# MEMORANDUM OF UNDERSTANDING

**XXXXX TSA Memorandum of Understanding**

This agreement outlines the nature of the relationship between XXXX Teaching School Alliance (TSA), Specialist Leaders in Education (SLE), the school/academy directly employing the SLE (hereafter described in this document as the home school), and the client school, and clarifies the expectation and responsibility of each party.

**TSA Responsibilities and Protocols**

As the organisation designated by the National College (funding agent) to manage the Teaching School, XXXX TSA will:-

**Human Resources and Training**

* Provide training and support to SLEs as required by the National College/funding agent
* Advertise the services of each SLE widely via various mediums

**Deployment of SLE**

* Deal with requests for support from client schools in a particular area of expertise in a fair and equitable manner. This will involve making initial contact with headteachers/principals of each home school that employs an SLE within that particular area of expertise, requesting if contact can be made with the SLE. Only if and when permission is granted will the SLE be contacted. It is then the choice of the client school as to which SLE is deployed.
* Deal with requests for support from individual named SLEs in a similar manner as above, by making initial contact with the Headteacher/principal of the home school.
* Act as a broker between the home school and the client school and ensure that all parties are clear from the outset what the nature of the deployment is
* Ensure that all communication regarding deployment will be via email and will be copied to the Headteacher/principal of the home school and the TSA

**Insurance and Health and Safety**

* Ensure that adequate insurance is in place to protect all parties in the event of injury or accident or litigation.

**Financial Issues**

* Pay any invoices raised by the home school for the SLE within 28 days from the date of the invoice. The client school will be charged the cost of the SLE plus £XXX per day

**Quality Assurance**

* Draw up a quality assurance document for each SLE deployment, which will record details of timescale, length and number of visits, type of work to be undertaken, anticipated outcomes, charging method and cost
* Provide a quality assurance system to monitor each SLE and each deployment

**SLE Responsibilities and Protocols**

To ensure the quality and effectiveness of each SLE deployment, the SLE will:-

**Human Resources and Training**

* Undertake an enhanced CRB check every 3 years
* Have a full understanding and recent training (ie within the last 3 years) of child protection issues
* Be prepared to attend any mandatory training as required by the TSA or National College

**Deployment of SLE**

* Be willing to undertake SLE outreach work up to 15 days per annum

**Insurance and Health & Safety**

* Be aware of the client school Health and Safety procedures and policies

**Financial Issues**

* Ensure that their school finance team is aware of when and how much to invoice the TSA in a timely manner

**Quality Assurance**

* Agree to the QA document for each SLE deployment, which will record details of timescale, length and number of visits, type of work to be undertaken, anticipated outcomes, charging method and cost