



Notes for Guidance – DIRECTORY of LEARNING PARTNERSHIPS

Introduction

The aim of the Directory is to acknowledge and share the special interests of staff in TEF academies which can be used to support system leadership between academies, or within and across clusters. The Directory forms part of TEF's approach to school improvement and professional development.

It is not meant to be a comprehensive list of all academies or all areas of expertise but to be a source of information for the special interests and capacity to support of our academies at a given time which will vary. The Directory is ordered alphabetically.

The Directory should always be current and is subject to change. Therefore to avoid confusion any changes should be made via the Development Director and will be the version uploaded to the TEF website.

Using the Directory of Learning Partnerships

TEF avoids unnecessary bureaucracy. Its systems are there to provide support, structure and coordination. Therefore there are different levels of use for, and access to, the Directory.

LEVEL 1: Informally

Staffs can search the Directory for the special interests of colleagues and contact them for advice or support. Colleagues have said that there is reciprocity in these informal arrangements and they differ according to circumstances. Therefore, if appropriate, the Directory can be accessed often at no cost and on an informal basis with impact evaluated as part of visits and professional conversations. This usage will normally be short term or for single visits

LEVEL 2: Formally

The Directory can also be accessed by Academies and Directors seeking system leadership support on a more formal basis. Examples could include a targeted support plan suitably costed and often involving long term support or secondment. It is hoped to develop an internal costing system agreed by all but the prevailing view of principals is that this should be determined as part of the negotiations at the time of booking.

Booking/evaluation of the support accessed from the Directory of Learning Partnerships

There is a form which accompanies the Directory. It includes:

- Section 1 to be used to book support

Google Drive\Development\CPD & JPD\System Leadership

- Section 2 to evaluate support received
- Section 3 for next steps and future needs

Please note: Whilst use of the form is optional for informal use of the Directory, it should be used at LEVEL 2 as part of formal support

Section 1 Booking provision

1. When choosing to access provision from the Directory, please fill in section 1 which is the booking section of the form. See here:

Issue
What is the issue you want to address?
What are your expected outcomes from the collaboration?

2. Send the completed section to the academy providing support and a copy to the Regional Director

Section 2 Evaluation

3. After the support is completed fill in section 2 which is the evaluation section. See here:

Outcomes
How did the collaboration provide the support you expected?
What would have been even better if...?

4. Send section 2 to the academy providing support and a copy to the Regional Director

Section 3 Next Steps

5. To simplify the process principals may wish to include Section 3 in point 4. However training and future needs can be confidential and principals may wish to send this section to the Regional Director and Development Director only. They will use the responses and type of booking as part of the overall quality assurance process.

Quality Assurance

The special interests have been chosen by the principals of our academies and their staff. Quality assurance is an evolving and ongoing process. Recommendations for additions or amendments should be sent to the Development Director. These can arise as a result of baseline and progress partner assessments and developing interests and experience of our academy staffs.

The availability of the provision is determined by the principal of each academy. It is difficult to determine a number of days regarding availability due to the changing and often sudden demands of each academy. Therefore please be aware that at times the provision may not be available. Changes to the Directory will be made as soon as possible after notification to the Development Director.

Dr Sue Robinson, Development Director, 26.03.14