



## Traveller Education and Achievement Service



Working Practices and Protocols





## **Introduction**

Travellers have historically been excluded from education. Although, now most Traveller children attend schools, Ofsted has noted that they are a group most at risk of underachievement in the education system.

The Traveller Education and Achievement Service (TEAS) aims to promote access, inclusion, achievement, attainment and opportunities for Traveller families living in or visiting Darlington. TEAS are an integral part of the services The Rydal Academy provides on behalf of the Local Authority for the benefit of all Darlington Schools, Colleges and Early Years Providers.

## **The Traveller Education and Achievement Service**

The Traveller and Achievement Service (TEAS) offers expertise, knowledge and support around work with Gypsy, Roma and Traveller pupils. (GRT) The team is staffed by a specialist Teacher, Higher Level Teaching Assistant and Education Support Worker who have a wide experience of working with GRT communities across Darlington. The team works in close partnership with schools and families to improve the outcomes of Gypsy, Roma and Traveller pupils across the town; to help raise their attendance, attainment and aspirations.

Education settings, families and other agencies can approach TEAS directly to access the following services:

### **EDUCATION SETTINGS**

- Advice and information to raise GRT attendance and attainment.
- Advice concerning admissions, induction and school transfer
- Tracking of GRT who are Elective Home Educated (EHE) / Children Missing from Education (CME)
- Tracking of dual registration pupils
- Inclusion and access advice, including support with transition between and within phases.
- Latest advice through networking with other agencies and providers by attending Regional GRT network, SENCo Network, Behaviour and Attendance Partnership and Ofsted Regional Reference Group.
- Advice on educational and cultural issues relating to GRT communities
- Deliver GRT history and cultural training workshops / assemblies
- Tailored CPD training for school staff and governors concerning cultural awareness and diversity.
- Staff mentoring
- Curriculum planning and support
- Safeguarding advice

### **FAMILIES**

- Support for families with pre-school age children to encourage early learning and uptake of nursery and school places.
- Signpost Children and Young People (CYP) and families to available services and agencies.
- Mentoring, advice and support for GRT CYP (0-25), including future education and training pathways.
- Provide information to families around attendance and travelling, including dual school placements.
- Assist newly arrived GRT families in finding a school place.



## The Requirements for Outreach

Any education setting within Darlington can access the menu of services above, however schools with a higher population of GRT pupils and greater need will be prioritised.

Outreach settings should:

- Complete and return a Referral form to ensure the needs of the school are clear and that TEAS personnel have a clearly identified contact person within the setting's Senior Leadership Team.
- Ensure an agreement contract exists for the work and agreed resources are provided.
- Ensure that the request for TEAS support is communicated to those involved in or affected by the work of TEAS. In line with best practice these staff are involved in the contracting process.
- Involve TEAS in the planning of the work to be undertaken.
- Ensure that time is made available should staff require time with the TEAS representative.
- Make assessment, attendance, exclusion and/or other relevant information available to TEAS staff for targeted pupils.
- Complete and return a feedback form for the work undertaken.
- Share the TEAS service offer with all stakeholders.
- Ensure the work of TEAS is evaluated and that you provide feedback about the work commissioned.
- Ensure issues raised by the TEAS team are responded to positively, taking necessary action to address the issues.

TEAS personnel should:

- Ensure they know who the contact member of the outreach setting is and communicate effectively with this member of staff.
- Ensure an agreement contract exists before they start any work.
- Ensure that the teacher(s) involved or affected by the work are absolutely clear about the reasons for, purposes of and programme for the work.
- Report to the office on arrival and departure.
- Ask for professional support from the Headteacher of The Rydal Academy if any issues they are working on extend beyond their professional responsibility.
- Produce an 'Impact report' annually to share with Darlington Borough Council and Line Manager at The Rydal Academy.
- Support and promote settings policies and key messages.
- Work efficiently and effectively in line with work plans.
- Completing agreed records or reports.
- Ensuring outreach work agreement forms are completed Planning
- thoroughly and performing to high standards.
- Keeping records of work.
- Engaging in performance management.
- Engaging with appropriate Continuing Professional Development.
- The dissemination and development of good practice, through networking.



The Rydal Academy should:

- Co-ordinate the outreach work of TEAS.
- Maintain and communicate an accurate database of TEAS support and outcomes.
- Match school requests to TEAS personnel expertise.
- Provide and organise professional support, performance management and CPD opportunities for TEAS personnel.
- Maintain accurate records of evaluations and provide appropriate summaries to other schools, The Trust and the Local Authority.
- Ensure TEAS personnel have a line manager who is responsible for his/her deployment.
- Ensure TEAS personnel have the resources to enable agreed outreach work to be conducted effectively and efficiently.
- Provide staff absence cover

### **Monitoring and Evaluating the outreach work of TEAS**

While working in any school it is important that the named member of the SLT is aware of the work being undertaken and can evaluate it on completion.

To support the TEAS personnel both in terms of their own performance management and to quality assure their work it may be requested from time to time, that the school may be visited by a member of The Rydal Academy to monitor the work of TEAS. This will only take place when agreed with the school.

Following a piece of outreach work at a school, the schools will be requested to provide an evaluation of the TEAS's work. To reduce administration this will be available for completion online.

Evaluation should focus on the TEAS's performance and impact, for example:

- Evaluation of changes in teaching and learning.
- Evaluation of changes in schools, organisation and team performance.
- Improvement of pupil progress and attendance.
- Staff, pupil feedback and effectiveness of support.

### **Contact information**

Please contact the service team on:

Laura Dixon / Selina Costello – 07867503679

Heather Metcalf – 07867752432

Or at [TEAS@theyrydalacademy.co.uk](mailto:TEAS@theyrydalacademy.co.uk)



## TEAS 1 REQUEST FOR TEAS SUPPORT

<b>Date:</b>
<b>School name and address:</b>
<b>Contact Details (Tel. / e-mail address):</b>

<b>Menu of possible support</b>	<b>Support Request / Objectives</b>	<b>Start and end date</b>
<p>Advice and information to raise GRT attendance and attainment.</p> <p>Advice concerning admissions, induction and school transfer.</p> <p>Tracking of GRT who are Elective Home Educated (EHE) / Children Missing from Education (CME).</p> <p>Tracking of dual registration pupils.</p> <p>Inclusion and access advice, including support with transition between and within phases.</p> <p>Advice on educational and cultural issues relating to GRT communities.</p> <p>Deliver GRT history and cultural training workshops / assemblies.</p> <p>Tailored CPD training for school staff and governors concerning cultural awareness and diversity.</p> <p>Staff mentoring.</p> <p>Curriculum planning and support.</p> <p>Safeguarding advice .</p>		



Please return completed form by email to: [TEAS@theydalacademy.co.uk](mailto:TEAS@theydalacademy.co.uk)

## TEAS 2 Outreach Agreement for school support

TEAS personnel undertaking work: \_\_\_\_\_

Outreach School: \_\_\_\_\_

Agreed objectives

This is an agreement between:

Signed:

TEAS Personnel

Date

Outreach School

Date

The Rydal Academy

Date



## TEAS Outreach Evaluation

To be forwarded via email to [TEAS@theydalacademy.co.uk](mailto:TEAS@theydalacademy.co.uk)

Name of School:

Name of TEAS personnel:

Senior staff contact:

Signature:

Date:

Agreed objectives

Outcome(s)

**Changes in teaching and learning –**

**Changes in school, organisation or team performance –**

**Impact on pupil progress and/or attendance –**

**Staff comments –**

**Pupil comments -**

Effectiveness of TEAS in achieving the agreed objectives (please underline one):

Outstanding

Good

Requires Improvement

Inadequate

Additional comments (if any)