



# EDUCATIONAL SERVICES

TRUST OUR KNOWLEDGE AND EXPERTISE  
[octavopartnership.org](https://octavopartnership.org)

**CROYDON**  
[www.croydon.gov.uk](https://www.croydon.gov.uk)

## ABOUT US

**Octavo is a collaborative education partnership based within Croydon Council, offering high quality training and educational support services for schools and other educational settings. We are committed to working in partnership with local schools and key stakeholders to improve attainment and educational outcomes for our children and young people.**

Our ethos is that collaboration gets the best results between our partners, services and our customers. This approach ensures our training and support services are responsive to the needs of schools and of a high-quality.

Our highly- skilled improvement and development professionals include school leaders, teachers, expert consultants for the DfE and subject specialists who share your passion for ongoing development across the education sector and improving outcomes for young people.

Our offer includes personalised consultancy, training and development, back office services (IT and HR), governance and leadership support. Our knowledge of local and national agendas will help your setting move forward in the changing educational landscape.

### GET IN TOUCH

We look forward to working with you. To find out more about how we can help you:

T 020 8241 5487

E [octavo.enquiries@croydon.gov.uk](mailto:octavo.enquiries@croydon.gov.uk)

Alternatively, please visit [www.octavopartnership.org](http://www.octavopartnership.org) where you can find details on our services and the Governance Team.

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**We delivered training courses to over 6000 delegates from schools in 2019**

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Human resources

Education Development & Partnerships

Governance

Information Technology

Early Career Teacher

Professional Development

Educational Psychology

## PROFESSIONAL DEVELOPMENT



### WHY US?

Our courses are run by expert trainers and associates who practise at the top of their chosen fields, ensuring you learn from the best. We design our training to respond to local and national issues so that school staff remain up to date with the knowledge and skills they need in this changing education environment.

### WHAT WE OFFER

We offer a centralised training programme which focuses on school development and ensuring schools, academies and colleges meet regulatory requirements. Our courses are delivered virtually and face to face and can be delivered to your setting ensuring staff receive relevant CPD tailored to their environment.

We support leaders in schools through school wide initiatives developing mathematical reasoning, safeguarding and DSL training, new to leadership programmes, moderation and assessment training, SEN and behaviour management. Our training enables teachers to respond to changing curriculum requirements, for example, Computing, Religious Education, Relations and Health Education, and to develop their skills in using digital technology in the classroom.

Our mathematics training has achieved the NCETM's CPD standard accreditation, the

safer recruitment training is accredited by the Lucy Faithfull Foundation (member of the Safer Recruitment Consortium) and our safeguarding and nurture trainers are fully accredited.

### BENEFITS

- Flexible annual subscriptions at discounted rates
- Access to the latest information and thinking
- Sharing of best practice with colleagues from other settings
- Certificates for all delegates to evidence CPD
- Online individual CPD record

We regularly update our training offer and to find out more go to:  
[www.octavopartnership.org/courses/](http://www.octavopartnership.org/courses/)

**Over 99% of feedback from delegates said that the knowledge and skills gained from our safeguarding training would help them perform better in their role**

# EDUCATIONAL PSYCHOLOGY

## WHY US?

The Octavo Educational Psychology team is highly regarded for its expertise and flexible approach in response to need. The team are qualified psychologists, who are registered with the Health and Care Professions Council and hold Enhanced DBS certificates. The EP service includes a full psychological service to a range of settings in response to presenting needs, for example:

- Consultative advice and support to parents and staff
- Pupil assessment and intervention including examination access
- Educational Psychology advice for EHC plan applications
- Critical incident support including a contingency package.

## WHAT WE OFFER

EP time can be purchased on a half day or full day basis to provide advice and assessment of a child's educational needs. We can provide DSL supervision, ELSA training and supervision, and nurture, emotional well-being, SEN and behaviour management training.

## BENEFITS

- Experts at working in partnership with multi agencies, parents and school staff
- Highly regarded team which has a depth of experience, knowledge and skills
- Access to up to date and relevant research enables us to model good practice

For a quote tailored to your requirements, please contact [edpsychology@croydon.gov.uk](mailto:edpsychology@croydon.gov.uk)

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**Over 99% of feedback from delegates on our SEN training said that the course had helped them have a better understanding of their role**

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# GOVERNANCE

## WHY US?

The Governance team provides training, advice, clerking and consultancy enabling academy governors to jointly lead and manage their schools.

We ensure that your Board acquires the knowledge, understanding and skills needed to help navigate the educational governance today.

## WHAT WE OFFER

### 1. Advice, Support and Guidance

- Unlimited telephone and email advice relating to school governance throughout the year
- Face to face guidance meetings for complex situations
- Best practice resources, briefings and templates
- New chair, clerk support, including mentoring and governor packs

### 2. Training and Development

- Bespoke Board training and development session
- Comprehensive face to face central CPD programme delivered virtually
- Extensive online governor e-learning programme

### 3. Professional Clerking

- Full clerking service, ad hoc clerking, disciplinary meetings, exclusion meetings, complaints and clerk mentoring

### 4. Independent Panels

- We offer an Independent Review Panels service (virtual or face to face depending on circumstances). This includes: legally compliant panel members and clerk who have been fully trained by legal experts, arrangement and co-ordination of the IRP, provision of a SEND Expert if required.

### 5. Consultancy

- External review of governance, facilitated self-review, governance action planning, complaint investigations, Board mentoring

## BENEFITS

- Fast and responsive advice from experts in all areas of governance and extensive virtual governance training programme
- Outstanding CPD training programme for governors
- Professional and knowledgeable Clerks to aid the effective running of Boards and specialist Panels.

For a quote tailored to your requirements, please contact [octavo.governance@croymdon.gov.uk](mailto:octavo.governance@croymdon.gov.uk)



**“Sonia was very professional and thorough in her external review of our governance processes. The process felt collaborative and we uncovered lots of ideas for improvement just through our conversations. The final report was very comprehensive and gave us a clear set of actions to work towards. We’d wholeheartedly recommend Octavo to other governing bodies.”**

EXTERNAL REVIEW OF  
GOVERNANCE, JAMES DALEY,  
CHAIR OF SMALLWOOD

**“The training has heightened my awareness of data, interpreting data, asking challenging questions in relation to finance, data, progress and attainment and effectively monitoring and evaluating the school’s performance.”**

SCHOOL FEEDBACK



# HUMAN RESOURCES

## WHY US?

We support heads, governors, school leaders and trust boards as they lead and manage staff, helping them avoid potentially costly HR mistakes. Our approach is personal, building strong relationships with school leaders to ensure that we partner them in delivering the strategies needed in their setting. As education HR specialists, with up to date employment law knowledge and extensive school HR experience, we understand the impact education law has on employment situations.



## WHAT WE OFFER

Our HR advice and support includes restructures, sickness, performance management, capability, maternity, disciplinary, pay awards, retirement, grievances, safer recruitment, succession planning and staff conduct. We know schools like to access their HR support in different ways and so our offer includes:

1. Employee relations contracts with unlimited advice and support
2. Contracts for a specific number of hours of HR support
3. Independent investigations into conduct or grievance concerns or complaints
4. Gender pay gap reporting
5. Head teacher recruitment
6. HR training

## BENEFITS

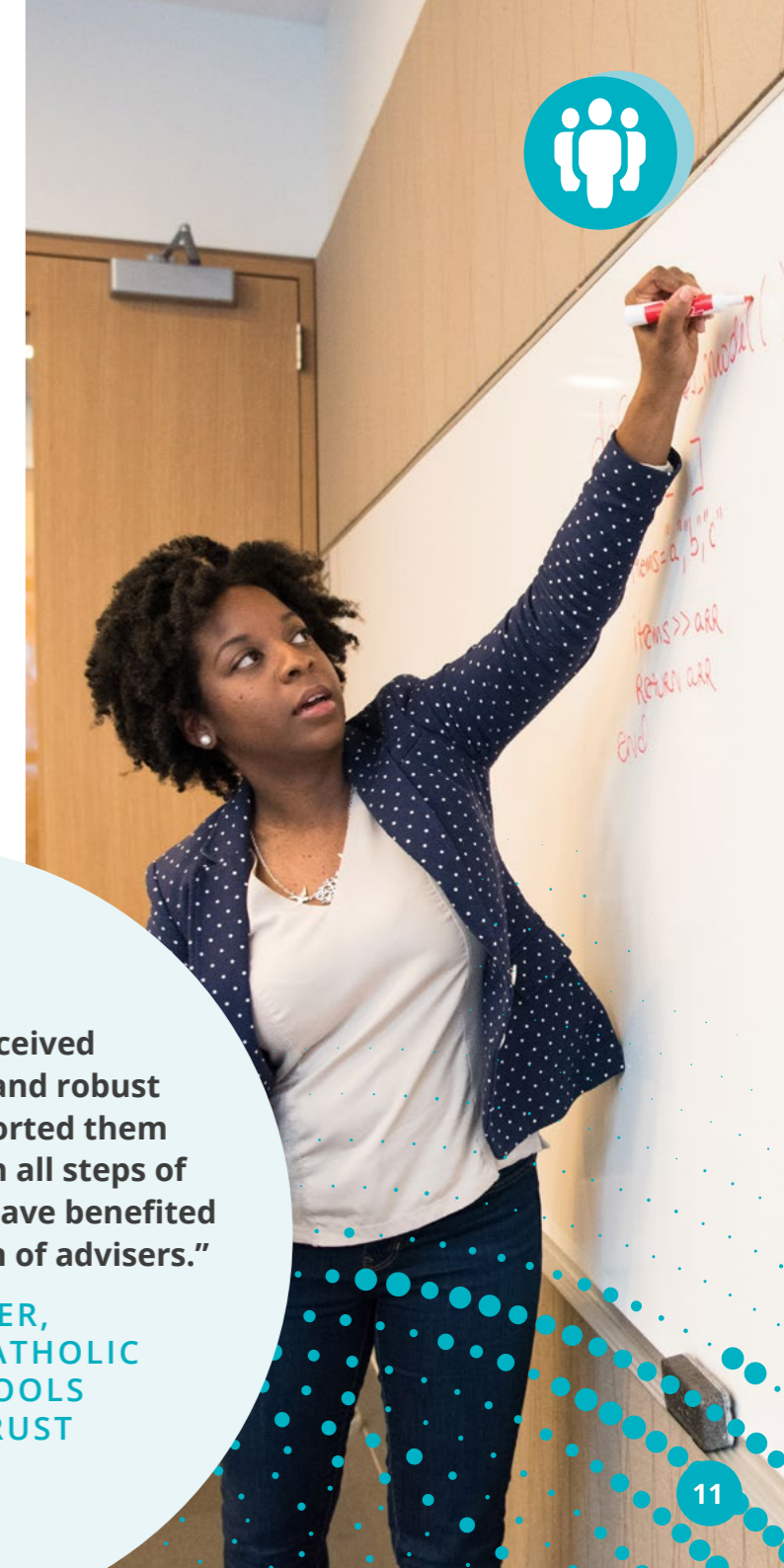
- Fast and responsive help line staffed by a team of education HR experts
- Expert support for formal hearings and investigations
- Practical employee relations advice which reduces the risk of costly HR mistakes.

For an HR quote tailored to your requirements, please [octavo.hrservices@croydon.gov.uk](mailto:octavo.hrservices@croydon.gov.uk)



**“Schools have received professional, sound and robust advice that has supported them and governors through all steps of the HR process and we have benefited from there being a team of advisers.”**

**HEADTEACHER,  
THE CROYDON CATHOLIC  
PRIMARY SCHOOLS  
UMBRELLA TRUST**



# EDUCATION DEVELOPMENT & PARTNERSHIPS



## WHY US?

Through the provision of high-quality consultancy, our specialists will support your school or academy to improve outcomes for your pupils. We are experts in analysing what matters.

Our consultants have a wide range of educational backgrounds: teachers, inspectors, senior leaders in schools and colleges, subject specialists and expert consultants for the DfE. Through a combination of challenge and support, we engage settings in reflective conversations about their ongoing development. Our approach is one of collaboration and partnership. We have access to a range of associates which enables us to support you in all areas of school development in mainstream, independent and specialist settings.

Our consultancy services are tailored to each individual school and are highly relevant to the needs of your setting. From whole-school strategy through to staff development and

training, our services are designed to ensure the maximum benefits to your pupils with the overall aim of improving the outcomes for all.

Our knowledge of local and national agendas and what these will mean for your setting will support you in moving forward.

## WHAT WE OFFER?

Our consultants offer:

- Bespoke in-school support
- Head Teacher Performance reviews and support with senior leader recruitment and induction
- Teaching and Learning reviews
- Subject Leadership training and support
- Curriculum support
- Assessment, standardisation and moderation services
- Termly briefings and forums- SEND, Safeguarding, Primary Assessment, Primary English, Primary Maths, Early Years, Computing

## BENEFITS

- On-site support from school development experts
- Benchmarking and funded project expertise
- External consultants providing objective and independent guidance
- Experts in local and national agendas for schools

For a quote tailored to your requirements, please contact [octavo.enquiries@croydon.gov.uk](mailto:octavo.enquiries@croydon.gov.uk)

**“Both Octavo and Oasis have a communal aim and that is to ensure that the children of Croydon get the best quality education possible. Learning walks and transparency with our linked advisor have contributed in turning Oasis Academy Ryelands from a failing school to one that the children, parents, staff and community can be proud of.”**

**GLENN LILLO FROM  
OASIS RYELANDS**

**“Thank you to you and your team for what I felt was a really positive experience of moderation. It was helpful for the professional development of all the Year 6 teachers.”**

**NIKKI GOMULKA,  
FEDERATION YEAR GROUP  
LEADER (YEAR 6), SELSDON  
PRIMARY AND  
NURSERY SCHOOL**



# IT SERVICE

## WHY US?

What differentiates our IT team is our knowledge of schools enables us to ensure that you have the right back up, security, safeguarding and contingency systems in place, so that you can plan and develop your IT provision for the future.

Our customer service success record is such that over 80% of calls to our IT Service Desk are resolved at the first point of contact. Our customers rarely experience any “downtime” as a result of our approach to IT maintenance and our monitoring service. Our expertise in SIMS, school administrative software and curriculum technology enables school IT systems to run smoothly.

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**Our IT service ensured customers had less than half a day of downtime in a year**

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## WHAT WE OFFER

- SIMS MIS support including training, maintenance and development
- Emergency on-site technical support
- Helpdesk and remote access support
- On-site IT technical maintenance and monitoring service
- Cashless catering
- Mobile device management
- System integration and upgrades
- IT project management
- Safeguarding consultancy.

## BENEFITS

- Reliable and responsive IT support with a proven track record of success
- Proven track record of delivering multi-site projects, complex installations and upgrades
- Remote monitoring service to ensure school systems remain in good working order
- Regular on-site technician visits
- Experts who can advise you on safeguarding using your IT systems.



**“We have been using Octavo IT support for many years. We have always received a friendly professional service as well as advice and guidance on IT to support continual development of our IT facilities. When required, they will respond to urgent requests and work around our needs with full flexibility. The high quality of support is consistent across their workforce. We would not hesitate to recommend their service to any organisation”.**

**JENNY ADAMSON, HEADTEACHER,  
SAFFRON VALLEY COLLEGIATE**





# EARLY CAREER TEACHER

## WHY US?

Croydon local authority offers a professional 'Appropriate Body' service that supports the induction of Early Career Teachers (ECTs) in all schools and settings. The appointment of an Appropriate Body is a statutory requirement for the induction period for all ECTs.

It is the Appropriate Body that makes the final decision as to whether an ECT has met the Teachers' Standards on the recommendation of the Headteacher/ Principal in the school where they work. Our service provides guidance, advice and training relating to the induction process and quality assurance of your ECT provision.

## WHAT WE OFFER

- Registering and monitoring the progress of ECTs
- Reporting the outcomes of the ECT year to the DfE
- Providing a briefing session for professional mentors, tutors and ECTs in the autumn term
- Checking new teachers receive statutory entitlements, are fairly and consistently assessed, and receive a programme of support and training based on the ECF
- Quality assuring schools' systems for monitoring, supporting and assessing ECTs through visits to a selected sample of schools (typically one third of schools each year)
- Giving advice where ECTs are at risk of failure and advising on appropriate support packages for the ECT
- Providing advice and guidance on the induction of ECTs for headteachers/ principals, Governors, induction tutors, induction mentors and ECTs
- Providing access to up-to-date guidance documents

## BENEFITS

- Verifies the school's induction is meeting the standards
- Validates the school's assessment of the ECT's progress and performance
- Responsive and high-quality support for ECTs, tutors and induction managers
- Streamlined Appropriate Body processes tailored to schools and ECTs

For a quote tailored to your requirements, please contact [octavo.enquiries@croydon.gov.uk](mailto:octavo.enquiries@croydon.gov.uk)

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**We enabled over 200 staff from 30 Croydon schools to benefit from Erasmus funded development in 2018 & 2019**

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# RECRUITMENT SERVICE FOR SCHOOLS IN CROYDON

## WHY US?

We manage the teacher recruitment initiative TeachinCROYDON, on behalf of CHTA, which attracts teachers to schools in Croydon and the surrounding areas.

## WHAT WE OFFER

We provide an all-inclusive recruitment service to a school for a fixed annual fee, which includes:

- Unlimited job advertising for the TeachinCROYDON website (Google ranked)
- Focused marketing and promotion at events and university fairs
- Guaranteed exhibition place at the CHTA's teacher recruitment event

## BENEFITS

This teacher recruitment initiative has an excellent track record for successful recruitment and retention of teachers to schools in the Croydon area.

For a quote tailored to your requirements, please contact [octavo.enquiries@croydon.gov.uk](mailto:octavo.enquiries@croydon.gov.uk)



TRUST OUR KNOWLEDGE  
AND EXPERTISE



EDUCATION  
DEVELOPMENT  
& PARTNERSHIPS



GOVERNANCE



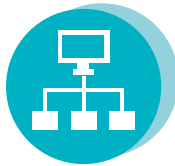
EDUCATIONAL  
PSYCHOLOGY



EARLY CAREER  
TEACHER



HUMAN  
RESOURCES



IT



CPD

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Katharine Street, Croydon, CR9 1ET**

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W [octavopartnership.org](http://octavopartnership.org)

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