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- **Teacher and leadership generic job descriptions**

Last updated: May 2025

The following generic job descriptions/person specifications for school leaders have been developed: All documents are in Microsoft Word format and open in a new window. primary assistant headteacher (AHT) inclusion primary assistant headteacher (...)

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- **Grant funding criteria and budget for voluntary sector organisations**

Last updated: June 2024

Name of grant: Race equality in education: Building collaborative relationships between parent/carers and schools Grant award for voluntary sector organisations Total fund of £50,000 for one year from October 2024 to September 2025....

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- **Commercial hub and corporate contracts**

Last updated: February 2025

Corporate contracts Schools will have written financial procedures already that should have regard to purchasing issues such as financial limits, purchasing thresholds, effective separation of duties and development of an audit trail. The buying...

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- **SEND school place planning and organisation working group (SPPOWG)**

Last updated: June 2025

SEND SPPOWG terms of reference, meeting notes, minutes, agendas and papers (Login to view information) SEND SPPOWG terms of reference SEND SPPOWG meetings 13 May 2025 SEND SPPOWG agenda 13 May 2025 SEND SPPOWG minutes high needs outreach...

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- **New local authority designated officer (LADO)**

Last updated: July 2025

A message from Lisa Tingle, service manager safeguarding support and quality assurance: I would like to inform you of recent changes to the local authority designated officer (LADO) service, which some of you may already be aware of. The new LADO...

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- **Transfer leaver's files and get receipts**

Last updated: July 2025

What leaver's file types to transfer, when to do it and receipts Common transfer form (CTF) As soon as pupil's new school is confirmed, or they are referred to CME send to new school via School to School (S2S). If new...

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- **After the event**

Last updated: February 2025

Getting back to normal The effects of some incidents can reverberate for years. Professor Yule, in his very useful book, 'Wise before the Event', points out that tragedies can bring people together. In some schools the experience is so...

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- **ELP support for clerks**

Last updated: February 2025

Appointment of the clerk to the governing board The governing board must appoint a clerk to the governing board. Governors, associate members and the head teacher of the school cannot be appointed as clerk to the governing board. If the clerk...

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- **School teachers pay award 2020**

Last updated: January 2025

The legislative order for the school teachers pay award and pay and conditions document (STPCD) 2020 is now laid before parliament. This comes into force on 14 October 2020, with provisions backdated to 1 September 2020. The new...

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Building and assets

Last updated: February 2025

Choose from the followingAsset managementInformation on asset management, including the asset management plan.InsuranceAdvice on insurance related issues.Fire safetyGuidance on fire safety risk assessment.Premises checklistAnnual premises safety...

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