

SERVICE LEVEL AGREEMENT: IN SCHOOL COACHING PROGRAMME

Objectives of this Agreement:

To clearly define the terms and conditions of all parties entering into the In School Coaching Programme (ISCP) for academic year 2011-12. This service level agreement will detail the services provided by the ISCP and the standards that we will endeavour to meet throughout the term of associations with each school/ party involved.

Rationale:

- The ISCP is a local service set up and run by Bury Schools Sports Partnership that retains the continuity of coaches providing specialist curriculum and extra-curricular learning for pupils in schools as part of the existing Bury SSP infrastructure. Within this, there are a number of additional elements that schools can benefit from; these are outlined below (see description of key services).

- The ISCP is a needs driven programme that caters for each individual school's Physical Education, Sport and Healthy Lifestyles priorities. Support will be directed after consultation with each schools headteacher, designated PE Co-ordinator and other relevant parties i.e. staff, governors, parents etc.

Objectives of the ISCP:

1.1 To continue to provide high quality physical education programmes for pupils in schools who are part of the existing SSP infrastructure (see 2:1).

1:2 To enhance schools existing physical education programmes through additional elements as required by each individual school (see 2:2)

1:3 To support schools where necessary, through new and existing PE, sport and healthy lifestyle projects and programmes.

1:4 To offer each school the opportunity to take part in high quality competitive sport at level 1,2 and 3 as organised through the SSP.

1:5 To provide high quality CPD packages in PE, sport and healthy lifestyles for schools, if deemed necessary by the management of that individual school.

1:6 To link where necessary, with the local feeder schools and key partners ensuring smooth transition and continuity across schools and community where high quality PE, sport and health lifestyle programmes are concerned.

Description of key services (points correlate to those above)

2:1 Specialist curriculum support/ PPA cover/ extra curricular activity delivered by a specialist coach (minimum level 2 or equivalent). All coaches are fully CRB checked and have comprehensive understanding of NCPE and AfPE guidelines. Coaches will sign a contract with SSP management that states they must provide lesson plans and schemes of work to ensure that teachers are being supported in the way deemed necessary by the terms and conditions of this service level agreement.

2:2 Dependent on the package that each school requires, ISCP will ensure that additional resources are made available to schools if deemed necessary. Examples include specialist NQT development, Junior Playleader's programmes, Wake n' Shake, specialist activities etc.

2:3 SSP's will be responsible for the implementation of a number of programmes and initiatives as announced by central government in January 2011. This will include Bikeability, Change4Life Clubs,

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the School Games (level 1, 2 & 3) and Young Ambassadors Programme. All schools part of the existing SSP infrastructure will have the option of taking part in such programmes along with any new initiatives that arise through the SSP.

2:4 ALL schools part of the existing SSP infrastructure will have the opportunity to take part in regular competitive sport through the school games (levels 1, 2 & 3). Those schools not signing up to ISCP will still receive this benefit.

2:5 All ISCP schools will be offered the opportunity to take part in professional development and CPD courses that the SSP is party to. Such courses may incur a cost, this will be charged by the course provider e.g. national governing body.

2:6 SSP staff will retain as much of the previous SSP structure as possible. Schools signed up to ISCP will benefit from the additional resources provided with new and existing links forged with local schools, clubs and other key partners.

Roles and Expectations:

ISCP Management

- Will be responsible for formulating the ISCP timetables and programmes after appropriate consultation with schools. Where school needs over coaches or allocated slots cannot be met, ISCP management will attempt to resolve the timetabling in a way that is convenient to the school.

- Will ensure that all coaches who work on the programme have all the necessary qualifications and paperwork required to do so in school. This will include relevant NGB coaching qualifications, basic first aid, CRB clearance and hold public liability insurance either through the ISCP or personally themselves. NB. All coaches working through ISCP will have signed a coach's contract that carries these and other conditions to them working in schools. Copies are available to schools should they wish to view them.

- Will ensure that coaches are observed on a termly basis by ISCP management/ School Sports Co-ordinator to ensure quality of delivery in schools.

- ISCP management will be responsible for the financial management of the programme including meeting all costs associated. This will include paying coaches for their delivery. **Please note that all schools signing up to ISCP are required to pay for their services a full term in advance.** Any refunds due will be deducted from the following term's payment. ISCP will request payment via invoice to the school. Payments can be made via cheque or BACS.

- In the event of any unforeseen circumstances, ISCP management will be the lead communicator in such events and will endeavour to resolve any issues with as little inconvenience as possible (see Issues and Grievance procedures below).

- ISCP management will endeavour to ensure payment of invoices to coaches by the 15th of each month, provided that coaches meet their deadlines for invoices and that the school holidays do not cause delay in the processing of coaches invoices.

ISCP Coaches/ Providers

- You will be responsible for the delivery of high quality physical education, including ensuring all lessons are carried out in accordance with QCA/ OFSTED/ AfPE guidelines and criteria.

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- You will ensure that lessons are carried out in a manner in keeping with the school guidelines, rules and procedures.
- You will ensure that they are punctual to all sessions and take responsibility for the setting up and tidying away of teaching areas at every session.
- You will provide full lesson plans, assessment and other relevant teaching materials for all class teachers they work with to ensure that the teacher CPD element is retained. All of which should be given to the school at the end of each half term block. All schools will also be able to access curriculum support material online at www.buryssp.co.uk.
- If as part of delivery for the ISCP, you are offered additional hours work with a particular school, this work must still be co-ordinated and managed through the ISCP. You will have been given a full list of finders fees and incentives at your coaches induction session.
- You will ensure that if they are unable to fulfil any sessions that you inform both ISCP management and the school with as much notice as possible so that appropriate cover arrangements can be made.
- You will be responsible for ensuring that monthly invoices are returned by the 1st working day of each month and that these invoices show work carried out for the previous month. All invoices should be emailed to Lee Garcka.

ISCP Schools

- Will ensure that they notify ISCP management a minimum of two weeks in advance of school calendar activities that will require sessions to be altered/ postponed; otherwise the school will be charged accordingly.
- In the event of any unforeseen circumstances the school must inform ISCP management and the coach of the situation and attempt to resolve the situation with minimal disruption. ISCP management reserve the right to withhold any refunds due to sessions not being fulfilled as a result of schools late notification of changes.
- Will ensure that coaches are aware of school guidelines, rules and procedures in order that sessions can be fulfilled in keeping with these. Any additional duties required of the coach by the school will need to be communicated to them before the 1st session commences.
- Will ensure that all programmes are paid for a full term in advance.
- Will provide a named PE Co-ordinator to work with ISCP management in planning and implementing the PE programmes that are provided for the school as part of this agreement.

Issues and Grievance Procedures:

- All issues involving any aspect of the ISCP must be communicated by the school/ coach to ISCP management via phone/ email (contact details below).
- All issues and grievances will be dealt with in a fair an appropriate manner with all parties involved having a fair say via a mutually agreed method of communication.
- Where necessary, ISCP will refer back to the terms and conditions of signed agreements in order to solve the issue/ grievance at hand. If such issue or grievance is still not resolved, then a mutually convened meeting will take place.

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Future Reviews and Amendments:

- This service level agreement will be signed and agreed by all parties for the programme commencing September 2011. It is reviewed annually by ISCP management with all amendments agreed by all parties. Any schools/ parties seeking to review the service level agreement must communicate these via ISCP management.

SIGNATURE:

I hereby agree to the terms and conditions of this service level agreement:

SIGNATURE: _____ DATE: _____

ROLE: _____

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