



BPSI

Barnet Partnership for School Improvement

Becoming a BPSI School Based Adviser

Many schools are keen to pursue professional development opportunities for their exceptional staff including supporting other schools. This has become increasingly relevant lately with AST funding coming to an end. One possibility is for these exceptional staff to become school based BPSI advisers.

There are three types of advisers working for BPSI.

Staff Advisers are permanently employed by Barnet Council.

Associate Advisers are freelance, have often set up their own company, and take on work for BPSI when specifically tasked.

School Based Advisers also undertake work for BPSI when specifically tasked but BPSI pay their school direct. What remuneration (if any) the member of staff receives from the school is a matter for the school to decide.

When BPSI was formed it was made very clear that headteachers would play an active part in quality assurance issues. No adviser can be set up as such without a clear recommendation from a BPSI headteacher. This is based on the idea that the recommending headteacher would be happy to see their name next to the adviser and their peers to know that they had given them their approval.

Once I have received such a recommendation my team then go through the process of setting up the person as a BPSI adviser. For freelancers this includes a number of administrative 'hoops' but for **school based advisers** it is far simpler:

1. A short 'Memorandum of Understanding' is sent to the school briefly explaining what we are agreeing to – see a copy at the end of this document.
2. The adviser provides a picture and a pen picture for our website.

That's it!

If the adviser is requested to undertake some work in a BPSI school they agree the hours and evaluation criteria with the school and complete the 'Agreement Form' – see a copy at the end of this document. They then send this form to my team so that the school's hours spreadsheet is updated.

If you would like to recommend a member of your staff to become a BPSI School Based Adviser then discuss it with them and then get in touch with me. We can't guarantee how much work they will get but if they do get to work in a school we will pay your school £50 per hour.

Richard Griggs
Barnet Partnership for School Improvement (BPSI) – Manager

MEMORANDUM OF UNDERSTANDING FOR PROVISION OF TRAINING and ADVISORY SERVICES IN SCHOOLS BETWEEN A SCHOOL AND BPSI

**As and when spot purchasing of training dates/events and advisory services in schools
will be made from the trainer/advisor named below between the following dates:**

1 April 2015 – 31 March 2016

School	Name of Commissioner: Richard Griggs Barnet Partnership for School (BPSI) Building 4, North London Business Park, Oakleigh Road South London N11 1NP
---------------	--

Regarding your staff member:

1. The trainer/advisor based in a school will provide training courses and advisory services in schools, to client schools of the Barnet Partnership for School Improvement (BPSI).
2. The head teacher of the school in which the trainer/advisor is based will have recommended the trainer/advisor to BPSI and willing for the trainer/advisor to undertake work for BPSI.
3. The amount of training BPSI will purchase from the school in which the trainer/advisor is based will vary dependent on the needs identified by BPSI and the client schools.
4. The school in which the trainer/advisor is based will agree with the BPSI Manager how the school will be remunerated for the trainer/advisor's time.

Advisory Services

5. When a trainer/advisor is engaging in discussions with client BPSI schools about prospective advisory services in their school they will make it clear to the school the following:
 - The planned impact
 - The number of hours of their time required

The trainer/advisor will inform BPSI Business Support Team of the above details before undertaking the work. This will be done using the BPSI admin systems as provided to the trainer/advisor.

6. The trainer/advisor should adhere to the Job Description for the BPSI Associate Adviser Post and the school's Equal Opportunities Policy and Health and Safety Policy in the advisory work and in the training materials used.
7. When the trainer/advisor has completed the work in the school they will arrange for BPSI to be informed so that the school can be remunerated.

Training Services

When BPSI engages a trainer/adviser to conduct a training event:

8. The trainer/adviser should adhere to the Job Description for the BPSI Associate Adviser Post and our Equal Opportunities Policy in the presentation of the programme(s) and in the training materials used.
9. The trainer/adviser should adhere to our Health & Safety Policy with regard to arrangements for the training courses.
10. When the trainer/adviser has completed the training event they will arrange for BPSI to be informed so that the school can be remunerated.

Evaluation and Quality Assurance

11. The trainer/adviser will ensure that evaluation forms are completed by participants and returned to BPSI.
12. In order to monitor the effectiveness of training and advisory services BPSI reserves the right to send an observer to any training event/advisory service without prior notice and the trainer/adviser will provide access.
13. Our Equal Opportunities Policy and Health & Safety Policy are available at www.bpsi.org.uk

Richard Griggs
Barnet Partnership for School Improvement (BPSI) Manager
Building 4, North London Business Park
Oakleigh Road South
London N11 1NP

Date: