

The Legacy Learning Trust

TLLT Core Offer for our family of schools



At The Legacy Learning Trust (TLLT) we offer a package of core services which facilitate high standards, compliance, consistency and efficiency across our family of schools. Core support is in place across many aspects of school leadership and business services to support your academy to be the best it can be and thrive within TLLT. Our services are tried and tested with positive results. Where we know it works, we want you to benefit too, joining a team which is supportive, caring and challenging with expertise at both primary and secondary phase.

We understand that academies within our Trust have similarities and differences. In addition to our core services we also offer additional packages to meet individual needs. Our additional service offer could improve your operations and practice and may be more financially efficient. Take a look inside to find out more.

Our centralised School Improvement Team consists of our CEO, Deputy CEO (with responsibility for school improvement) and SLEs from the Acklam Grange Teaching School.

All of the team has a wealth of experience across phases, in leadership and work in a variety of schools.

The CEO is an NLE and the Deputy CEO is an experienced Headteacher and LLE with an excellent track record. Both have provided support to schools, other than their own, in order to improve them rapidly.

Central Services are led by our CFO who has 19 years experience as a School Business Leader and is also an SLE. Our dedicated Trust HR Manager offers specialist support for all schools in the Trust.

Executive leaders are happy to discuss all services in more detail, within the context of your school.

We are continually looking to improve our offer and welcome any feedback you are happy to share.

Andrea Crawshaw
CEO



Our TLLT Core Offer

School Improvement

Our School Improvement Strategy is built upon the following solid foundations, we:

- Know our schools well
- Ensure our schools work together
- Adapt strategies to each school's context
- Deploy expertise strategically
- Develop and empower leaders at all levels
- Constantly evolve
- Work with and learn from other schools
- Evaluate what our impact has been

In order to impact best on all of the learners within The Legacy Learning Trust, we have developed a clear process for understanding the needs of our schools, devising a bespoke support and development package, reviewing the performance of all schools within The Trust and developing Trust wide capacity, drawn from the very best professionals in the system to implement this process.

School Improvement with The Legacy Learning Trust includes:

QA/Compliance	Core Provision
<ul style="list-style-type: none">• School Improvement Quality Assurance (SIQA) visits covering:<ul style="list-style-type: none">◦ Data gathering/analysis◦ Self-evaluation and development planning◦ Target setting◦ Headteacher PM◦ Dashboards◦ Agreeing input, support or intervention	<ul style="list-style-type: none">• Network meetings• Headteacher Board/s• Centralised Policy Development/Modification/Creation• Governor support and training• Moderation• Best practice forums• Trust wide support for particular groups
	<h4>Support or Intervention</h4> <p>Additional support or intervention based on category of school and to include more frequent visits</p>
<ul style="list-style-type: none">• Specific Area Compliance/QA (SACQA) checks for:<ul style="list-style-type: none">◦ Website◦ Health & Safety◦ Behaviour, Attendance, Wellbeing◦ Safeguarding◦ Governance• Partnership Reviews (every 2 years)	<ul style="list-style-type: none">• All schools within the Trust will receive unlimited telephone and email support throughout the school day.

HR & Recruitment

- Employee Relations – Practical advice, guidance and support in the successful resolution of staffing matters including: disciplinary, grievance, capability and performance management cases.
- Employment Terms and Conditions – Guidance on interpretation of legislation on employment matters and changes to employment and education legislation. Draft contracts and contractual letters provided.
- Change Management – Advice on policy and process, supporting with the consultation process and the selection process.
- Resourcing and Retention – Advice on recruitment, redeployment and secondment of staff. Access to a bank of job descriptions and person specifications needed for recruitment. HR presence on the selection panel can also be arranged when needed. Guidance on all pre-employment checks required before a contract begins.
- Policies – Trust HR policies provided with annual updates.
- Absence Management – Advice and support from a HR team member.
- Staff drop in sessions – 1 hour weekly/fortnightly slots where staff can come and chat to a member of the HR central team about any employment, wellbeing or HR issues.
- All schools within the Trust will receive unlimited telephone and email support throughout the school day.

Finance and Accountants/Audit

- Implementation of the TLLT Model of Financial Leadership ensuring financial compliance through:
- QA monthly financial processes and reporting, feeding into Trust wide reports
 - QA of individual academy VAT processes and preparation of Trust wide VAT claims
 - Strategic lead service for external audit, preparation of year end accounts, internal assurance audit and other audit processes including Teachers' pensions and Annex G.
 - Review and appointment of trust wide accountants and audit services

Ensuring financial strategy through:

- Forecasting school funding
- Multi-year financial planning
- Integrated Curriculum Financial Planning (ICFP)
- Schools Resource Management Toolkit and returns
- Support for developing and embedding excellent financial behaviours, culture and leadership at individual academy level.
- Collaborative working to continually develop trust wide financial efficiencies and value for money
- Support with bid writing and funding applications, including specific funding streams, such as CIF.

Our TLLT Core Offer

Trust Wide Policy Development

Trust wide policies are provided for each academy to ensure compliance, consistency and collaborative working.

Trust Reporting Templates

Trust Reporting templates are provided for each academy to assist with reporting to trustees and governors, to ensure consistency and compliance and to enable ease of evaluation and support.

Governance - clerking and training

Clerking is available to support governance and provide clear lines of reporting, agendas, minutes, advice, support and training, including appointment and induction of new governors to the Local Councils.

Support for preparation for meetings including reminders and invitations and circulation of papers is also available if required.

Payroll

- Annual updates regarding teachers' pay and conditions and NJC support staff pay scales.
- Pension contribution updates, both employer and employee rates. If the school joins the same service provider currently used by other schools in the Trust:
 - Central point of contact for any high level payroll queries
 - Central point of contact between the service provider and the Trust
 - Annual system input of new teacher and support staff pay grades
 - System training for new members



Legal

As a Trust, we currently buy into the HR Core service package from Browne Jacobson in which we have a dedicated HR Consultant who advises on all HR and employment matters. The service aim is to give peace of mind and confidence in dealing with day to day HR issues within school. The service gives us access to an integrated HR and employment law team, made up of experienced and knowledgeable staff who are committed to supporting schools.

The Trust also buys into the Browne Jacobson Quickcall service in which we can call for legal advice on wider school issues including:

- Admissions
- Exclusions
- DPO and FOI
- Safeguarding
- Contract Review
- SEN

Emergency plans

- Trust wide Business Continuity Plan
- Close working with individual academy leaders to develop robust risk assessments and actions plans in relation to emergency situations, both hypothetical and responsive, e.g. Covid
- Support to ensure health and safety and emergency planning compliance



Additional Services

HR & Recruitment

Additional HR Services available at a cost:

- Contract administration
- Vetting and pre-employment administration
- Single Central Record termly check
- Investigating Officer Support
- HR onsite specific training for line managers and senior leaders
- Tailored school recruitment package including: job description and person specification development, advertising, application sifting and shortlisting support, interview day planning and task creation, recruitment administration and HR presence throughout the interview day.
- Support Staff Performance Management Programme – Training for all managers and support staff taking part.
- Staff wellbeing support – new initiatives, planning for wellbeing days.
- Strategic workforce planning support
- Job evaluation and benchmarking – Including advice on the format and content and job descriptions and person specifications. All roles will be marked against the TLLT grading structure.
- Design and delivery of bespoke training i.e Customer Service training.
- Access to specialist counselling support

Finance Support

Support packages are available at all levels and across phases, tailored to the needs of individual academies. This may be dependent on current staffing capacity and level of expertise. In-house finance training is also available for staff in existing posts, to support the transition of becoming an academy in the TLLT family.

IT Service and Development

Highly qualified and skilled team providing cost effective TLLT Managed IT Service available to support in the following areas:

- Network Infrastructure Services
- Authentication and Directory Services
- End user devices: Teaching and learning
- End user devices: Admin and support
- Back-up and Disaster Recovery
- Key Business Applications (e.g. MIS and Finance Management System)
- File Storage Services
- Internet Access
- Email Services
- Helpdesk
- Wireless Connectivity
- Security
- Internet Filtering
- Hardware Procurement
- Software Provision and Licensing
- Remote Access and Mobile Devices
- Printing

Packages tailored to specific needs and size of school.

Strategic IT Development, road mapping and digital strategy planning support also available as time limited projects.

Admissions and Appeals Co-ordination with external SLA for appeals

Support is available for admissions and appeals. Our dedicated Admissions and Appeals Co-ordinator, is an experienced presenting officer working closely with an external team to provide clerking, administration and fully trained independent appeals panels.

Marketing

The marketing team can provide support from advice through to production of websites, brochures, documents and videos which enhance the marketing of an academy and also provide a consistent approach across the trust.

Graphic Design Services

Central Trust Graphics Design Service offering support in the following areas:

- Website design, hosting and technical support
- Website content maintenance
- Prospectus, brochures and generic marketing materials
- Posters and signage design
- Social media graphic design
- Photography
- Video production service

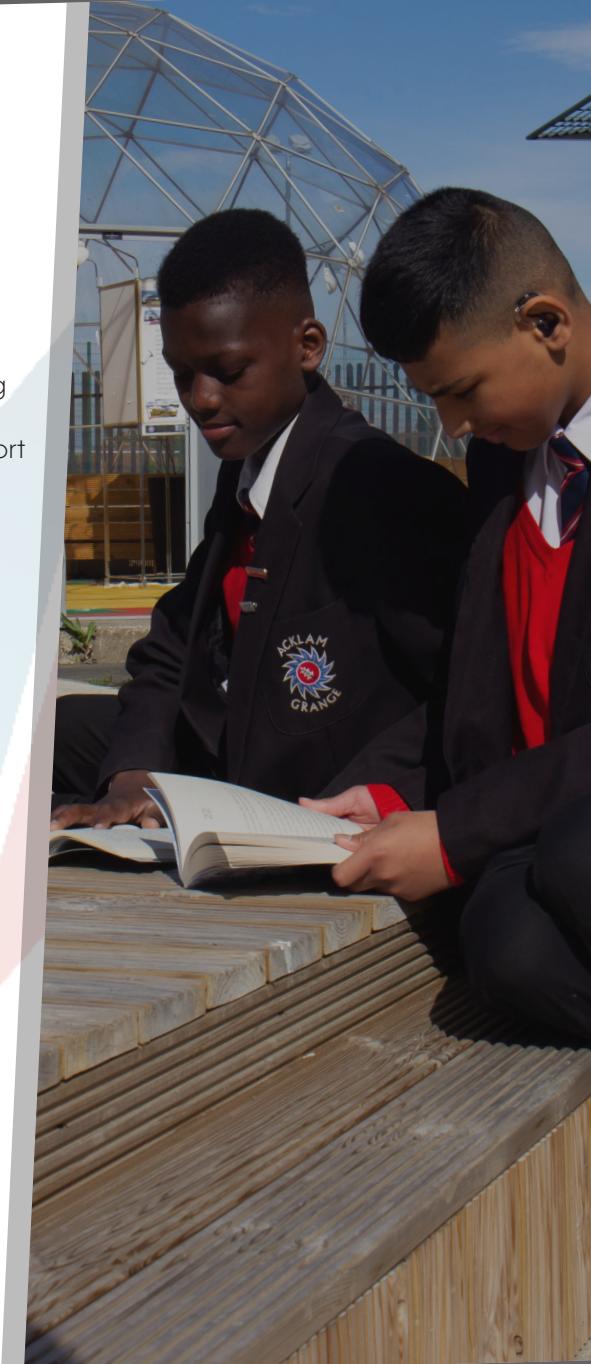
Strategic support with individual academy display and/or marketing strategy is also available from our specialist marketing team.

Mobile Site Team

Site team operatives may be available to support individual academies in need of additional capacity for busy periods, sickness cover and specific projects.

Minibus Usage

Co-ordination of loan of minibuses across the Trust in line with all health and safety compliance and minibus guidelines. This can often work out cheaper than external hire options.



TLLT Executive Leadership Team



CEO
Andrea Crawshaw



Deputy CEO
Sarah Lymer



CFO
Nikola Flint

Contact us:

📍 Lodore Grove
Acklam
Middlesrough
TS5 8PB

📞 01642 277 700
🐦 @TLLT_UK
✉️ andrea.crawshaw@tllt.org.uk
👉 www.thelegacylearningtrust.org.uk

