



# **ACADEMY IMPROVEMENT GUIDE 2020-21**







# Academy Improvement Guide 2020-21

**Welcome to the Aspire Academy Trust's Academy Improvement Guide for 2020-21.**

We are committed to improving outcomes for all children, placing school improvement at the heart of everything we do. We do our very best to professionally develop all our staff, to give excellent opportunities and learning experiences for our children. You will see we continue to embed a broad and balanced knowledge-based curriculum throughout our plans for the year ahead, as well as offering a range of opportunities for career development.

## **How to book**

Specific details of courses and events arranged by the Aspire Academy Trust will be listed on the CPD page of the Aspire website. This is also where bookings (which are essential) can be made: [www.aspireacademytrust.org/training](http://www.aspireacademytrust.org/training).

## **Not from an Aspire Academy? No problem...**

If you are a colleague from a school or MAT outside of Aspire and would like to attend any of our CPD events, please contact us for prices and to arrange this. Everyone is welcome. [events@aspireacademytrust.org](mailto:events@aspireacademytrust.org).





## Our Approach to Academy Improvement

Within our Trust we have a structured approach to academy improvement.

**Tier One:** A comprehensive selection of training and CPD, offering something for everyone in an extensive range of areas. What you see detailed in the pages to come is just a flavour! Throughout the year we react to the changing needs of our academies, staff and children and this informs our CPD provision.

Much of the offer detailed in this guide will focus on Tier One academy improvement support.

**Tier Two:** Centred on Hub priorities and identified areas of development, creating a more focused approach, pinpointing local needs.

**Tier Three:** Our most bespoke support. Whether that be for a school, group of staff or an individual. It is all about needs and using our resources and expertise to give tailored support and build professional skills.

Academy improvement is also about **challenge** - to achieve the best for ourselves, our academies and ultimately, our children. This can be through visits from Hub colleagues and leaders, along with visits from wider colleagues and Trust specialists with a particular area of focus. This helps to identify further support and training needed to continue striding forward.

### Use our clever key to see who our training is for:

Admin Staff ●	SENDCos ●
Core Services ●	SLT ●
Estates Staff ●	Teachers ●
Heads of School ●	Teaching Assistants ●
NQTs & ECTs ●	Priority Training ★



# TEACHING AND LEARNING



## Class Teacher Workshops ● ★

An opportunity to come together with a strong network of colleagues for quality development and training. Workshops include moderation of children's work and curriculum focus to enrich teacher knowledge and skills.

The Year 2 and Year 6 Workshops also review findings from national assessments and prepare for the coming year's framework.

## Early Years Network ● ●

An opportunity for Early Years colleagues to meet, sharing ideas and best practice. This year, plans for EY CPD include music, early reading and transition.

## English Network ● ★

Throughout the year, there will be opportunities to attend training based on many aspects of the English curriculum including: reading, vocabulary, moderation support and writing.

## Maths Network ● ★

We continue to deepen understanding of Mastery, alongside Maths subject lead support, planning and assessment in each year group.

## ICT Network ●

A face-to-face coordinators' afternoon will run during Spring term 1. This will be supplemented by online Teams meetings throughout the year.





“Staff training and subject support networks facilitated by the Aspire Academy Trust are leading to good and continually improving standards in reading, writing and mathematics.”  
(Ofsted Inspection Report, 2018)

## ICT - DIGITAL LEARNING CORNWALL ●●●●●

A range of training from our specialists includes:

- Google Classroom and Associated Tools for Remote and Class-based Learning
- Green-screening and Animation with iPads
- Interactive Boards - Making the Most of Classroom Screens
- Seesaw and Associated Tools for Remote and Class-based Learning
- Tapestry: End of Year Session - Data and Journal Exports
- Tapestry for TAs and Nursery Support Staff
- Tapestry for Teachers and Nursery Managers
- Teach Computing
- Use Tech in Maths - inc. Year 4 Tables Tests
- Utilising Chromebooks on a Daily Basis

## EdTech Demonstrators Programme ●●

Digital Learning Cornwall, our ICT specialists within our Trust, are one of the first twenty organisations to secure DfE-funding to deliver free peer-to-peer support to schools across the south-west. Via online meetings and focused on ICT strategy, we are able to provide bespoke support, with some of our usual scheduled training sessions also freely accessible up to March 2021. Visit the Digital Learning Cornwall page of the Aspire website to find out more.

## Teaching Assistant CPD ●

CPD opportunities will be available throughout the year to include topics such as:

- Developing independent learning
- Exploring best practice
- Key curriculum areas

# BESPOKE SUPPORT FOR YOUR ACADEMY



## Early Years ●●●●●

The Aspire Early Years Core Team is available to offer bespoke support visits to Early Years colleagues across our Trust. This can include advice on teaching and learning, resources and making the best use of your environment.

## English ●●●●●

The Aspire English Core Team has expertise in many different areas of the English curriculum and are able to carry out visits and audits to establish what further support is needed. Support is tailored to each academy and could include early reading, closing the word gap, promoting a love of reading and accessing support from the Kernow English Hub.

## Maths ●●●●●

Support for Maths leadership, whole school training and Maths school improvement is available across our Trust. Alongside this, the Aspire Maths Core Team can guide and lead the development of Maths in your academies and Hub, providing bespoke support relevant to each academy's identified needs.

## ICT ●●●●●

A variety of support can be accessed, including twilights, INSET, in-class staff training, internet safety workshops, staff meetings, advice on the Computing curriculum, plus Tapestry setup and training.



## Inclusion ●●●●●

The Aspire Academy Trust holds Inclusion high on the agenda, working together to improve the outcomes for our most vulnerable pupils.

The Inclusion Team is always available to give bespoke support with all aspects of Inclusion:

- Educational psychology
- Pupil Premium
- SEMH
- Team Teach
- Teaching and learning
- Trauma-informed approaches

Schools can request support for individual pupils or whole school support.

## Inclusion Network ● ★

For SENDCos and Pupil Premium Champions to network, share best practice and access CPD/updates. By bringing SEND and Pupil Premium leads together, joined up practice is achieved.

## Inclusion CPD ●●●●●

A range of bespoke CPD is available, including:

- Alternative provision
- ASC
- Differentiation
- Dyslexia
- Equality
- Fair funding allocation
- Improving SEMH/behaviour
- Promoting positive SEMH
- Teaching and learning
- Team Teach
- Trauma Informed Schools



"Personalised professional development for staff has led to strong progress for pupils... Extensive training of staff has enabled school leaders to embed good practice."

*(Ofsted Inspection Report, 2018)*

# ASPIRE CHARTER OF EXCELLENCE

The Aspire Charter of Excellence comprises a set of individual educational charters designed to raise aspirations and expectations through exemplifying and showcasing best practice across our Trust. By defining our own quality framework, the Charter of Excellence aims to redefine what is truly outstanding and, in so doing, validate, reward and measure its impact.

## **Children's Charter**

This is our commitment to educating and nurturing the whole child, through a curriculum that inspires creativity, imagination and reflection in an inclusive learning environment. The Charter includes PSHE, RSE, British Values and a range of wider wellbeing elements. There are no tiers or levels to this Charter; all academies will meet the same exceptionally high standards and sustain them.

## **Early Years Charter**

The Early Years Charter is a self-evaluation tool to support ongoing improvement in EYFS settings. The Charter has been developed using key documents from the DfE and Ofsted by experienced staff including teaching assistants, teachers and senior leaders.

## **Future Voice Charter**

The Future Voice Charter encourages schools to develop the voice of future generations by extending the opportunities they offer for pupil voice, speaking and listening. Opportunities must include presentation, improvisation, collaboration, debate, and performance.







“Staff training is carefully designed to meet each member of staff's individual needs. This training is prudently matched to the school's development priorities. As a result, all staff are well prepared to improve their teaching further.”

*(Ofsted Inspection Report, 2017)*

## **Health and Wellbeing**

Health and wellbeing is a key priority for us. Our academies use carefully selected programmes such as the Mentally Healthy Schools and Trauma Informed Schools awards to structure our high-quality provision. We also strive to achieve excellent staff wellbeing through the Healthy Workplace Awards, which many of our academies have proudly achieved.

## **Pupil Premium Charter**

The Pupil Premium Charter is a working document to support best practice and high aspirations for Pupil Premium children across our Trust. The Aspire Pupil Premium Charter document is written with reference to the Education Endowment Foundation's 'Using Evidence to Improve Pupil Premium Outcomes: Benchmarking and Reflection Tool'.

## **SEND Charter**

The SEND Charter is a working document to support best practice and high aspirations for children with SEND across our Trust. The Aspire SEND Charter document is written with reference to the Special Educational Needs and Disability Code of Practice (January 2015).

## **Youth Sport Trust Quality Mark**

This is a nationally recognised award for the quality of PE and school sport provision in schools, which includes integrating sport and physical activity in wider learning.

# CAREER DEVELOPMENT, SUPPORT AND LEADERSHIP



## ASPIRE TEACHING TRUST

Aspire Teaching Trust is our Teaching School. We are tasked by the DfE to train new teachers, develop teaching and learning and improve outcomes for children across Cornwall.



### Initial Teacher Training ●

- Our training follows the primary School Direct (Tuition Fee) route, in either Early Years or General Primary.
- Achieve Qualified Teacher Status (QTS) with PGCE, in partnership with Cornwall SCITT.
- Hands-on training in Aspire academies.
- Access enhanced mentor support, with enriched benefits and networking opportunities.
- Laptops are issued to trainees, for access to a wealth of support and resources.

Where vacancies allow, we are committed to finding NQT posts within our Trust following successful completion of the course.

### School to School Support ●●●●●●●●

Aspire Teaching Trust have a number of accredited leaders to support and guide in:

- Administration - IT, safeguarding and finance
- All areas of the curriculum
- All aspects of school improvement

Our school to school support is available to all — including external schools and colleagues.





## Research and Evidence-based CPD

This is crucial to ensuring best practice. We utilise Education Endowment Foundation guidance on implementation, metacognition and curriculum to inform our CPD and academy improvement activities.

We work collaboratively with Cornwall Teaching Schools Together, Kingsbridge Research School and Cornwall Associate Research School to bring national, cutting-edge training and challenge.

For more information about the Teaching Trust offer and support available, visit the Teaching Trust page on the Aspire website or email [ATT@iaspire.net](mailto:ATT@iaspire.net).

## NQTs AND EARLY CAREER TEACHERS

### NQT and Early Career Network

A development package for Newly Qualified Teachers and those in the first two years of their career includes:

- Effective marking and feedback
- Effective time management
- IT
- Leading a subject effectively
- Mastery - including maths
- Planning
- Reading and vocabulary
- SEN and differentiation
- Trauma-informed approaches to managing behaviour
- Wellbeing and stress management

"Professional development should be underpinned by robust evidence and expertise."

*(Department for Education, 2016)*





## LEADERSHIP DEVELOPMENT

We are committed to offering leadership development opportunities for all staff, working in all areas and levels of responsibility.

- **Early Leadership** — for those looking to enter the first stages of leadership.
- **Middle Leadership** — for those looking to step up their leadership responsibilities.
- **Leadership in a MAT** — higher level leadership with a unique insight to collaborative working, maximising the opportunities of a MAT.

A programme of CPD and tailored support is available for our school leaders (Lead Teachers, Heads of School and Strategic Partners), and will be delivered as part of network meetings and formal CPD, bespoke partnership working and Performance Management. This includes:

- Budgeting for school improvement
- Diversity
- IT skills
- Leadership career support
- Leadership, wellbeing and self-reflection
- Making the best of your staff
- Monitoring and action planning
- Ofsted
- Pupil Premium and SEND
- School community
- Talent management and recruitment
- Teaching and learning
- Understanding Aspire structures, networks and governance
- Understanding data
- Understanding leadership
- Wider perspectives and evidence-based practice

“I will be able to support staff in taking ownership of their own CPD.”

(CPD Feedback, 2020)



## National Professional Qualifications

We have joined forces with Best Practice Network as a delivery partner for National Professional Qualifications (NPQs), a suite of qualifications accredited by the Department for Education for school leaders. This means we are able to deliver these courses across Cornwall - and you do not have to be a part of the Aspire Academy Trust to access them.



Supported by



The NPQ for Middle Leaders (NPQML) and NPQ for Senior Leaders (NPQSL) courses can be funded through the Apprenticeship Levy, making this CPD route more accessible.

Both these qualifications are delivered through blended learning, and start with a 360 Leadership Diagnostics, to help learners determine their starting points and focus for development.

Both courses take around 15-18 months to complete. The NPQML is suitable for those who are or would like to be a middle leader, leading a team of others. This may include:

- Curriculum lead
- Head of department
- Key stage leader
- Pastoral lead
- Subject lead

The NPQSL is suitable for those who have, or aspire to have, cross-school responsibilities. This may include:

- Deputy / Assistant Head of School
- Experienced middle leader
- Other senior staff
- SENDCo



"I loved this session! It was incredibly valuable and I shared the content straight away with team members.

Thank you!"

(CPD feedback, 2020)



## Incremental Coaching ●●●●●●●●

This is a tool we are using across our Trust in all areas to continuously improve our staff and practice. Anyone who is responsible for supporting others to develop should consider undertaking this training. Middle and senior leaders should particularly consider this CPD, as well as class teachers supporting trainee teachers, those supporting NQTs and those responsible for the development of TAs.

Other training available will include difficult conversations, effective team work, outstanding subject/specialism leadership and preparing for performance management.

## Heads of School Network ● ★

A comprehensive package of planned CPD with regular and relevant updates on a range of different themes.

Previously, this has included topics such as:

- Academy improvement
- Attendance support
- Early years
- Effective learning walks
- Feedback from recent Ofsted inspections
- Governance
- Health and safety
- Health and wellbeing
- HR and managing absence support
- Inclusion in the new Ofsted framework
- Monitoring
- Reading in the new Ofsted framework
- Teaching and learning
- The Teaching Trust offer

“Thank you! Inspirational  
and can’t wait to see the  
impact on our school.”  
(CPD Feedback, 2019)



## FURTHER QUALIFICATIONS

Across the Aspire Academy Trust, staff are able to undertake appropriate, nationally recognised qualifications, from Level 2 to Level 7 of study.

Funding through the Apprenticeship Levy allows us to offer this further CPD to staff in all areas and at all levels of responsibility. It is pivotal to the development of the Aspire workforce.

Qualifications are available in a number of areas, including:

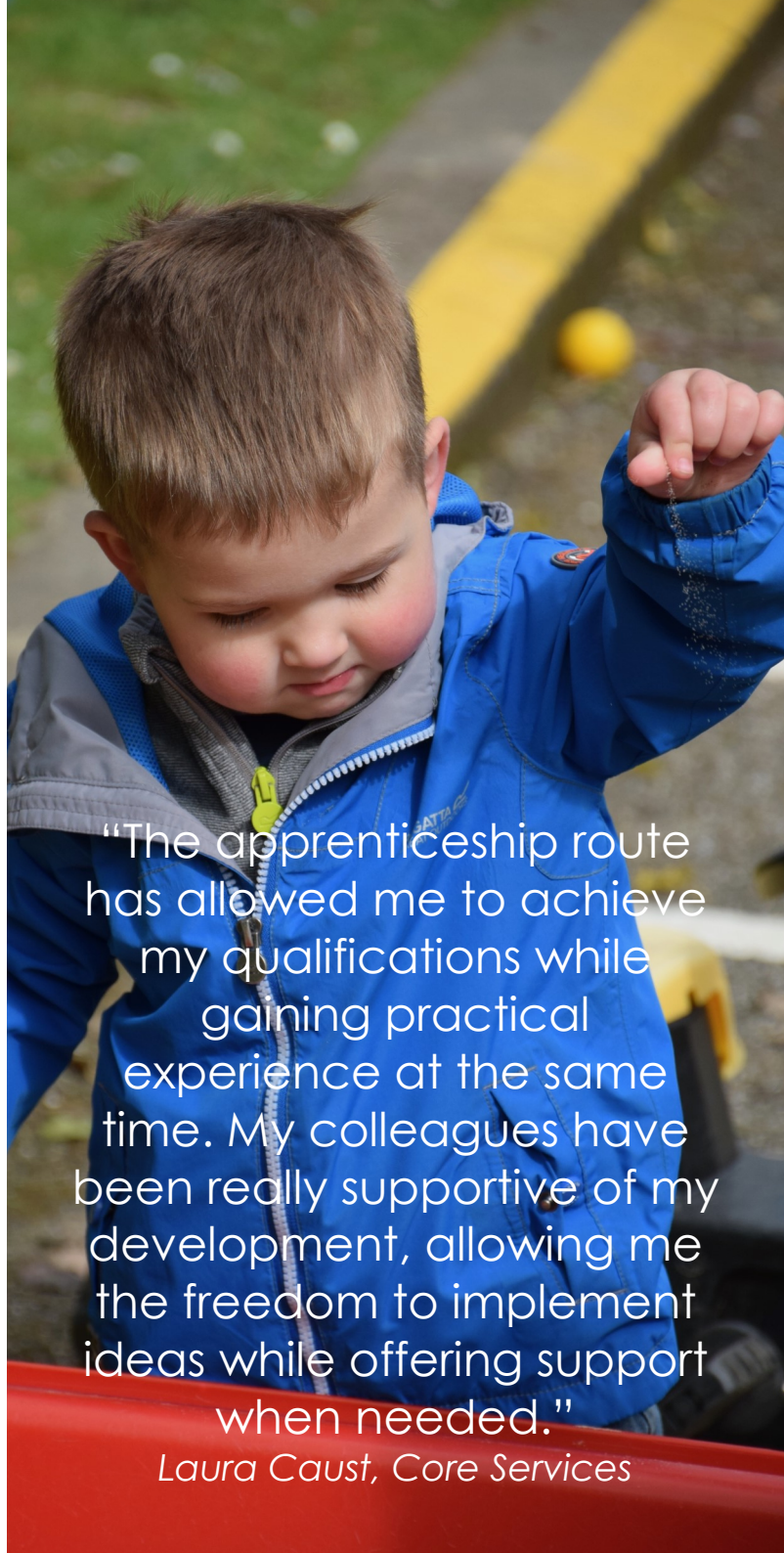
- Business administration
- Catering
- Early years practice
- Educational and classroom practice
- Finance, accountancy and payroll
- ICT
- Leadership and NPQs
- Premises management and estates

To find out more, visit the Apprenticeship Learning page on the Staff Hub.

## RECRUITMENT AND CAREERS

A range of career opportunities is available within the Aspire Academy Trust. Visit the Careers page of the Aspire website for all the latest vacancy details.

You can also contact the HR Team via email: [hrteam@iaspire.net](mailto:hrteam@iaspire.net).



"The apprenticeship route has allowed me to achieve my qualifications while gaining practical experience at the same time. My colleagues have been really supportive of my development, allowing me the freedom to implement ideas while offering support when needed."

*Laura Caust, Core Services*

# CORE SERVICES



## ACADEMY ADMINISTRATION

### Aspire Admin Network ●●★

These meetings are for all Aspire Admin staff for training and networking including topics such as:

- Finance
- Health and Safety
- HR
- ICT
- Premises
- Safeguarding administration

### Social Media and Websites ●●●●●●●●

Training and support is available to all staff on:

- General use of our IT systems
- Office 365
- SharePoint
- Social media
- Websites

Contact Pete Bradburn or Tania Williams to arrange this.

### PS Purchasing ●●●

Support and training will be available for Heads of School, Administrators and Core Services. Contact Kirstie Worth.

### Parent Pay ●

Refresher training and opportunities to share best practice will be available for Admin staff during the



# SAFEGUARDING

## Safeguarding Updates ●●★

Training for Designated Safeguarding Leads takes place on a termly basis through our Heads of School meetings, to which Deputy Designated Safeguarding leads and Hub Councillors are invited.

Level 2 training is provided to all new staff during the Aspire Induction day, which is held every term.

## General Safeguarding Support ●●●

Ongoing support is provided to our academies through regular safeguarding audits, admin meetings, Single Central Record training and onsite visits where requested. In addition to this, online training takes place and expert speakers are often invited to deliver specific topics, such as the Prevent Duty.

An annual safeguarding refresher containing updates from KCSiE is issued to all academies, which is shared with all staff at the start of each new academic year. Termly safeguarding modules are issued to all staff including Core Services. This could include FGM Awareness, Child Mental Health Awareness, CSE, CSA and Neglect.

Safeguarding briefings and updates are issued to all academies on a regular basis.

Daily safeguarding advice and support is available for all academies and Core Services from the safeguarding team.



We put safeguarding at the heart of everything we do. It is everyone's responsibility. The Safeguarding Team aims to develop a strong culture of safeguarding in our academies.

# WHOLE TRUST TRAINING AND SUPPORT



## Introduction to Aspire (*all new staff* ★)

For all new colleagues joining the Aspire Academy Trust. This includes an introduction to our Trust, our Health and Wellbeing programme, IT, Trauma-Informed Schools, Core Services and Tier 2 Safeguarding training. Staff working in academies will need to ensure they also receive an academy induction.

## Academy-based Induction (*all new staff* ★)

All new staff will receive a tailored and academy-specific induction package, to include academy processes and protocols. This will include local academy procedures such as health and safety, safeguarding and code of conduct.

## HEALTH AND SAFETY ●●●●●



A range of training is available in all areas of Health and Safety including:

- One-to-one training for individual needs
- DSE individual risk assessments

## Mini Training Sessions Available ●●●●●●●●

- Accident RIDDOR Reporting
- Allergies and AAI Pens
- AssessNET Software Training
- Choking and CPR Refresher Sessions
- Contractor Management and Asbestos Awareness
- DfE and Aspire Medicine Guidelines
- Educational Visit Coordinator (EVC) Training
- Fire Safety Awareness



- Health and Safety in the Workplace
- Principles of COSHH
- Principles of Manual Handling
- Risk Assessment
- Working at Height

## First Aid



For three years we have been working with 'In Safe Hands', who provide training in line with our Health and Safety Policy, DfE guidelines, and HSE regulations. The following training is available and can be booked through the Health and Safety Team:

- Emergency Paediatric First Aid Training (EPFA) 1-day course
- First Aid at Work (FAW) 3-day course
- Paediatric First Aid Training (PFA) 2-day course (mandatory for all EYFS staff)

## Little Lifesavers

We also offer Little Lifesavers training for all our pupils. This training instructs them in calling the emergency services, CPR, the recovery position and abdominal thrusts.

## Health and Safety Student Representatives

We are incredibly proud of our amazing Health and Safety Student Representatives. We provide them with initial training in Health and Safety and then yearly training sessions in specific areas such as:

- Auditing
- COSHH
- Ergonomics
- Fire Safety



"It was two days of absolute immersion in excellent core vision for children in schools.

Inspired!"

(CPD Feedback, 2020)

## Mandatory e-Learning



### All staff: completed annually: ●●●●●●●●★

- Fire Awareness
- Fire Warden Training – (for Fire Wardens)

### All staff: completed 3-yearly: ●●●●●●●●★

- General Data Protection Regulation (GDPR)
- Health and Safety Essentials
- Manual Handling
- Risk Assessments
- Slips, Trips and Falls

### For all staff handling food:

- Food Allergens
- Food Safety and Hygiene L2

We also offer over 60 additional training courses to all staff. For more information please visit the Health and Safety Staff Hub page.

## ESTATES

### Aspire Site Managers ●★

The Aspire Site Managers meet termly. The meetings follow a schedule of training sessions which range from relevant health and safety issues to the use of computer software.

### Aspire Area Site Managers ●★

Area Site Managers have additional training meetings with a focus on management of teams, compliance and processes.

Training includes health and safety, compliance, self-auditing and electrical competent person.



"It was good to be able to have time for reflection of good work and consolidation of team focus."

(CPD Feedback, 2020)



## HEALTH AND WELLBEING

The Aspire Health and Wellbeing programme is available to all staff across our Trust, with key themes of emotional, social, physical and mental health, experience and opportunity. This includes:

- ♥ Competitive salary
- ♥ Counselling
- ♥ CPD - academic, curriculum and skills
- ♥ Equal, fair and family-friendly policies
- ♥ GP access
- ♥ Health assessments
- ♥ Incentive schemes - Bike to Work/Eye Care
- ♥ Occupational health
- ♥ Option to join the Local Government Pension Scheme/Teachers' Pension Scheme
- ♥ Physiotherapy
- ♥ Signposting, including self-help and advice
- ♥ Wellbeing Champion Network

Further health and wellbeing support services are available to all Aspire employees through Class Insurance — go to the Staff Hub for more details.

### **To access information and support:**

- ♥ Visit the Health and Wellbeing pages on the Staff Hub
- ♥ Visit the Careers page of the Aspire website for the latest vacancy details
- ♥ Speak to your Health and Wellbeing Champion
- ♥ E: [hrteam@iaspire.net](mailto:hrteam@iaspire.net)



At the heart of our culture and ethos is our commitment to educating and nurturing the whole child; by investing wholly in the mental, emotional and physical wellbeing of our workforce.



# ONLINE TRAINING AND WEBINARS

Recently we have updated much of our academy improvement offer to be available online. We recognise that there can be challenges in accessing face-to-face support and training, although this should not be a barrier to staff development or to support for colleagues.

We will continue to offer a broad range of webinars and online support in the coming year, across a variety of areas. This is open to anyone - you do not have to be part of the Aspire Academy Trust, or even in the county! Colleagues across the UK and the world have been joining our webinars, and we are expanding our offer more widely this year.

Everyone is welcome to join us.

## **Webinars available include:**

- Enabling Environments and Observations
- Encouraging Mark Making
- Exploring VLE Options for Remote Learning
- How to Teach Pattern in EYFS and Year 1
- Maths: Bar Modelling
- Meeting the Needs of Vulnerable Children and Young People
- Moving School IT to the Cloud? - Consider the benefits and make a plan
- Number in EYFS
- Overview of NCETM Website and Resources
- Overview to Maths Mastery
- SENDCo Support
- Social Stories
- Supporting Staff to be Emotionally Available
- Trauma Informed Schools - clinics and drop-ins





## Joining our Webinars

You will see details of our planned webinars on the CPD page of the Aspire website. Colleagues from outside our Trust are most welcome to attend; please visit the CPD page where you will find details of prices and how to book.

Following each webinar, attendees will have access to presentation slides or resources shared. We will be adding more webinars to the offer throughout the year. If you have a topic you are particularly interested in, let us know.

## Bespoke Online Support

Expert colleagues within our Trust are also able to offer support to colleagues via individual online meetings, bespoke delivery of staff meetings and training online. This is available to anyone within Aspire, and colleagues who may be much further afield - in the following areas:

- Early Years
- English
- ICT
- Maths

If you have a particular area that you would like support with, including any others that may not be listed above, please get in touch.

## AND FINALLY...

A reminder that attendance at training must be booked via the CPD page of the Aspire website. External colleagues are welcome — please contact us.



“This was such a helpful webinar. So many others I have tried have lacked content due to their online nature. This wasn't the case at all his time. I left with some good ideas and more knowledge than before.”  
(CPD Feedback, 2020)



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🖱 [www.aspireacademytrust.org/training](http://www.aspireacademytrust.org/training)