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| Learn Sheffield –  Commissioning Opportunity  **& Application Form** |

**Introduction**

Learn Sheffield would like to advertise the opportunity below for a school improvement commission. We would like to procure a school improvement provider to deliver the commission below, in accordance with our standard terms and conditions (which can be found on our website along with other information about our approach to procurement and commissioning).

**Process for Commissioning**

Our standard process for the procurement of school improvement services is below;

* An anonymised advert placed on the Learn Sheffield website. The deadline for expressions of interest will sometimes be very short depending on circumstances.
* School improvement providers who are signed up to our mailing list email system will receive an email to make them aware of the commission.
* School improvement providers complete a short application form.
* The decision to award the commission is taken by Director of School Improvement (or any person delegated by them). This will sometimes follow discussion with a provider or providers. All decisions, both to discuss further and award, are solely at the discretion of Learn Sheffield.
* The School Improvement Partner and Learn Sheffield sign the standard commissioning contract, which can be found on our website along with other information.
* Learn Sheffield holds a regular (half termly) meeting open to providers to review system and provide a forum to discuss present/future significant commissions. The decision to discuss a commission in advance will generally be prompted by the size of the commission or because it has city wide impact implications, although this is also at the sole discretion of Learn Sheffield.

**Opportunity**

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| **Reference** *(to quote on all communication)***:** | **Response Deadline** *(Applications to* [*commissioning@learnsheffield.co.uk*](mailto:commissioning@learnsheffield.co.uk) *by this date)***:** | | **Start Date** *(desired start date for the commission)***:** |
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| **Phase or Sector:**  *(for example - ‘Primary within Lower KS2’)* | |  | |
| **Location:**  *(for example - ‘North Sheffield’ or ‘Locality G’)* | |  | |
| **Type of school improvement activity:**  *(for example ‘Teacher Coaching’)* | |  | |
| **Scope:**  *(for example – ‘modelled teaching / support with planning, assessment & environment / in class coaching and feedback’)* | |  | |
| **Duration:**  *(for example - ‘half a day per week for 6 weeks’)* | |  | |
| **Value:**  *(for example - ‘£1200 in total’ or ‘£200 per session including preparation’* | |  | |
| **Additional Expectations:**  *(for example – ‘previous experience of coaching in lower KS2 and EAL context is essential’* | |  | |

**Application**

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| **Reference** *(to quote on all communication)***:** |  |
| **Organisation:** |  |
| **Contact Person:**  *(accountable for the commission delivery)* |  |
| **Individual(s) Proposed:**  *(to deliver the commission)* |  |
| **Contact Details:**  *(for all named individuals above)* |  |
| **Evidence –**  **outcomes you can point us to that are relevant to your application for this commission:**  *(please refer directly to the type, scope and additional expectations outlined in the advert)* |  |
| **Additional Information:**  *(please include any further comments on the commission, including in relation to the value)* |  |
| **Proposed Timescale:**  *(please include any further comments on the timescales and duration of the commission)* |  |

***Please email this application to*** [***commissioning@learnsheffield.co.uk***](mailto:commissioning@learnsheffield.co.uk)

***with the reference and the name of your organisation in the email subject title.***