

School to school support protocols

All requests for school to school support must come through the Director of NSTA rather than going directly to Head teachers and/or to individual SLEs.

The Director of NSTA will:

- Match the needs of the work with the most suitable SLE bearing in mind the overview of the current and future teaching school work.
- Contact the SLE's Head teacher to discuss capacity, scope and timeframe and for permission to contact the SLE.
- Contact the SLE to discuss the support when the support is agreed.
- Agree the costs with the client school before work commences.

The SLE will:

- Ensure the Director of NSTA has communicated directly with the main colleague being supported before the SLE makes contact.
- Set up an initial meeting to meet the Head teacher and relevant teachers to discuss an action plan.
- Produce a more detailed action plan with the colleagues they are working with in order to clarify the proposed activity at the start of the work, along with potential outcomes.
- Maintain strict confidentiality and show sensitivity where required.
- Treat colleagues with whom they work with respect, acknowledging work that is already in place.
- Consult with colleagues with whom they are assigned to work and maintain a non-judgmental approach when working with them.
- Record and provide evidence of any actions and meetings.
- Plan actions to ensure sustainability.
- Ensure client schools are accountable for carrying out agreed actions.

Protocol for monitoring progress and delivery of agreed support

All providers of school support should complete the relevant forms:

Note of visit: for each visit made to a school.

Evaluation report form: at the end of the agreed support to evaluate impact.

The reports must be succinct and must evidence actions, impact, issues and future actions and dates. Any completed form should be emailed to both the Director of NSTA and the client school's Head teacher after the visit.