



Steiner Waldorf Schools Fellowship

11 Church Street Stourbridge DY8 1LT

Phone 01384 374116

Fax 01384 374142

Email j.avison@yescomputers.co.uk

New email: admin@steinerwaldorf.org

17/08/2011

What Does the Advisory Service Do?

- It makes available experienced colleagues, trained to observe early years' sessions or classes in order to provide detailed consultation to help and support practitioners in continually improving their work
- It provides: Early Years', Class Teacher, Upper School, Eurythmy and administrative support and advice
- It includes Associate Advisers, working in a freelance capacity in association with the advisory team, who have specialist skills in regulatory requirements, marketing and management and Associative Leadership. Their work is not funded by the Advisory Service
- It provides, or facilitates, a wide range of in-service workshops to assist preparation for the coming school year and help further develop your skill and knowledge
- Provides "INSET day" workshops in mentoring and peer appraisal, aspects of behaviour policy, Collegiate etc. (also by request)
- Offers other trainings, often assisted or delivered by SWAS Associate Advisers, to assist with essential questions of organisation and management, including the Associative Leadership Toolkit

How do we book an adviser or workshop?

- Consider and prioritise your needs
- Read the other information included with this mailing
- Complete and return a booking form accordingly (attached). Visits without booking forms may not be covered by our budget!
- Once this has been received an available adviser will contact the school. Please ensure that the school contact for the visit provides email address and telephone number so that all arrangements can be made readily
- **Please do not** - contact an adviser directly until the booking form has been returned

Things to remember -

- Advisers who are core tutors of teacher education courses should not normally work with newly qualified colleagues from their courses
- The advisory service does not offer assessments and advisers should not carry out assessments in schools where they have recently worked as adviser. However, the advisory co-ordinator can assist schools seeking assessments to find advisory colleagues who have not recently visited the school in question

After you have booked?

- For pedagogical visits, please ensure you make a timetable that includes ample consultation time, including meeting with mentors (especially for newer teachers) and a good range of lessons
- The school is responsible for hosting the adviser during the visit. Please provide appropriate accommodation, bearing in mind needs for reasonable peace and quiet and modest comfort. Please also bear in mind that most advisers need to eat the usual number of meals: rumbling stomachs disturb classes!
- During the visit, we recommend that the school contact checks on the progress of the visit from time to time
- Follow-up visits are valuable, especially for newer colleagues, or where there are a number of question areas. Please arrange these with the adviser before they leave - and let the SWAS co-ordinator know!
- Arrangements for in-school training days and workshops are specific to the type of workshop etc
- After the visit please complete a post-visit (or post-workshop) questionnaire. These are one of the most important ways for us to evaluate the quality of our work

Costs?

- After the visit the school will be invoiced. The £60 contribution helps to equalise the travel costs and is the same for all members of SWSF. Non-member visits would be invoiced at a cost of £450 per day plus travel, and such a charge might properly apply to visits that have not been booked. You have been warned!

Who are the advisers and how do you become one?

- All advisers are part-time (except the SWAS co-ordinator, who carries a number of other responsibilities within the work of SWSF). We aim to maintain a balance between colleagues taking a sabbatical, or career break, and others retired from teaching. The co-ordinator has

the difficult task to try to ensure that, so far as possible, the work provides a reasonably reliable income for those who need it

- Advisers have all been recommended by schools and appointed following the SWSF/SWAS agreed appointment procedure
- Advisers apply in writing through an application form with a CV and a letter of support on behalf of the Collegiate of their school. They provide the names of two additional referees and are interviewed by SWAS co-ordinator/administrator and an advisory colleague with experience in their field
- Advisers co-mentor one another and induction is provided for new recruits. Advisory meetings take place regularly to review the work, discuss issues and improve practice

This year's advisers are:

- **Eurythmy:** Mary Watson
- **Early Childhood advisers:** Jill Taplin, Winny Mossman
- **Class Teachers:** Richard Holden, Emma Tame, Kevin Avison (Angela Querido & Alan Swindell as back-up advisers)
- **Upper School:** Jon Syed, Roy Allen, Peter Snow, Josie Alwyn
- **Associate Advisers:** Andy Phipps, Jonathan Wolf-Phillips, Gabriel Kaye
N.B. We are unable to fund Associate Adviser visits. If you wish to book Andy or Jonathan, please do so via swas@steinerwaldorf.org Gabriel can be booked direct with her, but joint visits (e.g. inspection preparation) should also be arranged via SWAS contact
- **Advisory co-ordinator:** Kevin Avison - mentoring for newer schools, pedagogical and organisation advice, organisational review procedures and support, workshops

What next? -

- **Please see the other documents included with this mailing, for more information. Then consider your needs for the year and complete a booking form!**

THAT'S IT!