

Education and skills Core Offer

2020 - onwards



Protect
Care and Invest
to create a
better borough



Telford & Wrekin
COUNCIL



Introduction



A collaborative approach is operated between Telford and Wrekin Council, Teaching School Councils and Multi-Academy Trusts to improve outcomes for children and young people. In delivering our core offer to you, we commit to working in close partnership to ensure that every young person receives the best possible education, drawing on the tremendous education expertise our Borough has to offer. Our Council education services continue to adapt to a fast-changing education landscape and move forward to meet the challenges of delivering quality services.

We welcome feedback and suggestions for improvement on how we are communicating and delivering our services on our journey of continuous improvement.

Councillor Shirley Reynolds
Cabinet Member for Children, Young People, Education and Lifelong Learning

Jo Britton
Executive Director Children's Services

Simon Wellman
Director Education and Skills



Services

Education and Skills Core Offer

This document outlines:

- i. **the education services that Telford and Wrekin Council** delivers to maintained schools and academies across the borough
- ii. **an overview of our key priorities for 2020-2021**
- iii. **the management structure in place to** deliver these services

Traded Services

Alongside our core offer, some of our services either partially, or fully, trade with early years providers, schools, academies and post 16 settings. In addition there are is a comprehensive package offered from Telford Education Services covering:

- Education Catering
- HR, Business Support and Health and Safety
- ICT and Finance
- Professional, Educational and Pupil Support
- Property, Facilities Management and Catering

Further details can be found at [Telford Education Services](#)

Continuing Professional Development

Our professional development courses are highly valued and offer expert training for the educational community. Further details can be found in our CPD booklet [here](#)

Education Noticeboard

We communicate regularly with the education community through the weekly Telford and Wrekin Council Education Noticeboard. To subscribe to this please follow the link [Education Noticeboard](#).



Key priorities



Management Structure



School Admissions

Working with schools to facilitate the statutory duties around school admissions and school appeals.

For more information visit: www.telford.gov.uk/admissions

Email: admissions@telford.gov.uk

Attendance Support

The Attendance Support Team (AST) work in partnership with schools to ensure that schools can access all legal interventions and advice in relation to school attendance as well as develop strategies to improve school attendance and reduce persistent absence. Additionally, the team also have responsibility for Child Employment and Children Missing Education. We provide a traded package to schools of Education Welfare Officers. We deliver training to school staff and to governors in relation to school attendance and accessing legal interventions.

Email: attendancesupportteam@telford.gov.uk

Tel: 01952 385220

Access and Inclusion

Access and Inclusion undertake a range of case work related to the Fair Access Panel and exclusions and pupils not receiving full time education or missing education. The Group Manager attends all Pupil Disciplinary Committee Meetings when a pupil is permanently excluded, ensuring that legislation is adhered to and that young people and families have a voice and are aware of their rights. The team includes the Advisory Teacher for Elective Home Education and Gypsy Roma Traveller children.

Email: accessandinclusion@telford.gov.uk

Early Years and Childcare Team

Aiming to ensure that there is sufficient and good quality childcare that meets statutory safeguarding and welfare requirements for children 0-14 (16 with SEND) and access to early education places for targeted 2 year olds and all 3 and 4 year olds.

Striving to provide timely assessment, early intervention and a co-ordinated multi agency response for very young and pre-school children with SEND (0-5) for their special educational needs at their local settings or school.

There is a wide range of support that includes information, advice, challenge and CPD opportunities for the early years workforce including those who work in schools, nurseries, day-care, pre-schools, childminders, out of school provision voluntary management committee members, trustees, apprentices and students. The service oversees the quality assurance of provision and integration of services related to early years and childcare.

For more information please contact:

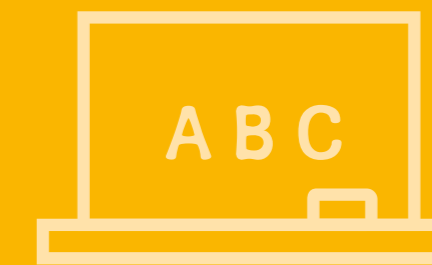
talkingchildcare@telford.gov.uk

01952 385423

For funding queries please contact:

childcarefunding@telford.gov.uk

01952 384424



Education Safeguarding

The Education Safeguarding team work with schools and colleges to help ensure that all children and young people learn in an environment that is safe and promotes their overall wellbeing. The team provide guidance, challenge and training. The core offer is free for most Telford & Wrekin schools and academies. As part of the core offer, the team also provide template policies, including a Safeguarding and Child Protection Policy for schools, and the S157/175 Audit on behalf on the Local Safeguarding Partnership. Schools and colleges can additionally buy an enhanced Safeguarding Service Level Agreement and access services such as bespoke audits and advisory visits.

Email: educationsafeguarding@telford.gov.uk

Multi-Cultural Development Team

The Multicultural Development Team provides advice, guidance and training in relation to pupils with English as an Additional Language (EAL) and BAME pupils. This includes advice on raising the attainment of minority ethnic pupils who are at risk of underachieving, and undertaking specialist assessments with pupils who have EAL, including those who are newly arrived from overseas. This service is partially traded and advisory teachers can offer support to schools relating to Ofsted requirements for BAME/ EAL provision, and support schools to improve the quality of teaching and the curriculum. The team can support with British values, cultural capital, diversity and equality, managing and tackling racism, promoting pupils' spiritual, moral, social and cultural development and offer advice in relation to religious beliefs and cultural sensitivities.

Email: Multicultural.Development@telford.gov.uk

Tel: 01952 380828

Newly Qualified Teacher Appropriate Award Body Service

Schools and head teachers have a statutory responsibility to make prior agreement with an Appropriate Body to quality assure the induction process for their newly qualified teachers. We can provide an Appropriate Body package to support you in doing this, which includes; registration, support for NQTs and Induction Tutors, and ensuring quality assurance.

For more information please contact schoolimprovement@telford.gov.uk

School Governance

A traded service that provides professional support and advice to subscribing schools and academies on all aspects of school governance including provision of a high quality clerking service. The team supports the management of the process of head teacher recruitment, and leads on the process of federation, including the reconstitution of governing boards. The service provides access to a wide range of CPD to develop governor effectiveness and school leadership that can also be purchased.

For more information please contact SchoolGovernance@telford.gov.uk

School Performance

The team maintains an oversight of the performance of maintained schools and pupils in the borough through the review and analysis of pupil performance data and OFSTED outcomes, including managing the implementation of the Local Authority Securing School Improvement Policy. The team supports schools with statutory assessment as well as managing the Local Authority moderation functions. They also co-ordinate a comprehensive programme of CPD courses throughout the year, together with bespoke consultancy support. CPD offer includes; preparing for statutory assessment at KS1 and KS2, assessment, preparation for Ofsted, middle leader development and curriculum support in Science and Computer Science (including online safety)

For more information please contact

schoolperformance@telford.gov.uk

For information about the current CPD offer contact

cpdschoolimprovement@telford.gov.uk

School Organisation

Overseeing the council's duty to provide sufficient school places, utilising the basic need and Section 106 funding from housing developments and supports the schools capital programme. The service undertakes the statutory annual returns that drive basic need funding and schools funding and complete the annual cycle that includes pupil projections and management of additional/surplus places. The service also co-ordinates school status change including academy conversions and leads on the Free School programme for the borough through liaison with the DFE.

For more information please contact

schoolorganisation@telford.gov.uk

Virtual School

The Virtual School consists of a team of experienced and dedicated professionals – led by the Virtual School Headteacher.

The team maintains an oversight of the education performance of Children in Care aged 2-18 years old, through the review and analysis of all Personal Education Plans, Care plans and OFSTED outcomes. Tracking academic progress, attendance, and exclusions of Children in Care and intervention if required. Providing support and challenge to schools to ensure that academic standards are raised for children in care. In addition 'as Corporate Parents' it manages the implementation of the Local Authority Corporate Parenting strategy Education section. The team supports schools with Children in Care through a variety of means including a comprehensive programme of CPD courses throughout the year, together with bespoke support. CPD offer includes; PEP training, Attachment & Trauma training, becoming an accredited Attachment & Trauma Informed School and bespoke individualized training to suit the needs of the school in relation to Children in Care.

For information about Children in Care email:

virtualschool@telford.gov.uk

Or visit the Virtual School website:

<https://www.telford.gov.uk/info/20642/virtual-school-for-children-in-care>



Outdoor Education Service - Educational Visits Advisory Service

This is a traded service which includes the TWC Employer Guidance for Educational Visits and Journeys, which adopts the Outdoor Education Advisor Panel's National Guidance.

The SLA includes access to an accredited Outdoor Education Adviser, advice and guidance to schools on educational visits, and support with adventurous activities; both residential and overseas visits. Also included is the training and termly network meetings for Educational Visits Coordinators, and email and telephone support. The E Visits software system is provided to assist with the management, notification and authorisation of visits and visit leaders.

Additional bespoke and open courses are provided including the Educational Visit Leader and Management of Visit Emergencies.

For more information please visit Educational Visits ([Guidance](#), [Training](#), [Events and Resources](#))

Email: EdVisits@telford.gov.uk
Tel: 01952 382057

Outdoor Education Service - Arthog Outdoor Education Centre

Arthog is located in the Snowdonia National Park near Barmouth. The centre is a purpose built, 110 bed residential centre, situated in a stunning location overlooking the sea, estuary and mountains. It is a quiet, safe, rural location set within its own extensive grounds. Schools can purchase residential outdoor education stays from the link below.

Arthog has been providing a place to experience challenge and success for nearly 60 years for young people and adults, for schools, social groups and individuals. A professional, highly qualified staff team provide a superior level of experience and expertise in a friendly and supportive way. A fleet of 10 minibuses allow activities to make the most of the nearby activity venues for authentic adventure. Activities include rock climbing, hill walking, canoeing and kayaking, surfing, gorge walking, environmental studies and bush craft.

As a key part of the residential, schools take part in the John Muir Award, and make a practical contribution to looking after the very environments they have enjoyed.

For more information please follow the link:
[Arthog Wales](#)
Tel: 01341 250455

Outdoor Education Service - Arthog Outreach

Arthog Outreach is based in Wellington, Telford. Outreach offers the opportunity for schools to purchase a variety of adventure and environmental activities on and off site. A short minibus drive gives access to beautiful locations within Shropshire and Telford, and fantastic opportunities for adventurous activities at venues including the Wrekin, the River Severn and Telford's hidden green spaces. Also delivered are activities that interpret a local landscape influenced by human activity over thousands of years; ancient burial sites, standing stones and hill forts, are intermingled with more recent canals, mines and settlements. Outreach delivers the John Muir Award and also supports teaching staff with curriculum outdoor learning and Forest Schools.

Outreach provides mostly day based activities but also has its own local residential offer. The Centre has an indoor climbing wall, a mobile climbing tower, wheelchair accessible abseil and an enclosed site for activities such as archery, low ropes and environmental discovery and exploration.

Once again a highly qualified team in both teaching and outdoor activities.

For more information please follow the link:
[Arthog Outreach](#)
Tel: 01952 387378

Outdoor Education Service - Sky Reach High Ropes

Sky Reach is located in Telford Town Park and includes a high ropes course, climbing wall and a freefall jump. The surrounding enclosed woodland is used for additional activities including problem solving and team work, and an 'all weather' fire circle. Details of how to purchase these activities can be found at the link below.

In addition Sky Reach provides outdoor learning in the wider Town Park which includes orienteering, maths trails, photo walks, environmental discovery, field studies, the John Muir Award and canoeing on Blue Pool.

School groups can book a sole use session and the actual activities can be planned in line with school aims and objectives. The leader at Sky Reach is a qualified teacher as well as being highly qualified in outdoor activities. Available for schools all year.

For more information please follow this link:
[Sky Reach High Ropes](#)
Tel: 07814 905187



Behaviour Support Advisory Team

The Behaviour Support Advisory Team is made up of a Team leader and Inclusion Mentors who specialise in working from EYFS through to KS4. Support offered includes observations, teacher support, 1:1 support for children/students, interventions, assessments and training both centrally and bespoke. School can purchase support either through a Service Level Agreement or on a bespoke basis.

We offer a range of support services to schools, ranging from reducing low-level disruptive behaviour and increasing pupils' engagement in learning, to helping schools prepare for Ofsted in relation to behaviour, safety and wellbeing. We support pupils with identified social, emotional and mental health needs, and offer coaching to teachers to help develop their classroom skills in creating a positive learning environment.

Some of our courses include: MAPA, Youth Mental Health First Aid, Emotion Coaching, Building Resilience, Restorative Justice, Nurture and Forest Schools.

For more information email: bsat@telford.gov.uk
Tel: 01952 381698

The Linden Centre ~ KS1-3 Assessment & Intervention

The Linden Centre is part of a borough-wide strategy to promote inclusion and positive behaviour in a safe, secure, child-centred, nurturing environment, where children are treated as individuals without judgement or comparison. There are four Centres focusing on primary and secondary intervention as well as specialist provisions.

Our Primary and Secondary centres provide a twelve week programme of 'Assessment and Intervention'. We provide specialist teachers and wide ranging support, observation and intervention to develop self-esteem, confidence and social skills and overcome barriers to learning in order to effectively re-engage and reintegrate Key Stage 1, 2 and 3 pupils back

onto their learning journey. We work closely in partnership with mainstream schools during their twelve weeks of intervention. Assessment and intervention places at the Linden Centre can be accessed through the Fair Access Panel.

We support schools, young people and families with behaviour; we are the 6th day provision for permanently excluded pupils Year 1-6 primary and Year 7-9 secondary, and we have 24 part time places at both sites, or 12 full time places at both sites.

For more information please visit our website: www.lindencentre.co.uk
Tel: 01952 385601 (Mini); 01952 385604 (Secondary/Hub)
01952 386382 (Primary); 01952 381045 (BSAT Outreach)

Music Service

Telford & Wrekin Music supports schools with the delivery of a quality music provision to enhance and extend the curriculum.

We provide an inclusive and cohesive music support service across Telford & Wrekin through the delivery of musical activities in schools that complement and enhance schools' policy and planning systems. The service provides a specialist high quality network of music tutors to support and deliver music in schools and other venues, in and outside of the school curriculum.

We provide a comprehensive service to schools and to parents in Telford & Wrekin including small group and 1:1 instrumental and vocal lessons on a wide range of instruments via direct billing to parents on a monthly basis. The service also offers a 30 week subsidised programme offering whole class music lessons at KS1/2/3 on a variety of instruments and a range of music workshops for all key stages. Also available are after School Music Clubs, such as our woodwind groups, orchestras and Rock Schools; Networks and support for teachers such as our Primary Music Teachers Network and Instrument and Resource Hire.

The service offers Specialist Music Support for both Primary & Secondary Schools - you can buy in a music specialist to deliver/enhance the music provision in your school; this can either be to deliver the music curriculum,

specialist one to one teaching or to run an after-school music club as part of your extended schools provision.

For more information please visit our website
www.telfordandwrekinmusic.co.uk
Email: telford.music@telford.gov.uk
Tel: 01952 380986
Facebook: <https://www.facebook.com/Telfordmusic/>

Student Engagement Programme (SEP)

The Student Engagement Programme is an alternative provision where we support schools, students and parents to access a full and balanced curriculum in their school and on a part time basis. The work across all our sites is based around the Six Principles of Nurture supporting children's mental health and wellbeing, making nurture an essential component of our service.

We work in partnership with schools to encourage, engage and support students and to avoid exclusions. We provide assessments and a curriculum that work closely to support mental health and wellbeing alongside the educational needs of the students. The curriculum is bespoke to the student, reviewed regularly with the school with the anticipation that after 12 weeks they are successfully back in school. Longer term placements are available but the student has to also attend their mainstream school. With the exception of the Hospital School, all provisions are bought in by schools in order to best support the students they have on roll.

Elements to the provision include:

- 'House 1' supports students who are highly anxious, school phobic and school refusers. A range of interventions and support are the focus of their work along with English and Maths. This provision can only be accessed through referral to Telford and Wrekin FAP.
- 'Positive Engagement' supports highly disengaged pupils, often with behavioural difficulties. A range of interventions and support are the focus of their work. We have provisions at House 1 and AFC Telford that work with this group of students. A direct approach from schools can be made for this provision.
- Key Stage 3 & 4 Alternative Curriculum - students work towards their full time reengagement with school. The provision focusses on strategies to support the student managing in school and a varied curriculum to include English and Maths. A direct approach from schools can be made for this provision.
- PRH Hospital School - along with Shropshire Council we provide an educational service to students who are in hospital.

For more information email:
Studentengagementprogramme@taw.org.uk
Tel: 01952 567542



Education Psychology Service

The Educational Psychology provides professional psychological services for children, young people and families in a wide range of educational and community settings. We use our expertise of psychological theory and research to develop an understanding of complex situations, addressing a wide range of child and adolescent developmental issues and mental health needs.

We offer a consultation service to schools where we work with schools and families to help them understand, meet the needs, and promote the well-being of the children within their communities.

We complete psychological assessments for the local authority for those children undergoing a statutory education and health care assessment.

We work with our partners in health to assess the needs of young children with SEND, who are not yet in school to support them into their reception year at school.

Further information can be found at <http://eps.taw.org.uk>

Tel: 01952 385216

Learning Support Advisory Team (LSAT)

The Learning Support Advisory Team (LSATs) is a fully traded service that works with children and young people in primary and secondary schools. The aim is to collaborate with SENCOs, the senior leadership team, teachers, teaching assistants and parents to improve support and outcomes for children with Special Educational Needs and Disabilities.

Our aim is to offer a strategic approach to supporting schools, as well as carrying out individual work with children to support the graduated approach and provide evidence in gaining further provision and funding. We also offer a wide variety of centrally held courses, CPD and conferences, to support settings in encouraging and improving learning behaviour and raising attainment.

We aim to work in partnership with children, school staff, parents/carers and other professionals to encourage positive learning communities which meet each child's needs. This will be achieved through a flexible, collaborative, empathetic and child-centred approach rooted in responsive, innovative and inclusive solutions.

Email: sendandinclusion@telford.gov.uk

Tel: 01952 380861

Sensory Inclusion Service

The Sensory Inclusion Service (SIS) supports children and young people with hearing and/or visual difficulties and their families. The aim is to provide a wide range of support to ensure children and young people have a good quality of life, achieve their academic potential and are included in their local community.

The service is staffed by trained teachers of the deaf (TODs), qualified teachers of the visually impaired (QTVIs) and many other specialist staff who aim to provide a seamless service from the point of diagnosis until the child or young person leaves full-time education.

SIS is a joint service between Telford & Wrekin Council, Shropshire Council and Health. SIS supports children and young people in their homes, early years settings, schools, colleges and in the broader community.

Further information can be found at www.telfordsend.org.uk

Tel: 01952 385269

Special Educational Needs and Disabilities Team

The Special Educational Needs and Disabilities team offer advice and support for parents and schools / settings to enable the needs of children and young people with special educational needs to be met in local mainstream settings.

We manage the statutory needs assessment process in order to determine whether additional provisions need to be made through an Education, Health and Care Plan (EHCP). We also represent the Local Authority in first tier Tribunal cases. Our SEND Team's ultimate aim is to promote the inclusion of children and young people in local mainstream settings.

Further information can be found at www.telfordsend.org.uk

Email: sendandinclusion@telford.gov.uk

Tel: 01952 381045

Portage

Portage is a home visiting educational service for pre-school children with SEND and their families. It helps parents teach their children new skills at home under direction of the portage home visitor. The scheme specifies particular teaching techniques and curriculum of skills to be learnt.

Email: portageadmin@telford.gov.uk

Tel: 01952 381045



Life Ready Work Ready

Life Ready Work Ready is a range of services that help young people prepare for their adult working lives. It delivers information advice and guidance in school and to NEET young people, and delivers programmes that bring employers and schools/colleges together to increase the quality/range of experience for young people about work. Some parts of the service operate on a traded basis.

Future Focus

This service delivers Information, Advice and Guidance to young people who are resident in Telford and Wrekin and who are under 19 but not in education training or employment with training (NEET). All young people who are NEET have an allocated FutureFocus advisor to support them. The service also delivers work to risk of NEET young people in schools in the borough and delivers a traded service in many of the borough's school to meet the IAG duty on schools.

For more information contact futurefocus@telford.gov.uk

Enterprise Advisor Network

This service:

- operates in Telford and Wrekin in partnership with the Careers and Enterprise Company who part fund an Enterprise coordinator to work on bringing schools and businesses together to help young people know about the world of work
- supports all Telford and Wrekin Schools and Colleges with a business Enterprise advisor



- supports all Telford and Wrekin Schools and Colleges with Gatsby benchmarks

For more information contact Lifereadyworkready@telford.gov.uk

Education Business Links

This service:

- offers a traded service of health and safety assessment and approval service and a telephone helpline, message and email service for enquires relating to work related learning for education and training providers whose learners undertake a work experience placement.
- helps prepare students for work experience through an interactive presentation and workshop on finding a placement, employer expectations and staying safe
- supports employers with good practice in responding to work experience requests
- holds a data base of 3000+ employers who have previously offered a work experience placement

For more information contact jobbox@telford.gov.uk

Learn Telford

Our Learn Telford encompasses adult & community learning to support individuals and families in localities to access activity to raise aspiration, educational attainment to support mental health and wellbeing and support into learning/employment. Our courses are designed to meet the needs of local communities but embed core skills that are needed to support well-being including confidence building and resilience.

This service:

- is promoted and delivered where possible in areas of disadvantage to engage with non-traditional learners and those for whom school and learning was a poor experience
- engages with local events and activities and promotes the benefits of learning
- delivers family learning in schools to help parents help their children
- offers courses for well-being, English, Maths and employment specific to support local recruitment.
- offers a robust ESOL programme specifically to engage learners with English as an additional language. Learners are supported in acquiring the language skills essential to living and working in the UK as well as settling into British life.

For more information contact community.learning@telford.gov.uk

Telford Job Box

Telford Job Box is Telford and Wrekin's support team for helping residents in the borough in moving towards employment.

The service responds to residents' actively seeking work and helps prepare those who will be moving to work in the near future e.g. those changing benefits, lone parents. The service actively targets its services at our most disadvantaged communities where unemployment is highest. The team can help with CV preparation, job search, and how to improve your skills for work.

For more information contact jobbox@telford.gov.uk



Children and Young People Priorities

1.
To create conditions so that every learner is safe and feels that they belong in their setting

2.
To develop further a quality education offer for all learners of all ages across the borough

3.
Ensure sufficiency of education and childcare places to fulfil statutory responsibilities and meet the needs of children and parents

4.
To develop a system wide approach with key partners to deliver our aspirations for children and young people

5.
To ensure the workforce is skilled and develop a professional curiosity to adapt to changing service need

6.
Every person across the borough to have access to opportunities to engage in stimulating activity which will improve sense of wellbeing

7.
To prepare our children and young people for independent, successful adulthood

Education and Skills Management Structure

Jo Britton
Executive Director
Children's Services

Simon Wellman
Director Education & Skills

Andy Cooke
Alternative Provision and
Children in Care Service
Delivery Manager

Virtual School

Outdoor Education

Linden Centre

Student Engagement Programme

Behaviour Support Tea,

Sue Marston
Skills Service Delivery
Manager

Future Focus Careers

National Careers Service

Adult/Community Education

Employment Advisory Service

Youth Support Business Partnerships
Apprenticeships

Shane Billingham
Interim Access and
Sufficiency Service Delivery
Manager

School Organisation Team

Admissions Team

Liz Smith
School Performance &
Development Service
Delivery Manager

School Performance
Incl School Governance Team

Early Years and Childcare Team

Music Service

Quality Assurance Specialist Team

Traded Services

Cathy Hobbs
Access and Inclusion
Group Manager

Attendance Support Team

Access and Inclusion
Incl GRT EHE

Development Team

Education Safeguarding

Natalie Bevan
SEND and Personalisation
Service Delivery Manager

Statutory SEND Team

Learning Support Advisory Team

Portage

Educational Psychology

Sensory Inclusion Service



NB

Please note the images on this page are only suitable for screen use and not for printing purposes.



Education and Skills

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Web: www.telford.gov.uk



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