

## **LLNs & ASK – working together**

A local authority wide project to develop locally based working alongside the need for wider county support.

Secondary ASTs to use approximately one day of outreach per term for locality based work

Developing a system for cohesive support:

<b>Timescale</b>	<b>Activity</b>	<b>Persons Responsible</b>	<b>Notes</b>
June/July	Commissioning Plans Received by ASK – Curriculum & Strategy Teams determine county support & main School based AST outreach	Curriculum & Strategy Teams, Central AST Team	
Term 6	LLN / Training School decide focus for support for coming year	LLN AST Coordinator Training School leader	In negotiation with schools & ASTs
Term 1	LLN AST Coordinator meet with ASTs to determine strengths and potential support available (could also be an initial exploration for CPD requests)	LLN AST Coordinator Training school	Support & CPD plans begin to be developed
Sept	Information from commissioning plans for LLN schools shared with LLN AST Coordinator & Training School Leader via Link AST	SSA LLN AST Coordinator Training School leader	Draft list for LLN support list drawn up Link AST available to support process if required
Term 1	LLN support list circulated for checking	Link AST to circulate to Curriculum and Strategy Teams & feed back to AST coordinator	List should hopefully be agreed by the end of September (end of term 1 at the latest) to allow support to begin
Term 1	Support list agreed and circulated to LLN schools	SSA to distribute to SIPS	
Term 1	Meeting with ASTs to share focus and details for support	ASTs AST Coordinator Training School Leader SSA	Link AST available to support as required
Term 3	Meeting with ASTs to review progress	ASTs AST Coordinator Training School Leader SSA	Link AST available to support as required
Term 4	AST Coordinator provides short report to County Lead AST on CPD delivered/planned for ASTs during academic year.	AST Coordinator	Future funding for CPD dependant on receipt of report.

Term 5	Schools begin to form support requests for next academic year		
Term 6	Meeting with ASTs to evaluate support (link back in to Term 6 above)	ASTs AST Coordinator Training School Leader SSA	Link AST available to support as required
Term 6	AST Coordinator provides summary report of support in locality and impact	AST Coordinator Training School	

## Practicalities

### Paperwork

- Log of work to be completed as usual, but LLN outreach/inreach to be clearly labelled as 'LLN support'. When emailed to County Lead AST & AST PA, also email a copy to LLN AST Coordinator and/or Training School Leader
- Notes of Visit to be completed as usual, but labelled as 'LLN support' – distribute as usual, also email a copy to LLN AST Coordinator and/or Training School Leader - but only for support in LLN support schools
- Evaluation form – available from AST page on clusterweb. Use with schools, copy to AST line manager (for performance management), LLN AST Coordinator and Training School Leader – again, only for LLN support schools

### Issues or problems

- Any day to day problems with LLN support, discuss with LLN AST coordinator
- Any particular subject issues, discuss with subject advisers as usual
- Any major issues, discuss with LLN AST coordinator, but copy in Link AST, Training School Lead and SSA
- County Lead AST (school based ASTs) available to support Link ASTs with any issues that may arise.