirements:  
[dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)

Visit our website for more information: [dartmoorcentres.co.uk](http://dartmoorcentres.co.uk)



# Dartmoor Centres

## Explore moor, learn moor, do moor

### Outdoor leadership

The Dartmoor Centres provide walking leader awards through the South West Moorland Leader Training Scheme (SWMLTS) and Outdoor First Aid awards accredited by Mountain Medicine.

#### Walking leader

On behalf of Devon County Council, the Dartmoor Centres provide the whole range of SWMLTS walking and camping leader awards;

#### Coastal & Countryside Leader

Approval to lead day walks in coastal and countryside areas. Suitable for Bronze DofE training day walks in normal rural, open countryside and coastal areas or for curriculum purposes or enjoyment of natural spaces.

#### Coastal & Countryside Camping Leader

Approval to lead camping expeditions at non-remote campsites in coastal and countryside areas. Suitable for Bronze DofE expeditions using basic campsites or for curriculum purposes or enjoyment of natural spaces.

#### Moorland Walking Leader

Approval to lead day walks in moorland areas. Suitable for Ten Tors training walks and Silver and Gold DofE training walks.

#### Moorland Camping Leader

Approval to lead "wild" camping expeditions in remote moorland areas. Suitable for Ten Tors and DofE expeditions camping in remote locations.

### First Aid for the outdoors (16hrs)

The Dartmoor Centres provide first aid training for people that hold outdoor leadership awards such as SWMLTS or Mountain Training, Paddlesports, Forest School etc. for most outdoor leadership awards, the National Governing Bodies specify that the leadership award is only valid if the award holder also holds a current first aid award of at least 16hrs duration.

This 2-day course covers the syllabus for the HSE Emergency First Aid at Work (6hrs) and provides training in a wide range of additional 'outdoor' first aid emergencies and situations with common sense and practical approaches to casualty care and treatment. This residential course allows plenty of time for participants to develop their skills and knowledge including night time scenarios.

### Beach & water safety

This course led by the LA Adviser for Outdoor Education provides practical, common-sense training on managing groups at the water margins, such as beaches, rockpools, rivers and lakes etc. The course entails a 2-hour online session followed by a practical day covering risk management, group supervision, and dealing with emergencies.

#### Costs

Contact us to discuss your requirements:  
[dartmoorcente@devon.gov.uk](mailto:dartmoorcente@devon.gov.uk)

Visit our website for more information:  
[dartmoorcentres.co.uk](http://dartmoorcentres.co.uk)







# Sustainable Schools

Teaching children about climate change and the biodiversity crisis can seem overwhelming, but there is a range of support to help you and your school embed sustainable practices; from everyday activities like recycling, to helping children connect with nature and writing your School Climate Action Plan!

Visit our new  
webpage for  
more  
information







# Devon Music Education Hub

Devon Music Education Hub work with schools, music educators and a range of local, regional and national partner organisations to create all kinds of opportunities for children and young people across Devon, Torbay and Plymouth to have an excellent, high quality music education. Supported using public funding from DfE and arts council England, we are tasked with delivering the national plan for music education and ensuring that all schools engage with the Schools Music Development Plan.

## National plan for music education

- Ensure that every child has the opportunity to learn a musical instrument through whole class ensemble tuition (WCET) programmes
- Provide opportunities to play in ensembles and to perform from an early stage
- Ensure that clear progression routes are available and affordable to all young people
- Develop a singing strategy to ensure that every child sings regularly and that choirs and other vocal ensembles are available in the area
- Offer CPD to schools, particularly in supporting staff to deliver music in the curriculum
- Provide an instrument loan service
- Provide access to large scale and/or high quality music experiences for children and young people working with professional musicians and/or venues
- Produce a Schools Music Development Plan

## Schools Music Development Plan self-evaluation tool

To support schools, we have produced a self-evaluation tool, which outlines the activities that could be offered as part of a progressive music programme. We suggest three possible stages of development, categorised as bronze, silver and gold, and our hope is that this initiative will develop further into a local kite-mark scheme. We recommend that schools use this self-evaluation tool to feed into their own planning.

## Instruments and resources

- 100% subsidised access to award-winning digital resources to support music curriculum delivery in primary and special schools with free training (worth £195 per school)
- 100% subsidised loan of a wide range of class instrument sets to support whole class ensemble tuition (WCET)
- Wide variety of instruments available to hire on a termly basis by parents or schools to hire on behalf of students





# Devon Music Education Hub

## Supporting schools

- All schools in Devon & Torbay can apply for devolved Music Education Grant (MEG) funding to deliver the national plan for music education and, in particular, the delivery of Whole Class Ensemble Tuition (WCET) (This funding is not currently available for schools in Plymouth)
- Ongoing strategic support from a dedicated music development lead or associate for each school
- 100% subsidised membership of music mark, the membership organisation and subject association for music

## Training and professional development

Inspire, enthuse and empower colleagues to develop their musical leadership - our CPD packages are designed around your school, federation or multi academy trust's specific needs, to achieve your goals, topics include:

- Are you deep dive ready? (3 hours) - a look at the new Ofsted inspection framework and its impact on the delivery of music as part of a broad and balanced curriculum
- Delivering Whole Class Ensemble Tuition (WCET) (3 hours) - our specialist music development leads and/or associates can support you in the delivery of WCET on a wide range of instruments
- Charanga musical school training (2 hours) - learn how you can use the award-winning charanga musical school to support music curriculum delivery at your primary or special school

### Costs

CPD packages for schools, federations or MATs from **£200**

Class instrument sets - first set FREE additional sets **£100 per term**

Individual instrument hire **£33 per term** (further remissions apply for WCET continuation Pupil Premium and LAC)

Consultancy day rate: **£526**

We also offer regular CPD events on a local or regional basis, including:

- Conferences, workshops and twilight CPD sessions
- Regular primary and secondary network events organised through your music development lead

## Projects, workshops and performance opportunities for children and young people:

- The Mix - our music festival for children and young people, providing workshops, live music experiences and opportunities to 'have a go'
- Regular performance opportunities and live music events aimed at children and young people
- Bespoke days or longer term programmes of support for all levels of vocal and instrumental development
- Opportunities to work with hub partner organisations - recent projects have featured Bournemouth Symphony Orchestra, English Touring Opera, inspire-works and Bath Philharmonia

### Benefits

- Music develops perseverance and patience
- Music fosters creativity and experimentation
- Music creates social networks and develops life skills
- Music helps build self-esteem, confidence and wellbeing

### Musician in residence

Work with a musician in residence to develop a bespoke creative music project for your school or setting over five half day sessions. £500 school contribution with remaining cost subsidised by the hub.

Call us on 01392 287235 or email: [musiceducationhub@devon.gov.uk](mailto:musiceducationhub@devon.gov.uk)

[www.musiceducationhub.org](http://www.musiceducationhub.org)



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ENGLAND



# Support Services



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# Internal Audit Services - for local authority maintained schools

Our clients find our audit service is engaging and supportive. Our team of dedicated schools' auditors are very experienced in delivering a service, that is tailored to meet schools' needs and is highly praised by our clients. Customers often say how helpful our auditors are and welcome the assurance and support that we provide the school and staff, a quick look at our website will confirm this. Devon Assurance Partnership (DAP) is dedicated to maintaining and strengthening its customers' achievement of their aims, through assurance on their financial and operational systems. We do this by providing quality internal audit services and assurance to schools, governors, staff and pupils, through a team of highly experienced and enthusiastic people, sharing a tradition of integrity and rigorous service to our clients.

The services offered by Devon Assurance Partnership (DAP) are on an annual subscription basis. It will be necessary for a school to subscribe for the whole of the relevant subscription period (i.e. three year) to be entitled to a full audit review.

#### Your subscription includes:

- Full audit review to meet minimum standards, once in every three years
- Assurance on the DfE Schools Financial Value Standard as an integral part of the full audit
- Continuous advice service - by phone, email, internet on finance standards, audit or any other school control matter
- Audit bulletins - briefs on current key issues;
- Presentations - presentations via learning community groups

## Federations

You have chosen the benefits of a federation and will, quite naturally, wish to ensure that you receive an audit tailored to your schools' needs. We offer a range of discounts that should ensure that you receive a level of audit suited to your federation structure, whilst being more cost effective than individual audits and minimising disruption and duplication. For the best service, we would encourage that you contact us to discuss your federation structure and service requirements.

### Pay-as-you-use services

*(these services can also be added to your subscription; please call to discuss arrangements)*

Devon Audit Partnership offers consultancy and other services on an individually charged basis. For example:

- Financial audit of voluntary funds
- Risk management and consultancy
- Computer security review
- Partnerships and external funding e.g. independent certification of grant expenditure in line with the grant award
- Presenting audit report to governors

*Charges for pay-as-you-use services will be by agreement on selection of services.*

#### Benefits for governors

- Confidence the school is operating soundly
- Confidence that your responsibilities are being met
- Understand the risks of school practices
- Assurance that the legal requirements of key financial systems reviewed are being met

#### Benefits for staff

- Assurance on working practices and controls
- Peace of mind
- Share good experiences from other schools
- Understand the risks and benefits of systems and their controls

#### Benefits for the school

- Better or stronger systems and controls
- Operational savings and efficiencies
- Minimisation of risk
- Operate in line with accounting and other standards and best practice
- Achieving the expectations of the Schools Financial Value Standard

#### Benefits for pupils and parents

- Safe comfortable environment for pupils
- Confidence that school resources are used efficiently and effectively
- Confidence of pupil safety on off-site activities

### Contact Us

01392 382586

[edaudit@devon.gov.uk](mailto:edaudit@devon.gov.uk) (LA Maintained Schools)

[devonassurance.gov.uk](http://devonassurance.gov.uk)

Note: Plymouth and Torbay maintained schools, please refer to your respective council Services for Schools brochures for details of service and pricing.

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)





# Internal Audit Services - for Academies and MATs

Devon Assurance Partnership are experienced in providing a range of tailor-made services to academies to suit a trust's needs, include:

- Annual or ongoing internal audits providing assurance on the openness and integrity of governance and control frameworks
- A programme of reviews based on our knowledge and of the risks facing academies
- Access to audit specialists in areas such as ICT, procurement, contract management, fraud and those with expertise in project management and business process re-engineering
- Risk management reviews and facilitated risk management training and guidance
- Supporting, presenting reports and supplementary information and training to audit & risk committees, including the completion of an annual summary report
- Consultancy and advice
- Working together with external auditors providing assurance on governance, financial and administrative control framework within the academy trust.

We consider that our service provides a balance between assurance over the key risks, challenges and opportunities being faced by the trust, yet provides that independent confirmation that processes and controls are working effectively and efficiently and comply with the Academy Trust Handbook, Charity Commission's guidance on internal financial controls, accounts direction and other regulatory requirements.

## Devon Assurance Partnership offers:

- A flexible and responsive approach to meet your specific needs
- Significant experience of providing internal audit to single and multi-academy trusts
- A high quality independent and objective assurance and consulting service that adds value to customers and protects public resources
- Services that exceed professional standards
- A value for money experience
- Access to a wide range of technical and specialist support.

The Partnership has a good understanding of the environment in which academies operate and is therefore, well placed to become an excellent and cost-effective internal audit partner to any academy trust.

Price on application. Service provided via formal contract of one to three years in length. Charges for any additional / specialist services will be by agreement on selection of those services.

## Contact Us

01392 382586

[academies@devon.gov.uk](mailto:academies@devon.gov.uk)

[devonassurance.gov.uk](http://devonassurance.gov.uk)

## Devon County Council's Legal team offers maintained schools based in the Devon County Council's administrative area who subscribe to our annual service access to a legal services e-mail helpline.

The service provides schools with access to a team of lawyers who can provide general advice and assistance to schools with the type of discrete, ad hoc queries that arise on a day-to-day basis, including:

**Land:** matters connected with title deeds of school premises, including boundary disputes, trespass, encroachments, rights of way and easements across property.

**Employment:** the exercise by governors and headteachers of the delegated powers they are given by both statute and common law (in the case of Community and Voluntary Controlled Schools) or the exercise of powers governing bodies have by virtue of being the employers of school staff (in the case of Foundation Trust and Voluntary Aided Schools) can give rise to a number of employment law issues and potential claims.

**Discipline:** matters connected with exclusion of pupils and other day to day issues regarding discipline faced by Head teachers.

**Civil Law:** an almost infinite variety of problems can arise in schools generated by an increasingly litigious society such as claims by parents or their lawyers alleging negligence, quarrels between parents about access and dealing with unwanted visitors on school premises.

Advice is primarily provided via email (please submit queries to the dedicated email address [legal.legalschools-mailbox@devon.gov.uk](mailto:legal.legalschools-mailbox@devon.gov.uk)) although, in cases where very urgent advice is needed, advice can be given by telephone. In such circumstances, in the first instance please telephone Liz Pyle (Executive Personal Assistant) on 01392 382285, who will redirect your call to the most appropriate lawyer.

For the avoidance of doubt, advice is provided directly to the school. Corresponding with third parties on the school's behalf goes beyond the scope of this helpline.

Should the council need to incur disbursements to provide the above services, we will pass those costs to the school (with the school's prior agreement before incurring any costs).

Please note that more complex legal issues, that go beyond simply providing general advice, including for example cases involving litigation, employment Tribunals or land purchases or disposals, cannot be dealt with under the helpline. Assistance with defending employment tribunal or other employment related claims are not covered by the helpline. In the event that schools require assistance with matters outside the scope of the helpline, the legal team are happy to discuss options with you regarding such cases including fees.

There is a fixed fee annual subscription charge to buy into this helpline service of **£285 a year** (1 April 2025 to 31 March 2026). In order to be able to offer this low fee, we have a single subscription entry point. Therefore all maintained schools in the Devon County Council administrative area who wish to subscribe must do so before 1 April 2025. We regret that we are unable to accept new subscriptions part-way through the financial year.

For further information please contact [legal.legalschools-mailbox@devon.gov.uk](mailto:legal.legalschools-mailbox@devon.gov.uk)

## Media and PR



## Media and PR provides a comprehensive service for schools - whatever their situation - from Devon County Council's award-winning press office.

We've managed scores of Ofsted reports from outstanding judgements to schools being placed in special measures.

The team is also available for positive promotion, for example students, teachers or staff taking part in newsworthy events and activities which enhance the standing of a school in its local community.

At a time of 24-hour news, can your school afford to be without the insurance of the media service?

From crisis management to positive promotion - it's all covered by a single subscription payment - costs are calculated on a sliding scale depending on the number of schools covered in the arrangement. (Indicatively, a single school's subscription would be **£380**).

For a quote, please contact us by email to: [educationsales@devon.gov.uk](mailto:educationsales@devon.gov.uk) or [mediapublicrelationsteam-mailbox@devon.gov.uk](mailto:mediapublicrelationsteam-mailbox@devon.gov.uk), or call 01392 382173.

## Subscription service

Exchequer services is pleased to offer schools a subscription-based service which provides comprehensive revenue and payment services fully supported by staff with technical and professional expertise in delivering these financial functions.

We aim to provide a high level of service to our internal and external customers offering quality assurance to our clients. We are wholly committed to building strong relationships with our clients and take pride in our culture, our values and our responsible approach to business including your needs.

In exchequer services we recognise that finance as a function is dynamic and that its applications are being driven forward by rapid advances in technology. We aim to provide responsive services to our customer's needs and aspirations whilst at the same time understanding the importance of security and compliance with regulations.

This balance is something that has been achieved successfully in the past. Our services have enjoyed a long and successful relationship with schools in the past and hope that we can continue to be able to offer you a high-quality service in the future. If you would like to discuss any aspect of our services to schools please do not hesitate to contact one of the service managers listed.

### Subscription charge (Devon maintained schools only)

**Primary and special schools**  
Lump sum **£135.58** pa per school  
Unit cost per pupil **£1.43**

**Secondary schools**  
Unit cost per pupil **£2.61**

## Your subscription includes:

### Creditor payments

A prompt and accurate payment function incorporating the processing of client bills and charges to produce and despatch cheque and electronic payment services. These incorporate automatic VAT recovery and the production of returnable tax details. Information is managed within the SCRAPS system which links the data and accounting entries to the schools system.

### Income and debt collection

We also offer schools a reliable and managed system of raising and collecting income together with debt recovery processes where appropriate. The service is available through an online invoice creation facility and is linked to the internal billing system. The invoice facility provides for VAT accounting to the standards required by HMRC.

In support of the functions offered above, schools are able to seek advice and support from the helpdesks staffed from within revenue and payment services team.

### Further information

#### Revenue and payment services

##### Barnaby Lovell

01392 385551 | [barnaby.lovell@devon.gov.uk](mailto:barnaby.lovell@devon.gov.uk)

##### Sue Causon

01392 383335 | [sue.causon@devon.gov.uk](mailto:sue.causon@devon.gov.uk)

#### Head of exchequer, charging for care & compliance

##### Daniel Harris

01392 382520 | [daniel.harris@devon.gov.uk](mailto:daniel.harris@devon.gov.uk)

# Trade Waste

(for Devon maintained schools only)

**We have provided contract management support to schools since 1988 and have a wealth of experience and knowledge.**

## Subscription services

**Trade waste** - access to advice and preferential charges

### Your subscription provides:

Subscribing schools have access to annually negotiated preferential rates, as well as not having to pay contractors for duty of care administration charges. In general, the savings to be made are in excess of our subscription charge.

### The subscription also covers:

- Advice on service options
- Advice on the removal of special waste including ICT equipment
- Access to advice on recycling.

Cost: **£125** per year



# HR for Education: HR Direct and HR Consultancy

We are a team of experienced and pragmatic HR professionals who support and advise you across a range of HR matters. We help you to resolve workplace issues and identify and assess risk. Both operational and strategic, our HR team skillfully guides you through HR issues using their knowledge and experience, adhering to employment law to achieve the best outcomes for your educational establishment or organisation.

## HR Direct

Our HR helpline provides instant, clear, concise, uncomplicated advice and guidance on many HR issues.

All purchasers of HR for education will benefit from automatic subscription to HR Direct which provides access to the HR helpline and HR policies where appropriate. This level of service provides high quality advice and guidance for one-off operational / policy queries not related to on-going cases. This service does not include a named link HR adviser.

We can:

- Help managers understand and manage HR issues with staff in accordance with employment law
- Give user-friendly guidance briefs for managers to support each step in delivering HR processes
- Talk managers through HR processes
- Provide template letters to send to employees to ensure that issues are dealt with and resolved

Helpline support is available via a single telephone number and email address between 8.30am - 5pm, Monday - Friday.

## HR consultancy

Additionally, HR for education customers may purchase blocks of consultancy time in 10, 20 or 40 hour packages. This consultancy support will be provided by a link HR adviser who will develop a working knowledge of your school and work with you to resolve on going cases.

This time may be used for:

- Site visits - HR advisers can either attend planned meetings or make emergency visits for specific matters as necessary; or
- Work undertaken by an HR adviser outside of visits. This could include drafting or reviewing letters, reviewing and amending reports, specific research, telephone advice, or preparation for hearings / meetings.

- Some of the areas we provide professional support, advice and guidance are:
- Absence management and attendance issues
- Diversity, equality and inclusion
- Conduct, capability and dispute resolutions, including investigations
- Change Management, including redundancy, reorganisation, redeployment and TUPE
- Pay grading and conditions of service, including contractual matters, job evaluation and pay appeals
- Preparation for employment tribunal hearings and appeals
- Employment law updates
- Policy and guidance writing
- Negotiating with staff consultation groups and Unions
- Guidance on exit strategies
- Writing job descriptions and job grading to ensure compliance
- Advising managers, heads, principals and governors during hearings
- Attendance at multi-agency safeguarding meetings

## Bespoke packages

Alternatively, bespoke packages to support special projects and one-off pieces of work can be developed on request.

### Costs

**HR Direct** services are charged at a flat rate per school plus a per employee charge.

**HR consultancy** services have an hourly rate applied to blocks of time which may be purchased in advance. The rate is discounted the more hours that are purchased. A MAT or federation may purchase a block of hours which can be used across all schools within the MAT / Federation.

**Bespoke packages** are quoted for separately.

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)





# Payroll

We are one of the largest payroll providers in the South West providing a high-quality, professional service that offers great value for money. We provide a full payroll service, which includes giving help and support with all aspects of your payroll requirements. We will work closely with you to provide a payroll service that meets your needs. We have many years of experience in running payrolls for large and small educational establishments, numerous academies and other public bodies. We have close, established links with related organisations such as HM Revenue and Customs (HMRC), the local government pensions provider and the teachers' pensions service.

## Our comprehensive payroll service includes:

- Access to our self-service HR and payroll system with employees, managers and/or administrators having access to view information and make changes
- Options for configuration of the system to give the best set up for your school or organisation
- Setting up new starters/additional positions for staff
- Implementing changes in grade or contract type
- Ending contracts for leavers
- Pension scheme membership changes
- Automatic enrolment processes, including required statutory notifications to employees
- Payments of expenses and production of P11Ds (chargeable dependent on service)
- All statutory changes, at a payroll- and employee-level
- Absence administration
- Calculation and recovery of overpayments
- Death in service administration
- Processing of monthly payrun cycle including gross to net calculations, validation and exception report checking, transmission of all BACS payments and statutory returns to HM Revenue & Customs
- Production of electronic payslips, P60s and P45s for employees to access via the self-service system
- Provision of activity reports (dependent on service)
- Implementation and calculation of pay awards
- Application of pay increments, tailored for your terms and conditions
- General written and telephone-based pay enquiries
- Calculation of additional payments outside of the monthly payrun (chargeable dependent on service)
- Monthly newsletter to notify our customers of key messages, deadlines, and upcoming changes

We specialise in teachers' pay provision and have expert knowledge of school teachers' pay & conditions. We have completed the transition and report to teachers' pensions via monthly contribution reconciliation.

We have a bespoke automated process to send monthly and annual pay information to Peninsula Pensions in respect of Local Government Pension Scheme members, reducing administrative processes for our customers. We also provide reports for other pension funds outside of Devon.



### Costs

HR ONE payroll services are charged based on the number of teachers and non-teaching staff.

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Health and Safety

At the Devon Health and Safety Service, our Health and Safety Advisers are qualified to CertIOSH or Chartered level with the Institute of Occupational Safety and Health (IOSH) and hold additional qualifications in fire safety. The service is an IOSH approved training provider. We provide services at your establishment and aim to provide solutions in accordance with the principles of sensible and proportional risk management. We support schools, academies and colleges to fulfil their legal duties in relation to health and safety (H&S) matters. The service provides specialist advice and practical support on a wide range of H&S issues relating to employees, premises, pupils/students, visitors, contractors, activities, security, equipment, off-site activities, emergencies and curriculum safety.

## Subscription service for maintained schools

We offer two levels of service to maintained schools in addition to the core activities that Devon County Council provides.

### Basic service

- Acting as the Competent Person under Section 7 of the Management of Health and Safety at Work Regulations for foundation, trust, voluntary aided, schools (community schools are provided this by their employer)
- Provision of health, safety and wellbeing information, guidance and policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H&S Co-ordinator
- Helpline service: Duty H&S Adviser available office hours for systems assistance as well as all safety matters, including educational visits
- Emergency out-of-hours response for serious injuries/incidents
- Membership of CLEAPSS and associated CLEAPSS materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer and monitoring visit every two years
- Primary and nursery establishments - 3 yearly onsite assistance visits which include a health and safety management system review
- Secondary school and through schools - Annual onsite assistance visit which includes a health and safety management system review every three years
- Special school establishments - 1 to 3 yearly onsite assistance visits (determined by mutual agreement), which includes a health and safety management system review. Management review visits include a post-visit report, action plan and on-going support
- Management review visits include a post-visit report, action plan and on-going support
- A follow-up to any H&S review where the initial visit falls below certain standards

- Induction for new Principals/H&S Co-ordinators
- Access to the OSHENS web-based H&S management system for accident reporting, Arrangements, risk assessments, and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system and Independent endorsement of higher risk activities (via the Evolve system)
- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Termly newsletter and hazard alerts

### Full service

As per all activities in the basic level, plus the following:

Direct assistance (4 hours at primary level, 7 hours at secondary/special level) per academic year which may include:

- A premises inspection with a written report and action plan
- Review of significant areas / issues of concern for the school
- Provision of in-house training (from published Health & Safety training programme)
- Review of establishment risk assessments for suitability and sufficiency
- Assistance with safety documentation during civil litigation

### Additional 'pay-to-use' services

- Training courses via the published Health & Safety training programme
- Additional hours can be purchased to cover additional work required - please speak to your Health and Safety Adviser about your needs

**Evolve+ for maintained schools (see page 90)**



# Health and Safety

## Subscription service for academies, independent schools and colleges.

We offer two levels of service (basic and full) to academies, independent schools and colleges with additional 'Pay-to-Use' services.

### Basic service

- Acting as the Competent Person under Regulation 7 of the Management of Health and Safety at Work Regulations for Foundation, Trust, Voluntary Aided, Academies and Independent Schools and Colleges
- Provision of health and safety information, arrangements and policies that are reviewed regularly in line with new legislation, good practice and case law
- On-going support for your H&S Co-ordinator
- Helpline service: Duty H&S Adviser available office hours for routine matters Helpline covers all safety matters, including educational visits, work experience
- Emergency out-of-hours response for serious injuries / incidents.
- Membership of CLEAPSS and access to website and associated materials
- Radiological Protection Advisory Service through CLEAPSS via our Radiation Protection Officer and monitoring visit every two years.
- Primary and nursery establishments - 3 yearly onsite assistance visits which include a health and safety management system review
- Secondary school and through schools - Annual onsite assistance visit which includes a health and safety management system review every three years
- Management review visits include a post-visit report, action plan and on-going support
- Induction for new Principals / H&S Co-ordinators
- Access to the OSHENS web-based H&S management system for accident reporting, arrangements, risk assessments and display screen equipment risk assessment
- Access to the Evolve Educational and Offsite visits system (Note. For independent endorsement of visits, the academy will require a separate SLA with Devon Education Services)
- Reporting all RIDDOR reportable accidents to the HSE (via the OSHENS system)
- Assistance with serious accident investigations
- Liaison with all enforcement bodies (HSE, Fire Brigade, Environmental Health) and Ofsted
- Termly newsletter and hazard alerts

\* Whilst the H&S Review visits are to assist the academy with their management of H&S systems, they also provide the Devon H&S Services with the professional reassurance that they require and may assist in determining advice regarding additional support. Where any academy fails to reasonably engage in this review process, the Devon H&S Services may consider termination of the SLA or not offering a renewal at the end of the term of the SLA.

### Full service

As per all activities in the basic level, plus direct assistance (4 hours at primary level, 7 hours at secondary/special level). Examples of how this time could be used include:

- A premises inspection with a written report and action plan
- Review of significant areas / issues of concern for the school
- Provision of in-house training (from published Health & Safety training programme)
- Review of establishment risk assessments for suitability and sufficiency
- Assistance with safety documentation during civil litigation

### Additional 'pay-to-use' services (subject to availability)

- Training courses via the published Health & Safety training programme
- Additional hours can be purchased to cover additional work required – please speak to your Health and Safety Adviser about your needs

### Evolve+ (for LA, academy, independent schools and colleges)

Optional upgrade to Evolve+, an add-on to the standard Evolve system giving more functionality, flexibility and efficiency in planning offsite trips. Evolve+ features include:

- Ability to link Evolve directly to your MIS for populating student and staff names
- Outline approval, which can involve any other key members of staff (e.g. Finance etc.) in the visit form process
- Calendar feeds, feeding trip information into Outlook / iCal calendars of relevant staff
- Online parental consent forms rather than a paper system
- Ability to send texts and emails to the parents of visit attendees directly from the Evolve system (additional cost per text applies)

**Cost: £200** in addition to your standard SLA cost. For further information please follow the 'Evolve+' link on the front page of OSHENS.

### Evolve out of area licences

For academies that need to use the Evolve system but sit outside the Devon or Torbay LA areas, an additional out of area licence will be needed at a cost of **£199** per school, per year.

\*Travel expenses are charged in addition at the prevailing HMRC rate



# Recruitment Advertising

## Recruitment Advertising

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We offer a cost-effective, time-saving consultancy service to meet all your recruitment advertising needs.

We have a selection of packages to suit a variety of budgets. Generally, our recommended approach would be a blend of job board and social media advertising as available in the Gold and Platinum packages. This includes advertising on our 'Devon Jobs' website which is the dedicated recruitment site for Devon County Council and other local authorities, as well as voluntary and charitable organisations. The Devon Jobs site receives over 200 adverts and over 50,000 unique visitors per month. In addition, using our network of advertisers, we can also recommend and arrange any additional media options for you to ensure that you will get the best response and from the audience that you wish to target.

We provide an efficient, targeted service, which includes:

- Designing and editing adverts, and placing them with strategically selected media channels
- Providing media advice and recommendations
- Dealing with administration and invoicing
- Organising placements in newspapers
- Commissioning innovative and creative advertising for hard to fill or senior posts
- Management of social media campaigns
- Access to a national digital jobs board

You will always receive the proof and cost of your advertisement for approval, enabling you to manage advertising space and subsequent costs.

We can offer a media analysis report so that you can assess the success of your campaign.

Our online system includes:

- User-friendly search facilities
- Email job alerts facility
- Adherence to the Data Protection Act (2003) and full compliance with UK and EU e-GIF guidelines

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)





## Temporary Workers

### Temp Solutions is the in-house temporary staff bank for DCC

Temp Solutions is Devon County Council's in house bank of temporary staff. The Temps Team specialise in supplying skilled, reliable workers who can be available to work at short notice for varying lengths of time. By maintaining a large pool of office support candidates county-wide, we have many applicants who are actively looking for their next assignment.

You can be confident that Temp Solutions will find the right worker for you. All our temporary workers are:

- Interviewed by us to assess their skills and suitability. Employment references obtained, covering a minimum of last 3 years
- Compliant to work in the UK
- DBS/safeguarding checked where relevant

To ensure we source active and suitable candidates for your vacancies, we will create a tailored mail merge to targeted candidates with relevant skills and experience on our existing database. Simultaneously, we can advertise the role in numerous places, including:

- Our DevonJobs website
- National digital job boards\*
- International social media platforms\*

\*subject to additional costs

We're also able to directly source and headhunt new candidate profiles which is especially helpful for those specialist or harder to fill positions.

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



## Disclosure & Barring Service (DBS) Checks

### Safer recruitment service

Devon County Council is a registered umbrella body with the Disclosure and Barring Service (DBS) and provides services to council staff, schools, academies and externally to support a variety of businesses, organisations and charities. The department is primarily responsible for processing electronic (online) basic, standard and enhanced DBS checks, but also offers additional services to our customers such as:

- Advice, support and guidance on the DBS application process
- Information on eligibility for DBS checking
- DBS Adult First and Children's Barred List checks
- External ID validation to comply with route 2 of the DBS process
- Teaching Regulation Agency (TRA) status checking

The safer recruitment Service offers a comprehensive and efficient service and is well known for its professionalism and friendly approach. Our team bring a wealth of experience and knowledge to the department from varying backgrounds. The department maintain a comprehensive database containing the key applicant data along with the DBS check information, which enables detailed reports and financial data to be easily accessed should customers require.

For full details of the service dependent on your school and associated costs, please view the product through the shop: [www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)



# Mediation

## We provide a fast and effective way to resolve workplace issues and conflicts

Mediation is when impartial, trained mediators can help to resolve conflict or a dispute between two or more employees. We do this by enabling them to talk about their situation, exchange their views and concerns and come up with ideas about how to move the situation forward.

There are numerous benefits to Mediation.

- **Wellbeing** - dealing with workplace issues quickly and informally through mediation can improve an employee's health and wellbeing and can improve attendance at work.
- **It helps to improve working relationships** - dealing with issues at an early stage can resolve issues that would be detrimental to productivity and harmony in the workplace.
- **Speed of resolution** - Mediation can work more quickly and therefore more cost-effectively than other dispute procedures.
- **Confidentiality** - The process is carried out within agreed boundaries of confidentiality which avoids publicity and protects reputations.
- **Likelihood of success** - Participation is voluntary, so there is a better chance that an agreement will be successful and respected by both parties.
- **Develops a good people management culture** - It enables both parties to contribute to finding a win-win solution which supports trust-based relationships and a culture of good people management.

Our Mediation team provides a fast and effective way to resolve workplace issues and conflicts. We co-ordinate and facilitate the mediation for you and it is usually completed within one day.

### When would Mediation be appropriate in your workplace?

Some of the most usual situations we mediate for are:

- Instances of personality clashes
- Difficulties with management styles
- Breakdown in communication
- At the beginning or end of a grievance process

If you are considering whether mediation is the right answer to a conflict or dispute in your workplace, please contact us and one of our experienced mediators will contact you to discuss the situation.

### Costs

The fee for the mediation service includes: co-ordination of mediation process and 2 trained and nationally accredited mediators for one day. In exceptional circumstances, where a further day or part of a day of mediation is required the additional charge will be at a discounted day rate.

For full details of the service costs, please view the product through the shop:

[www.devoneducationservices.co.uk](http://www.devoneducationservices.co.uk)

# Continuing Professional Development

Training - attend online or in person



Conferences - attend online or in person



Online learning



self-directed courses and CPD programmes

## What We Do

Our programmes are fundamental in raising standards and improving outcomes for children and young people. We support effective staff development for all phases of education, from primary and early years through to secondary, post-16 and special education. From senior leaders and governors to early career teachers and support teams, we help the wholeschool workforces and other agencies meet the learning and development needs of every member of staff.

We produce over 1500 market leading events every year so our portfolio of courses and networking groups is always developing.

Please visit our website <https://devoneducationservices.co.uk/trainingconferences> to browse our complete portfolio of forthcoming training and conferences or sign up to receive regular notification about our new training and conference offers: <https://www.newzapp.co.uk/clients/reports/dcc/1514/>

### Did you know...

Most of our training can be delivered to your establishment in-house (online or in-person) at very competitive prices for whole-school staff or groups of schools. If you would like to invite a consultant to train in your school or provide training for a cluster of schools at one of your establishments, contact the Training and Conference Team on 01392 287224 or email [educationtraining@devon.gov.uk](mailto:educationtraining@devon.gov.uk).



# Digital Resources

## Re-think Reading!

A collection of lesson plans for teaching reading based on high-quality texts, provide a spine of reading teaching across the school or within a class/phase. In each phase there is a mixture of fiction, non-fiction and poetry.

Each plan contains:

- An overview of the text
- Suggestions of linked texts
- National curriculum objectives
- At least two teaching sessions
- Pre- and post-task activities
- Other ideas for independent activities

## Developing Vocabulary - a CPD package for teaching and learning

This suite of materials has been designed following several successful projects in Devon. Based on sound, up-to-date research into vocabulary development, we aim to provide CPD leaders in schools with the subject knowledge and high-quality materials they need in order to drive their own project and develop their school/department approach to teaching vocabulary. It supports a model of collaborative learning, which has been proven to have the greatest impact on both teachers and students.

- Six detailed (roughly 90-minute) session plans/ presenter notes (these include the subject knowledge needed to run training, links to further reading and a number of suggestions for adaptations)
- Train the trainer video module to support effective implementation
- PowerPoint presentations for each session
- Photocopiable resource masters for the sessions

## Sign to Me: British Sign Language signing club for primary schools

Ideal for schools, after school clubs, lunch time clubs and other groups, this resource can contribute to your modern foreign language offer 36 practical lesson plans include activities, vocabulary lists and resources.

## Children as Evidence - assessing understanding in Mathematics by talking to children

Assessing Mathematics should involve assessing mathematical thinking, related to key mathematical ideas. Talking to children is the best way to do this, as it allows teachers to probe children's understanding, reasoning and decision making. These materials provide questions related to key mathematical ideas for each year group along with a clear indication of how to interpret responses in relation to age-related expectations.

## BookWrites and BookBuds - using real texts to teach writing

The English teaching sequences are a series of detailed learning activities which are designed to practise and consolidate learning. Firing imaginations, learning new techniques and bringing colour into the classroom, they incorporate a range of stimulating, hands-on activities to develop reading, writing, speaking, listening and grammar skills. With each sequence, you'll get:

- Planning based on a high-quality, authentic suggested text as a model of effective and exciting writing.
- A series of adaptive learning activities directly linked to National Curriculum objectives.
- Grammar and/or vocabulary activities to teach and practise skills in order to create specific effects for the purpose and audience.
- A logical sequence from reading to writing incorporating modelled teacher practice before independent application.

## Assessment of Writing

Assessment of Writing is designed to support teachers in making accurate, evidence-based assessments of writing across KS1 and KS2. Samples of annotated writing will also support teachers in establishing appropriate expectations for each year group. When used together with teaching sequences these resources will help you meet all your planning and assessment needs for teaching writing at KS1 and KS2.





# Online Learning Programmes

Our Learning Management System (LMS) gives you complete control over when you start, pause, stop and complete each online learning programme.

## **GDPR whole-school awareness training**

You will explore the principles of the GDPR and the consequences of not adhering to it; recognise the roles and responsibilities of the data protection officer; identify data breaches that may occur at school; discover tips on keeping information secure in your school.

## **Managing data breaches**

This online course will provide schools with data protection support in relation to managing and avoiding personal data breaches. It will help schools to maintain and protect their reputations and will allow schools to educate their key staff dealing with personal data breaches and keep them informed.

## **Subject access requests**

This online course will provide schools with data protection support in relation to Subject Access Requests (SARs). It will help schools to maintain and protect their reputations and will allow schools to educate their key staff dealing with SARs.

## **GDPR compliance**

This online course will provide schools with data protection support in relation to conducting a data protection compliance audit in schools. It will help schools to maintain and protect their reputations and will allow schools to identify areas of concern requiring their attention and ultimately their compliance with GDPR.

## **Attachment Based Mentoring**

A relational approach to learning, development and wellbeing - our 3-day ABM course is now available as an interactive online learning course. Understand the needs of all children including the most vulnerable and how they can find it difficult to engage with learning.

Learn how to become the child's significant adult, meet attachment needs by considering the mentoring relationship and develop solution focused coaching and mentoring skills.

## **Attachment Based Beginnings**

A relational learning course for practitioners working with pre-reception aged children age 2 years and over (equivalent to 2 days learning). Based on our hugely popular attachment based mentoring training, we've designed and developed Attachment Based Beginnings specifically for practitioners working with pre-reception aged children in early years settings. Sometimes we can be at a loss to know how to respond to children and we can feel disempowered or frustrated that we don't seem to be able to manage a child's behaviour. This course will help you build the skills you need to see beyond the behaviour and begin to understand what that behaviour is telling us.

More importantly it will help us understand how we can respond differently to support that child.

## **Language and listening and communication in EYFS**

Deafness is an invisible disability and even a 'mild' hearing loss can have a major impact on a child's education. Deafness is not a learning disability but many deaf children under-achieve if the appropriate strategies are not put in place from a very early age. The early years are a critical age for deaf children to develop their play and thinking skills and to do this they need access to language.

## **An introduction to British Sign Language (BSL)**

This course will provide an online introduction to British Sign Language (BSL) for families, carers & professionals, working with deaf young children. The course will include 60 BSL signs to get you started, social and emotional language and behaviour management all delivered through our interactive platform allowing you to develop your knowledge of BSL.

## **British Sign Language (BSL) KS1 and KS2 - coming soon**

This course is aimed at families and those working with Key Stage 1 & 2 Deaf Children and will include over 100 everyday school signs, short sentences in BSL and a story signed in BSL. There are also sections on fingerspelling, culture, social and emotional signs, plus tips on how to communicate successfully with Deaf children and Adults.

## **Safeguarding Level 1**

This training is designed to help schools provide basic safeguarding awareness to their staff team. This training has been written specifically to be compliant with the standards required under Keeping Children Safe in Education (KCSIE 2024) and should be used in conjunction with school induction policy and procedures.

## **Safeguarding level 1**

## **Safer recruitment and Safer recruitment refresher - updated for 2025**

## **Safer recruitment**

## **Safer recruitment refresher**

# Contact Details



## Mental Health and Wellbeing

**Educational Psychology**  
**Social, Emotional and Mental Health**  
**Relational Learning**  
 01392 287233 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)



## Safeguarding and Inclusion

**Attendance Improvement**  
 01392 287223 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

**Safeguarding**  
 01392 287223 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

**Elective Home Education**  
 01392 287230 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

**GDPR and Data Protection Support**  
 01392 383445 | [schooldataprotection@devon.gov.uk](mailto:schooldataprotection@devon.gov.uk)

**Educational Psychology**  
 01392 287233 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

**Ethnically Diverse Education Achievement Service**  
 01392 287201 | [educationlearnersupport@devon.gov.uk](mailto:educationlearnersupport@devon.gov.uk)

**SEND Support**

- Hearing, Visual and Multi-Sensory Impairment
- Physical Difficulties
- SEND ICT
- Communication and Interaction
- Social, Emotional and Mental Health

01392 287239 | [send@devon.gov.uk](mailto:send@devon.gov.uk)



## Support Services

**Devon Assurance Partnership**  
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**HR One**  
[hrrdirect-mailbox@devon.gov.uk](mailto:hrrdirect-mailbox@devon.gov.uk)

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**Trade waste**  
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**Scomis**  
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## Leadership and Governance

**Governance Consultancy**  
 01392 287314 | [schoolgovernance@devon.gov.uk](mailto:schoolgovernance@devon.gov.uk)

**Headteacher Recruitment**  
 01392 287296 | [educationadminheadships@devon.gov.uk](mailto:educationadminheadships@devon.gov.uk)

**School Leadership and Effectiveness**  
 01392 287376 | [schooleffectiveness@devon.gov.uk](mailto:schooleffectiveness@devon.gov.uk)

**Data & Assessment**  
 01392 287317 | [schooldataassessment@devon.gov.uk](mailto:schooldataassessment@devon.gov.uk)

**Finance Consultancy**  
 01392 287209 | [financeschools@devon.gov.uk](mailto:financeschools@devon.gov.uk)



## Teaching and Learning

**Early Years Foundation Stage**  
 01392 287377 | [earlyyearsconsultants@devon.gov.uk](mailto:earlyyearsconsultants@devon.gov.uk)

**Curriculum Support (primary and secondary)**

- English
- Mathematics
- Science

01392 287380 | [schooleffectiveness@devon.gov.uk](mailto:schooleffectiveness@devon.gov.uk)

**PE and Outdoor Education Support & Guidance**  
 01392 287380 | [dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)

**Devon Music Education Hubs**  
 01392 287235 | [musiceducationhub@devon.gov.uk](mailto:musiceducationhub@devon.gov.uk)

**Outdoor Learning Centres**  
 01364 631500 | [dartmoorcentres@devon.gov.uk](mailto:dartmoorcentres@devon.gov.uk)

**School Library Service**  
 01392 287244 | [schoollibraryservice@devon.gov.uk](mailto:schoollibraryservice@devon.gov.uk)





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