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**School Improvement Partner (SIP) Provider List**

Service Outline & Submission Instructions

Hartlepool Borough Council is seeking submissions from suitably qualified and experienced individuals, with a successful school leadership background, or senior local authority experience, to take on the role of a School Improvement Partner (SIP).

Applicants must have the capacity to support schools to improve outcomes for children and young people, improve standards, close the gap in attainment outcomes and raise aspirations.

Applications are welcomed from individuals who will undertake the role. Those meeting the threshold will be placed on an approved list of providers and will be matched with schools based on skills, experience and suitability, depending on the needs of the school and the availability of the SIP.

Contracts will be offered on a spot purchase basis and are not a guarantee of work. Prior to any contract being awarded, the candidate will be invited for interview to explore in more depth their experience and the proposed match.

Submissions will be evaluated based on the information submitted within the Business Questionnaire and Quality Questionnaire.

The Business Questionnaire consists of 9 sections which are identified as for information only or marked on a pass or fail basis:

Section A – Submission Contact Details (information only)

## Section B – Applicant Profile (information only)

## Section C – Insurance (Pass or Fail)

## Section D – Grounds for Exclusion (Pass or Fail)

## Section E – Financial information (Pass or Fail)

## Section F – Health and Safety (Pass or Fail)

## Section G – Equality and Diversity (Pass or Fail)

## Section H – Technical Capacity (Pass or Fail)

Section I – Undertaking (Pass or Fail)

*Please note: successful providers may need to provide further information on Health and Safety, Enhanced Disclosure Checks (DBS) and Financial Records.*

The Quality Questionnaire includes one section and is worth **100 points**. The question seeks to explore the individual’s professional background and experience of providing similar services, please ensure your response includes statements that demonstrate how you have assisted schools/academies/trusts to bring about improvements.

**Applicants must score at least 70% in order to join the provider list.**

Please upload your completed Business Questionnaire and Quality Questionnaire to the NEPO portal following the instructions in the guidance notes.

Any queries you may have in relation to the terms and conditions, service specification or questionnaires should be raised with the Children’s Commissioning Team, childrenscommissioning@hartlepool.gov.uk, prior to the submission of your documentation.

Following assessment of the Quality Questionnaire and Business Questionnaire, successful providers will join the SIP provider list and will enter into a nil value contract with the Council until 31st August 2019.

Providers should allow up to 12 weeks from the submission of their documents to be notified of the outcome of their application.