



Family of Schools Support

Contact us: leedsforlearning@leeds.gov.uk

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Family of Schools is a long established network that provides peer support for school leaders in their role to improve teaching and learning. The meetings aid and enhance partnership working between schools across the city and facilitate opportunities to share good practice and make the best use of resources. As a member of a Family of Schools, Headteachers benefit from collaboration, expertise and shared information across their locality.

The Family of Schools structure provides a valuable mechanism for two-way communication and consultation between schools and the local authority. The Family of Schools support officer provides a key link to senior officers across the Children and Families directorate and is well positioned to obtain responses to issues raised by Headteachers and communicate these back to schools.

Standard Package

The prime function of the Family of Schools Support Service is to facilitate half-termly Headteacher meetings across the city.

The Family of Schools support officer will:

- Be a dedicated partnership officer attending every meeting;
- Be knowledgeable around meeting procedures and play an active part in supporting the family of schools;
- Have good organisational, communication and administrative skills;
- Be knowledgeable around current local and national education issues;
- Have good links with colleagues across Children & Families and be able to identify relevant officers to support with specific issues;
- Follow up matters raised at meetings directly with Children & Families and other agencies, ensuring that the appropriate information is made available as soon as possible after the meeting.
- Work with the chair of each family of schools to prepare a purposeful agenda that takes into account current issues and is focused on learning improvement;
- Circulate the agenda and supporting papers at least one week before the meeting;
- Accurately record discussion at the meeting in the minutes;
- Send draft minutes of meetings to the chair for approval within 21 days of the meeting;
- Initiate contact with new Headteachers to provide them with information relating to their local Family of Schools and enable them to integrate into the group;
- Work with the Family of Schools to set meeting dates in advance for the academic year;
- Provide a summary of the main issues raised at all family of schools meetings to the Children and Families leadership team every half term;

Service Level Agreement (SLA) Packages

| Package Options | Cost |
|--|--------------------------------|
| Support for 6 FoS meetings per year (April to March) | £275 (early bird discount 10%) |

For Leeds for Learning members, full details of the Family of Schools traded offer can be found here: <http://www.leedsforlearning.co.uk/Services/2465>.

For non-Leeds for Learning members you can request a log in by contacting us at: leedsforlearning@leeds.gov.uk