



Department for Children and Young People  
**LEARNING & SCHOOL EFFECTIVENESS SERVICE**

# **Advanced Skills Teachers**

in

**South Gloucestershire**

**Standards and Operational  
Handbook**

SEPTEMBER 2006



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### 1. THE REQUIREMENT FOR OUTREACH WORK

Outreach work represents 20% of the ASTs time. The LA has a key coordinating role ensuring that outreach is planned, delivered, monitored and assessed. This ensures that the AST post supports the priorities identified by the LA to raise standards in its schools.

Outreach is not a requirement if the AST is employed in a school subject to special measures or designated as having serious weaknesses. In this case the inreach work will be related to the school's or LA plans for removing the school from this category. However some outreach work is recommended in order to extend and develop the AST's skills and confidence.

Where a school is funding the AST post from its own budget outreach is encouraged but it is not a requirement

### 2. THE RESPONSIBILITIES OF AN AST – THE NATURE OF OUTREACH ACTIVITIES

The main duty of an AST is to provide excellent classroom teaching. In normal circumstances ASTs work 80% of their time as classroom teachers and 20% of their time on outreach. This will usually involve sharing their skills and expertise with teachers from other schools. Inreach work will normally be carried out within the additional time ASTs can access because they are not subject to teachers' working time conditions, however, within South Gloucestershire ASTs may

use 6 of their outreach days for inreach work.

A variety of activities can be undertaken by ASTs during their Outreach time. Some of these can also be represented in Inreach activities. An AST can reasonably be expected to undertake any of the following activities:

- ❑ Targeted support to schools experiencing difficulties
- ❑ Coordinated activity to raise achievement across schools in an area
- ❑ Work with the LA to support induction of newly qualified teachers across the authority
- ❑ Matching teaching approaches to pupil learning styles
- ❑ Producing high quality teaching materials
- ❑ Supporting a subject leader with updating existing schemes of work, policies or management skills and supporting their introduction
- ❑ Leading the introduction of new technologies, such as video conferencing, white board technology
- ❑ Developing resource packs to support existing teaching
- ❑ Disseminating materials relating to best practice and educational research
- ❑ Providing model lessons to a whole class, or a group of pupils, with staff observing
- ❑ Observing lessons and advising other teachers, including those experiencing difficulties, on classroom organisation, lesson planning and teaching methods
- ❑ Helping teachers who are experiencing difficulties by providing a structured programme of advice and support
- ❑ Mentoring of NQTs
- ❑ Leading professional learning groups
- ❑ Supporting professional development
- ❑ Providing targeted support for disaffected or more able pupils

Also see Supplement 1 of Promoting Excellence, The AST Role and Outreach

Points to note:

- ❑ An AST should not be asked to act as a supply teacher
- ❑ ASTs should not be asked to solve classroom difficulties in outreach schools immediately, but can offer support and guidance collaboratively
- ❑ During OFSTED inspections, the outreach work of ASTs may continue but it needs to be agreed with the AST and head of the outreach school and the AST's status needs to be made clear to OFSTED inspectors

### 3. OUTREACH REQUESTS FOR AST SUPPORT

The successful management of ASTs is dependent on establishing a good partnership between the LA, the school and the AST.

- When a school requests AST support, a completed form (**See Appendix 1 – Request for AST support form**) should be sent to the LA coordinator
- The LA coordinator will try to match the requests to the known skills/experience of the AST
- The AST should then evaluate the request and discuss it with the Headteacher
- It is important that everyone has a clear understanding of the objectives, delivery methods, time commitments and follow up processes for the outreach work
- Where possible performance measures should be established which reflect the content of the work programme
- The work programme should be realistic and achievable. Part of the 20% outreach time can be used for preparation and any report writing needed

### 4. RESPONSIBILITIES OF ASTS WORKING IN OUTREACH SCHOOLS

- ASTs should follow the school's procedures for registering attendance and wear identification badges
- ASTs are visitors in the school and will report any concerns about health and safety, pupils' behaviour etc. to their contact or a senior member of staff. They will not deal with the issue themselves
- ASTs will not normally be left alone with pupils and should not cover lessons, but may be asked to provide demonstration lessons
- Visitors will respect the confidentiality of any information gained during their work in another school
- ASTs will complete a brief record of visit form after each school visit and send this electronically to the LA coordinator for circulation to the appropriate people. Guidance on completing visit records should be followed.

## 5. RESPONSIBILITIES OF OUTREACH SCHOOLS

- ❑ The outreach school will be responsible for any reasonable costs (e.g. Photocopying, computer disks) incurred by the AST in providing support for the school
- ❑ The outreach school will provide a senior member of staff as a liaison point regarding implementing the objectives of the AST's work
- ❑ The outreach school will be responsible for informing staff as to the objectives of the AST's work and the protocols and procedures for their work with staff
- ❑ The outreach school will provide an AST with relevant copies of school documentation appropriate to their work
- ❑ The school will not have unreasonable expectation on the AST to work before or after the school day. The outreach school will provide appropriate planning time for the staff receiving AST support. This may include providing cover.
- ❑ When needed the outreach school will set up an initial meeting with the AST and senior member of staff to discuss background to the request for support, relevant policies and procedures within the school and resources available
- ❑ If the teacher with whom the AST is working is absent, the outreach school should inform the AST before the visit and arrange an alternative time. If the absence is long term, the work of the AST should be renegotiated
- ❑ The link person in the outreach school will be asked to complete an evaluation form after the AST's work is complete. This is sent to the school by the AST coordinator. A copy of the completed evaluation is sent to the AST for their own records. ***(See Appendix 2 – Review of AST support form)***

## 6. RESPONSIBILITIES OF TEACHERS VISITING AN AST'S SCHOOL

- ❑ Teachers will follow the AST's school's procedures for registering visitors in the school and wear identification as required
- ❑ Will report any concerns about health and safety, pupils' behaviour etc. to the AST or a senior member of staff. They will not deal with the issue themselves
- ❑ Should not normally be left alone with pupils
- ❑ Will respect the confidentiality of any information gathered during the visit

## **7. MAINTAINING A LOG**

It is expected that the AST maintains a log of their inreach and outreach activities (**see Appendix 3 – AST Work and Training Programme**). This should be forwarded electronically to the AST coordinator fully completed by the end of each term (six times in the year). If the focus for an AST for any term has been on inreach work then a brief report should be made of all such work and submitted to the AST coordinator in arrears.. At the beginning of each academic year the AST will be requested to inform the AST coordinator of their normal outreach day, days for which inreach work will be carried out and a brief outline of the nature of inreach work. (**see Appendix 4 – AST Inreach work form**)

## **8. TRAINING AND SELF DEVELOPMENT**

Whist ASTs should expect to receive induction training or development from their LA, once established in the role, they should discuss any on-going requirements with their Headteacher, their LA School Improvement Adviser or the LA AST coordinator as part of their continuing professional development. The LA will provide regular opportunities for ASTs to network and share experiences with other ASTs. It is expected that ASTs will attend a termly meeting with the AST coordinator at the Severnside Professional Development Centre, dates for which will be set a year in advance. The dates for 2006/7 are 13 October 2006, 1 December 2006, 26 January 2007, 16 March 2007, 11 May 2007, 29 June 2007.

## **9. MONITORING AND EVALUATING THE WORK OF ASTs**

Following the completion of an intervention within a school, or in the case of long-term support a significant piece of the work, the school completes an evaluation form and returns it to the AST coordinator. The AST coordinator copies this report to the AST concerned and enters the data into the evaluation database.

This information is used to provide a summary of the total interventions and evaluations of the work of individual ASTs to be available as part of their performance management. It is also used to produce reports for both internal and external bodies summarising the work of all the ASTs in South Gloucestershire.

Further information regarding the AST scheme – including *FREQUENTLY ASKED QUESTIONS AND THEIR ANSWERS* can be found at: <http://www.teachernet.gov.uk/ast>



Department for Children and Young People  
**LEARNING & SCHOOL EFFECTIVENESS SERVICE**

**REQUEST FOR AST SUPPORT**

**School** \_\_\_\_\_

School Contact Person \_\_\_\_\_

Email address of contact person \_\_\_\_\_

Direct telephone number of contact person \_\_\_\_\_

AST requested (if known) \_\_\_\_\_

Curriculum area \_\_\_\_\_

Nature of Support Required *(please give as much detail as possible)*

Signed \_\_\_\_\_ Headteacher                      Date \_\_\_\_\_

Please fax this form on (01454 868967) to Sue Morgan, AST coordinator, South Gloucestershire  
Department for Children and Young People.

Department for Children and Young People

**LEARNING & SCHOOL EFFECTIVENESS SERVICE**

**REVIEW OF AST SUPPORT**

School \_\_\_\_\_

School contact person \_\_\_\_\_

Support provided by \_\_\_\_\_

Term(s): **Autumn 2006 / Spring 2007 / Summer 2007** (please circle as appropriate)

1. Quality of support provided <i>(Where possible, please rate the quality of support you received under the following headings using a 1-5 scale – 1=very good, 2=good, 3=satisfactory, 4=poor, 5=very poor)</i>	1	2	3	4	5
<b>Punctuality</b>					
Providers subject knowledge					
Interpersonal skills of provider					
Relevance and usefulness of support work					
Appropriate style of delivery/working					
Use of practical ideas/exemplars					
Please comment					

**2. Impact of the support received**

*How well did the support work impact on the expertise and/or confidence of the staff?*

*(1=very good, 2=good, 3=satisfactory, 4=poor, 5=very poor)*

**PLEASE COMMENT, WHERE RELEVANT, ON THE IMPACT OF INDIVIDUAL STAFF,  
DEPARTMENTS, KEY STAGE OR WHOLE SCHOOL**

**3. Next Steps**

*As a result of receiving this support, what are your next steps in developing learning and teaching further?*

**Please comment**

**Will you be requesting further support from this provider?**

**YES/ NO**

*(please delete as appropriate)*

Signed \_\_\_\_\_  
(Secondary Schools)

**HOD/Coordinator/Strategy Manager**

Signed \_\_\_\_\_  
(Primary and Secondary Schools)

**Headteacher**

Please fax this form on (01454 868967) to Sue Morgan, AST Coordinator, South Gloucestershire  
Department for Children and Young People.



Department for Children and Young People

**Learning and School Effectiveness Service**

**AST INREACH WORK**

Name of School: \_\_\_\_\_

Name of AST: \_\_\_\_\_

Outreach Day: Monday, Tuesday, Wednesday, Thursday, Friday (delete as appropriate)

**Days for which in-reach work will be carried out – maximum of six days**

**Brief details of in-reach project**

**NB** in-reach must be a specific project (not ad hoc or mixed programme) to improve T&L (Qu & Stds)

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_

Please fax this form on (01454 868967) to Sue Morgan, AST Coordinator, South Gloucestershire Department for Children and Young People.

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