



## Statutory Inspection of Anglican Schools

### Update Ten – December 2010

This update is also found on the National Society Website: <http://www.natsoc.org.uk/>

**The National Society deeply appreciates the consistent and generous hard work that diocesan officers apply to the conduct and administration of SIAS, year in and year out. This endeavour has significantly underpinned the effectiveness of SIAS as factor in the improvement of church schools throughout all the dioceses.**

#### **U10.1 National Society Inspector Registration Fee**

##### **Annual Registration Fee for accredited Section 48 (SIAS) inspectors.**

The annual registration fee for 2011 is due in February 2011. NS accredited SIAS inspectors will be invoiced during that month. This fee contributes to the cost of administering the inspector accreditation database, issuing official identity badges, handling technical enquiries and checking inspector's credentials.

##### **The Annual Registration Fee for 2011 is £22.50.**

All Annual Registration Fees are due by end of business on 30<sup>th</sup> April, 2011 and inspectors who have not registered their Annual Registration Fee by then will be suspended from the list of National Society accredited inspectors.

#### **U10.2 National Society Initial SIAS Inspector Training**

##### **Initial Training for 2011**

This follows on from the document circulated to all dioceses in April 2010 that outlined the rationale for the proposed changes to the training of new inspectors. A new training programme will be in place from January 2011. It is the result of three pilot courses and takes full account of feedback from the

evaluation group, diocesan officers, schools and the inspectors who undertook the training.

## **Contents**

- Key changes
- The new training model
- The structure of the programme
- The cost of training
- Features of the training
- Guidance for the shadow inspection
- Guidance for the sign-off inspection

### **Key changes to the initial training of inspectors**

- The introduction of an assessed sign-off inspection to ensure competence in managing an inspection
- Assessed tasks using open and transparent criteria to grade inspection skills
- A six day model including four taught days and two inspection days in schools
- Revisions to the application and registration process. These retain the role of the diocese in approving the suitability of new inspectors
- The National Society appoints both tutors and assessors for the training

### **The aim of the new training model**

The new programme is designed to ensure there is an improved level of **inspector**

**competency at the point of accreditation.** This will be consistent across all dioceses and so schools will know what they can expect in the way the inspection is managed.

### **The role of the National Society (NS)**

The training of all new inspectors is **managed centrally** by the National Society. The needs of dioceses will be monitored and courses arranged in response to this.

The National Society **allocates tutors and assessors** for the sign-off inspections.

The National Society will usually **award accreditation** when the registration form for the inspector is received from the diocese but reserves the right to make the final decision.

### **The role of dioceses**

The **revised application form** places the responsibility for accepting candidates for training with the diocese. It supports diocesan officers in scrutinising the knowledge and successful experience applicants have of church schools. It ensures dioceses are made aware of any previous unsuccessful applications and requires them to discuss with potential inspectors the likelihood of regular inspection work. Dioceses allocate both a suitable **shadow inspection** and an appropriate **sign-off inspection** within the timescales of the training dates (see **U10.2.1 & U10.2.2** below). The diocese completes the **final registration form** and forwards this to the National Society. This involves confirming the CRB check and the inspector's professional indemnity insurance. It also includes the final written assessment of the inspector's skills. This means that the diocesan officer responsible for managing SIAS is aware of the new inspector's strengths and any areas where further support will be needed.

### **The structure of the training programme**

There are five compulsory elements to the training programme:

- **Application form** approved by diocese and forwarded to NS
- **4 taught days:**

**Days 1, 2, & 4** focus on inspection skills, knowledge of the framework and management of the inspection. Day 3 has been introduced in the light of feedback and has a specific focus on developing the skills required to make secure judgements in RE. Attendance at all four days is compulsory. **Shadow inspection** scheduled between Days 2 & 4 includes four **tasks**, two of which are **assessed** (see **U10.2.1 & U10.2.2** below)

### **Sign-off inspection** (see below)

- This takes place only when the taught course and shadow inspection have been successfully completed.
- All inspector skills are assessed in the context of the inspection
- It is arranged by the diocese in the normal way and a QA assessor is appointed by the NS.
- The inspection fee is paid to the QA assessor as it is part of the training programme.
- and the assessor is responsible for ensuring that the quality of the inspection leads to secure and accurate judgements for the school.

**Registration** form is completed by the diocese and forwarded to the NS for accreditation.

### **The cost of training**

The training costs £650 which is payable to the NS. The programme represents a significant commitment for the trainee, the diocese and the National Society. This is in line with the level of professional responsibility carried by inspectors in reporting publicly on the effectiveness of schools.

**The cost covers:**

- 4 taught days led by 2 tutors,
- Individual written and oral feedback on assessed tasks,
- Provision of a shadow inspection with an experienced inspector,
- Provision of a sign-off inspection with a NS QA assessor.

**The trainee is expected to:**

- Attend all 6 taught and inspection days (attendance should be agreed with employers at the application stage, where this is appropriate)
- Complete pre-reading tasks for Days 1&2,
- Complete assessed tasks within given timescales,
- Provide information required by the diocese and NS.

**The features of the new training model**

**Inspection skills**

The five core areas of inspection skills have been retained. All taught sessions and assessed tasks are directly aligned to them. The core skills are:

- Analyse and make hypotheses,
- Follow evidence trails,
- Make secure judgements,
- Communicate clearly both orally and in writing,
- Behave in a professional manner.

**Assessment**

The introduction of assessment criteria is one of the key changes to the training programme. It is critical in ensuring that inspectors have reached a consistent level of competency when they begin to inspect schools.

**Assessment is open and transparent.** The requirements for assessment are made clear to trainees at the beginning of the course as the tasks require time to be planned into diaries. The key points are the shadow inspection and the sign-off inspection. Written and oral feedback is given for each task. It is graded at three levels to make clear where competency is met, where improvement is

required or where the trainee has particular strengths. If necessary the trainee will be asked to repeat the task (see **U10.2.1 & U10.2.2** below). Detailed criteria are in place for the evaluation of the pre-inspection briefing, report writing, feedback and the management of the inspection. These conform to NS guidance documents.

### **Evidence base**

The course emphasises the importance of a written evidence base, particularly for evidence collected on site. This means that dioceses have a means of monitoring the accuracy of inspection judgements for the purposes of moderation or in the event that a judgement is challenged.

### **The solo inspector**

The distinctive feature of SIAS is that the inspector operates as a solo inspector. Once the training is complete, there are rarely opportunities to observe the good practice of colleagues. This has shaped the interactive style of the training. Scenarios and resources from real inspections are used for analysis and to prompt discussion.

Exemplar material is provided so that inspectors have a reference point to use in the

future. There is an expectation that inspectors will constantly reflect on their own skills and seek support or opportunities to develop their own knowledge in areas where they feel less secure.

### **U10.2.1 Guidance for the shadow inspection**

This should be shared with everyone involved so that expectations are clear throughout and the trainee inspector is fully supported.

### **The role of the diocese**

The shadow inspection takes place between Day 2 and Day 4 of the training programme. The diocese will have advance notice of these dates in order to plan ahead. The diocese identifies an appropriate inspection and sets it up in the normal way. It is good practice to seek the agreement of the headteacher for this to be a shadowed inspection. It should be made clear that the judgements will be solely those of the SIAS inspector and the trainee inspector will observe all activities but will not be responsible for any part of the inspection or the report. The school is informed of the name of the trainee and that he/she will bring photo identification.

In **allocating the inspection**, the following factors should be taken into account:

- The overall judgement of the school is very unlikely to be inadequate.
- The size, organisation and any issues currently facing the school make it easy to accommodate an extra inspector.

- The trainee inspector has no previous links with the school or the headteacher. (If the trainee is an adviser in the diocese it may be appropriate to arrange an inspection in a neighbouring diocese.)

The inspector to be shadowed:

- is a consistently good practitioner who follows NS and diocesan guidelines,
- has carried out at least eight SIAS inspections,
- consistently writes reports that require minimal attention from the critical reader,
- has the personal skills to support the trainee inspector and articulate the overall importance of SIAS in school improvement.

### **The role of the inspector to be shadowed**

The inspector makes contact with the trainee inspector as soon as the inspection is confirmed. All inspection documents, including the SIB, are e-mailed to the trainee inspector as soon as they are available. The inspector plans time for discussion with the trainee inspector. This is likely to mean a telephone call the day before or a meeting/telephone call at the end of the inspection as time during the day allows for little more than very brief conversations. These should not impose on the inspection from the school's perspective.

### **The role of the trainee inspector**

- Allocate time to become familiar with the school's pre-inspection documents
- prepare a SIB (see assessment tasks).
- Agree time to talk with the SIAS inspector.
- Remember to take photo identification as it is unlikely that CRB clearance through the diocese will be complete. The diocese will have informed the school of the name of the trainee inspector.
- Arrive at the inspection fully prepared to complete evidence forms and with copies of relevant documents, in particular the grade descriptors (covered on Day 2 of training). Take opportunities to gather written evidence for writing sections of a report (see assessment tasks). The trainee accompanies the SIAS inspector and does not carry out any activities alone.

### **Assessed shadow inspection tasks**

The tasks are sent directly to the course tutors (along with the SIAS inspector's SIB and final report) and do not go through any critical reading process. This enables the tutors to plan Day 3 of the training on the basis of the strengths and weaknesses of the course members. Time is allocated on Day 4 for one to one feedback from the tutors. The tasks should be completed without prior reference to the SIAS inspector's SIB and report, although there is clearly some

benefit to comparing them afterwards and this can be discussed with the tutors at feedback. **Assessed tasks:**

- Prepare a SIB prior to the inspection.
- Write report paragraphs for three key questions using the NS format (sections on the front page of the report are optional for this task). This task should be completed within five working days of the inspection.
- Note any questions or issues arising from the inspection for discussion with the whole group on Day 4 of the training.
- Complete a minimum of two evidence forms (EFs) during the inspection, one for an act of worship and a second one for a discussion. These will be used on Day 4.

### **Feedback**

Any concerns about the conduct of the trainee inspector should be fed back both to the diocese and course tutors.

### **U10.2.2 Guidance for the sign-off inspection**

This should be shared with everyone involved so that expectations are clear throughout and the training inspector is fully supported.

### **Arranging the inspection**

The sign-off inspection takes place once the trainee has **successfully completed** the taught training course and the assessed tasks linked to the shadow inspection.

The **inspection fee is paid to the QA assessor** as it is part of the training programme and the assessor is responsible for ensuring that the quality of the inspection has resulted in secure judgements for the school. The diocese identifies a suitable inspection once the schedule is known. Where the inspector is a diocesan officer, it may be wise to consider exploring the possibility of an inspection in another diocese so as not to compromise the position of the adviser. The diocese contacts the National Society (NS) to **request an assessor**. For the academic year 2010/2011, this is Lyn Field ([lynmfield@mac.com](mailto:lynmfield@mac.com)). It is helpful if contact is made at an early stage so that provisional dates can be agreed between the inspector and the assessor, although it is accepted that changes may well occur. When the inspection is triggered the school must be made aware that this is a sign-off inspection and that an assessor will be present.

### **Pre-inspection**

The QA assessor makes contact with the trainee inspector and **agrees a timescale** for the following:

- pre-inspection documents to be sent to the assessor,
- the SIB to be assessed and revised **before** it is sent to the school,
- the **timetable for the day** to be agreed,
- feedback following the inspection,

- the assessment and critical reading of the report **before** it is sent to the school (or the diocese if this is the diocesan protocol)
- completion and agreement of the final assessment form.

### **The inspection day**

It is important that the trainee is perceived to be leading the inspection even though the assessor has the ultimate responsibility. This does not preclude the assessor from giving advice when necessary to enable the inspection to run smoothly.

The **QA officer is primarily present as an observer** and carries out the following:

- arrives after the start of the inspection to allow the inspector to establish relationships with school staff,
- observes at least one discussion meeting,
- makes a joint lesson observation if this is taking place and if a member of the SLT is not already involved,
- looks at any evidence forms completed by lunchtime,
- speaks with the headteacher during the afternoon to gather the school's views about the conduct of the inspection,
- meets with the trainee inspector around lunchtime to monitor progress of the inspection and again before feedback to check if the inspector is secure in making judgements,
- attends feedback and formally thanks the school,
- provides brief oral feedback to the inspector at the end of the inspection day and, if necessary, arranges a time for a fuller discussion (probably by telephone).

### **Post-inspection**

#### **The QA assessor:**

- carries out critical reading of drafts of the report until it is of at least a satisfactory standard to be sent to the school
- completes the final assessment form and shares this with the trainee inspector
- completes NS section 48 claim form, noting on the form that this was an assessed sign-off inspection and the name of the trainee inspector. This should be sent **directly** to the NS (Peter Churchill).

### **Assessment evidence**

The QA assessor should keep **written evidence** throughout the inspection process to inform the final assessment. A suggested format is available and judgements must be made using the set criteria. Evaluations should relate to the NS inspector competencies.

### **Inadequate practice**

The assessor only intervenes in the inspection process if it becomes clear that inadequate practice is likely to lead to insecure judgements. In this unlikely instance, the assessor should raise his/her concerns with the trainee inspector. If the assessor decides that improvement cannot easily be achieved, this view must be made clear to the trainee inspector. At this point the inspection becomes a joint activity with the QA officer in the lead role. The headteacher should be informed that this is happening. At the end of the inspection, the situation should be discussed with both the National Society and the diocese as soon as possible. A way forward should be agreed and appropriate pastoral support given to the trainee inspector. This is the reason why the QA assessor role should not be filled by the diocesan adviser. If all parties agree, a further signoff inspection may be arranged and a different QA assessor allocated.

### **NS registration**

A new registration form is available for inspectors who have successfully completed their training and sign-off inspection. It lists all the information that is required for an inspector number and badge to be issued and is completed by the diocese and sent to the NS (Peter Churchill).

### **U10.3 SIAS ongoing training requirement for 2011**

The 2010 National Society Module on Developmental Feedback and Reporting (One day) will continue until 31st July 2011 for inspectors who have not so far completed this training.

A new National Society Ongoing Training Module on the inspection of RE will be available from September and will be administered in partnership with dioceses and regions. The development of this module will be in step with development work on the RE section of the SIAS Framework and the SIAS Grade Descriptors.

### **Costs for SIAS on-going training courses for 2010**

A number of dioceses and regional groups have run the ongoing training using the module on inspection feedback provided by the National Society. When the NS runs these modules directly we charge £55 per person. Where the diocese provides the trainer, accommodation, subsistence and administration our central costs for providing the module is £9.50 per inspector. Most dioceses who have run the module have forwarded this payment to us. We would be grateful if the remainder could send their payment in as soon as possible.

We are grateful for all your diocesan support in helping us to keep the professional standard of SIAS inspection as high as possible.

### **U10.4 Differentiation of inspection activity in outstanding schools**

With the forthcoming arrangements for conducting denominational (SIAS) inspection in schools deemed exempt from Ofsted inspection it is important that where the **previous Section 48 SIAS inspection has judged the school to be outstanding** in the summary judgement, and the diocese /denominational authority has determined that there have been no significant and adverse changes in the school's intake, staffing, governance, clergy or context, the second S48/SIAS inspection should focus on those issues identified in the **Focus for development**. Where there are no such issues identified inspectors should evaluate how well standards have been sustained or improved, noting any subsequent innovation or regression. If there have been any significant or adverse changes in the school's circumstances since the last inspection the inspector must carry out a full SIAS inspection. The inspector will report progress on those issues under the appropriate Key Question/s and include a brief paragraph to support the Summary Judgement.

### **U10.5 SIAS report format and the forthcoming new National Society Website**

All SIAS reports should be sent in to Peter Churchill on **the National Society template and be in Word format** (not a pdf). With the new NS website launch in the New Year the Society will be unable to process SIAS reports in any other format. Where dioceses have individual formats we would be grateful if they are "translated" before submission. It currently takes a disproportionate amount of NS staff time to process over 100 individual reports every month *and* ensures prompt payment to inspectors.

**Enquiries about Update Ten should be made to [peter.churchill@c-of-e.org.uk](mailto:peter.churchill@c-of-e.org.uk)**