



CORE OFFER



Together we **Belong**, **Believe**, **Become**

CORE OFFER

In addition to an annual cycle of developmental review, ascend schools are entitled to the below support from our central team.



HR

To provide a high quality, fair and equal, cost effective and comprehensive HR Service delivered by qualified and time served professionals, to include:

- Recruitment and Retention
- Operations
- Policy Management
- Employment Contract Management
- Staff Welfare

To provide advice and assistance in accordance with the requirements of all relevant education and employment legislation.

Offer to include:

- **Tools, Templates, Guidance:** To develop and maintain templates and guidance in relation to adverts, JD's, Teaching standards, SCR etc. to enable consistent process, procedure and standards to be applied Trust wide
- **HR Compliance:** To ensure that safeguarding practices are adhered to, i.e. DBS, right to work and that this informs the SCR. To issue all offer letters and contract (new and variations)
- **HR Policy Maintenance:** To develop and maintain all HR Policies and procedures including the Staff Handbook which is a comprehensive guide to expectations and general guidance.

Support meetings to include:

- Regular visits depending on need as a minimum monthly review with Office Managers
- 3 time a year workforce planning meeting with Headteachers

SEND

Annual SEND Review and action plan report
Three times a year progress visits
Regular visits depending on need
Regular Trust wide SENDCo meetings, each school represented
Bespoke support such as TA training, SENDCo coaching, parent meetings, pupil observations and recommendations, classroom support for individual teachers

T&L

Termly T&L Visit

Annual cycle of developmental Quality Assurance with the input of external experts Termly T&L Development Group – each school represented
Lead coaches' network T&L bespoke support, such as leading training, 1:1 coaching, leadership development, reviewing of PD plans and implementation/delivery support
Central ECT and ECF management, QA and mentor support and engagement updates. Professional Communities of Practice – subject specific PD, curriculum thinking and sharing of best practice.
Central management and facilitation of NPQs

Training to Teach

Delivery Partnership with Outstanding ITT provider Teach First Access to national conferences, subject communities and alumni Ascend School Centre Initial Teacher Training Programme – PGCE & QTS High quality mentor training, development and networking opportunities.



Maths

Annual curriculum review Support with analysis of key exam groups data
Regular visits throughout the term to provide support and coaching to Heads of Department T&L support to include; learning walks, ECT support, instructional coaching, CPD delivery On call support to any arising issues or queries

Estates

The Estates Manager works across all of schools with the schools Premise managers, caretakers. The estates manager supports all Health and Safety activity and risk management relating to the estate. The Estates Manger monitors all the trust compliance via the Every system which each school use to upload and record their compliance activities.

Our health and safety advisory service is outsourced to Worknest, they support the trust with all the H&S documentation as well as carrying out regular health and safety audits at all our schools which are download to the Worknest portal which all schools have access to.

Finance

To provide a service that is easy to access and meets the needs of all our stakeholders – schools, staff, Trustees/Directors and the CEO:

- Offers expert support and guidance on all areas of finance and business management.
- We Deliver high quality and accurate reporting.
- Implement and maintain rigorous financial controls.
- Supports and benefits all students and staff.



Centralised trust finance

- Appropriate financial governance and risk management arrangements are in place.
- Preparing and monitoring budgets.
- Providing information to the finance committee and academy trustees, as appropriate.
- A transactional financial service to Trust schools.
- Liaise with schools to prepare budgets and regular financial monitoring reports.
- Ensure that the Trust remains compliant with the demands of our regulators and assists schools with assessing the financial implications of proposals.
- Ensures statutory compliance such as annual audit, VAT returns, grant audits, teacher's pension audits.
- Deliver a robust internal audit process.

Data

Weekly updated attendance, including attendance broken down by key demographic groups and year groups. Termly attendance analysis reports to indicate areas of improvement and focus Fortnightly Behaviour analysis, including suspension and exclusion rates Termly behaviour analysis broken down by key demographic groups and year groups. Data provided, and populated where appropriate, for Headteacher reports. Including mobility, attendance, behaviour, SEND and performance data. Bespoke training on data systems and analysis when required. Additional capacity for internal data input and analysis Distribution of new or updated guidance from the DfE regarding data.



IT

The Trust IT Lead works across all the schools and the central team, working with the internal IT support teams and the managed service providers to provide expertise, direction and escalation for any IT projects or issues.

Carry out regular visits to schools to work with the teams to align the IT provision across the trust. To give direction for centralising the IT support service and infrastructure.

Where able the Trust IT Lead will negotiate MAT wide contracts to achieve cost savings and streamlining of software. To write tenders for larger scale projects such as but not limited to, Telephony, Print, Internet & Filtering, Hardware, and Software and project manage these from start to finish. To manage any capital budgets for IT allocating them on a priority basis.

Become a point of escalation or 3rd line support for any of our technical teams and be on call in the case of disaster recovery.

Procure an audit and review the security of our networks annually and ensure recommendations from this for security and safeguarding are followed through.



Education Director

Regular visits to support the HT and Leaders to drive school improvement and HT line management. Coaching of HT and SLT members Advice and guidance and behaviour support strategy. Curriculum and assessment group leadership. Raising Standards Analysis of progress with appropriate support. Support and guidance for budget planning and forecasting.

On call support for all issues/concerns Fortnightly Headteacher group meetings including updates and training. On the ground support when required. Interview and recruitment support.

Communications & Marketing

The Trust's central team is responsible for creating an effective central communications strategy and help to manage any media enquiries and liaise effectively with the Marketing team. Support with connecting to your communities and parents, building your reputation locally as well as supporting you recruit new students.

