



## RAINBOW EDUCATION MULTI-ACADEMY TRUST

### HEADTEACHER / HEAD OF SCHOOL / SENIOR LEADERS ↔ ADMINISTRATION OFFICER SUPPORT OVERVIEW 2023/2024

#### STATEMENT OF INTENT

#### KEY AREAS SUPPORTED

#### TARGETED STRATEGIC PRIORITIES

|  |  |   |   |  |
|--|--|---|---|--|
| <p>Multi-Academy Trusts have been identified as the key feature in a strong school system, which are part of a group within a single governance and accountability structure. In breaking this down to identify what makes a strong trust, the Confederation of Schools Trusts have highlighted shared accountability and collaboration as being a key in underpinning success. Through strong relationships and successful school-to-school support, we are confident in our approach to school improvement.</p> <p>We are committed to delivering the best possible education and school experience for each and every learner.</p> <p>This document provides some clarity as to how central office teams, school admin teams and senior leaders will work together collaboratively to build shared accountability. At the heart, sits the importance of honest and transparent relationships to allow the joint evaluation of schools strengths and areas for development. We work together to secure a supportive response to risk, ensuring access to the best practice, whilst deploying expertise, when and where it is needed.</p> | <p>HIGH STANDARDS AND EXPECTATIONS</p> | <p>Place each and every learner and their families at the heart of all we do in our schools.</p>  | <p>Professional development programmes should be sustained over time.</p>                   | <p>Professional knowledge should embed practice.</p>   |
|  | <p>LEARNING AND DEVELOPMENT</p>        | <p>Professional development should be underpinned by robust evidence and expertise.</p>   | <p>Use simple approaches as part of your regular routine.</p>                               | <p>Support CPD programmes that promote improvement and professional practice.</p>  |
|  | <p>PEOPLE</p>                          | <p>Attendance data is collected and analysed weekly. Vulnerable groups are tracked and actions identified. Persistent absentees are tracked and actions identified. Attendance data is used to inform attendance action planning.</p> | <p>Build a culture of support which actively promotes wellbeing and a positive mindset.</p> | <p>Proactively identify new and emerging opportunities for workforce development, to ensure staff are equipped to embrace future challenges.</p> |



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| SUPPORT OFFER 1   | SUPPORT OFFER 2   | SUPPORT OFFER 3  |
|---|---|--|
| <p><b>Central Office Visits</b></p> <p><b>Purpose:</b><br/>Throughout the year, members of the Central Office will carry out supportive visits to admin teams to audit current practices and support with organisational, financial and technological systems.</p> <p>This will ensure that platforms that the school is using, are used to optimum effect, ensuring value for money and effective implementation. These meetings will act as a vehicle to clarify, support and celebrate current practice.</p> <p>Foci for central office visits will be as follows:</p> <ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Use of Arbor and SAGE</li> <li>• Banking and financial operations</li> <li>• SCR and safer recruitment</li> <li>• Invoicing</li> </ul> <p><b>Frequency of activity:</b></p> <ul style="list-style-type: none"> <li>• Ongoing throughout the year</li> </ul> <p><b>Who will be involved?</b></p> <ul style="list-style-type: none"> <li>• Central Leadership Team</li> <li>• Central Office Teams</li> <li>• Headteachers / Heads of School</li> <li>• HR Manager</li> <li>• Admin Teams</li> </ul> | <p><b>Rainbow CPD Programme 24/25</b></p> <p><b>Purpose:</b><br/>Continuing Professional Development is a commitment to ongoing lifelong learning. CPD encourages us to look forward and identify opportunities to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within teaching and leadership.</p> <p>Administration teams will have ongoing CPD throughout the year linked to specific roles, compliance and software. For example, the bespoke Admin Programme will consist of the following training sessions:</p> <ul style="list-style-type: none"> <li>• Census / Pupil Premium Training</li> <li>• De-escalation Techniques</li> <li>• First Impressions</li> <li>• Personnel Files and SCR Training</li> <li>• GDPR</li> <li>• Attendance Procedures</li> </ul> <p><b>Frequency of activity:</b></p> <ul style="list-style-type: none"> <li>• Ongoing throughout the year</li> </ul> <p><b>Who will be involved?</b></p> <ul style="list-style-type: none"> <li>• Central Leadership Team</li> <li>• Headteachers / Heads of School</li> <li>• HR Manager</li> <li>• Admin Teams</li> </ul> | <p><b>My Conversation</b></p> <p><b>Purpose:</b><br/>Regular communication and dialogue between school leaders and administration officers is vital to support them in their development and professional needs within the context of the School's Improvement Plan. It is key to securing progress and improvement within the school.</p> <p>Each year, administration staff are invited to take part in 'my conversation' which is a thorough yet supportive developmental process designed to ensure that all have the skills and support to carry out their role effectively.</p> <p>This will enable administrators to:</p> <ul style="list-style-type: none"> <li>• review wellbeing, workload and timetable</li> <li>• reflect on their performance and achievements</li> <li>• assess their needs for personal development;</li> <li>• suggest key priorities for moving forward that are clearly linked to the School Improvement Plan.</li> </ul> <p><b>Frequency of activity:</b></p> <ul style="list-style-type: none"> <li>• An initial meeting and a follow up meeting mid-year.</li> </ul> <p><b>Who will be involved?</b></p> <ul style="list-style-type: none"> <li>• Headteacher / Head of School / Assistant Headteacher</li> <li>• Administration Officer</li> </ul> |



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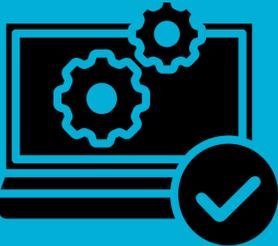
| Support Offer 4  | Support Offer 5  |
|--|--|
| <p><b>National College Subscription</b></p> <p><b>Purpose:</b><br/>The National College is a streaming platform for high-quality professional development in education. It provides unlimited access to expert knowledge and skills across categories including health &amp; safety, leadership &amp; governance, mental health &amp; wellbeing, online safety, safeguarding, SEND and teaching &amp; learning.</p> <p>This subscription is provided to all Admin Teams as part of the Trust Admin offer. Staff can carry out flexible learning, or undertake training as part of a bespoke training programme.</p> <p><b>Frequency of activity:</b></p> <ul style="list-style-type: none"><li>• Ongoing throughout the year</li></ul> <p><b>Who will be involved?</b></p> <ul style="list-style-type: none"><li>• Admin Teams</li></ul> <p><a href="http://www.nationalcollege.com">www.nationalcollege.com</a></p> | <p><b>Compliance Certification and CPD:</b></p> <p><b>Purpose:</b><br/>Compliance training is employee training mandated by legislation, regulation policy. It educates employees on the laws and regulations applicable to their role. These laws are predominantly to maintain the safety within the workplace.</p> <p>Examples of compliance training include:</p> <ul style="list-style-type: none"><li>• Emergency first aid training</li><li>• GDPR Training</li><li>• Safer Recruitment</li><li>• Positive Restraint Training</li><li>• Cyber Security Training</li><li>• Fire Marshal training</li></ul> <p><b>Frequency of activity:</b></p> <ul style="list-style-type: none"><li>• Ongoing throughout the year</li></ul> <p><b>Who will be involved?</b></p> <ul style="list-style-type: none"><li>• Central Leadership Teams</li><li>• Central Office Teams</li><li>• Admin Teams</li><li>• External training agencies</li></ul> |



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**OUR STRATEGIC GOALS**

|  |  |   |  |   |
|--|--|---|--|---|
|  <p><b>EFFECTIVE USE OF OFFICE TECHNOLOGY</b></p> |  <p><b>EFFICIENT FINANCIAL MANAGEMENT</b></p> |  <p><b>DEVELOP EFFECTIVE PRACTITIONERS THROUGH HIGH QUALITY CPD</b></p> |  <p><b>CLEAR COMMUNICATION AND ACCOUNTABILITY</b></p> |  <p><b>APPLICATION OF ROBUST SAFEGUARDING PROCESSES AND POLICY</b></p> |
|--|--|---|--|---|

**CALENDAR OF SUPPORT OFFER**

| Annual Offer |          |          |          |          |          |
|--------------|----------|----------|----------|----------|----------|
| Autumn 1     | Autumn 2 | Spring 1 | Spring 2 | Summer 1 | Summer 2 |
|              |          |          |          |          |          |