SIAMS Trainee Inspector Policy

September 2022

Methodist Schools

THE CHURCH OF ENGLAND EDUCATION OFFICE

SIAMS Trainee Inspector Policy

INTRODUCTION

1. One cohort of new inspector training cohorts takes place every academic year for which application information is available separately.

2. Only those who complete all elements of the training and who pass all assessments will be signed off as registered SIAMS inspectors.

3. This policy addresses general principles related to shadow and sign-off inspections, as well as the onboarding processes that are required prior to inspector registration.

1. SHADOW INSPECTIONS

1.1. All trainee inspectors will complete one shadow inspection as part of their training. This will include two assessed tasks.

1.2. The National SIAMS Team will allocate shadows and inform trainee inspectors of the details.

1.3. Confirmation of the date of the shadow inspection and partial school details (partial URN and partial postcode) will be emailed to the trainee inspector, and the registered inspector whom they will shadow, the term before the inspection. The email will include information on 'what happens next'.

1.4. Ten working days before the inspection, the trainee inspector (and the registered inspector whom they will shadow) will be sent full details of the inspection. The email will include information on 'what happens next'.

1.5. It is essential that all partial and full details of any inspection are treated as entirely confidential. They should not be shared with anyone, even in the strictest of confidence.

1.6. Five working days before the date of the inspection, the National SIAMS Team will notify the school of the date of the inspection and will let them know that a trainee inspector will be observing.

1.7. Requests for deferrals and instances of ill-health may mean that inspection arrangements need to be changed. This remains a possibility until the day of the inspection itself.

2. SIGN-OFF INSPECTIONS

2.1. All trainee inspectors will complete a sign-off inspection at the end of their training. They will be responsible for all aspects of the inspection and they will be joined by a sign-off assessor.

2.2. The National SIAMS Team will allocate sign-offs and inform trainee inspectors of the details.

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2.3. Confirmation of the date of the sign-off inspection and partial school details (partial URN and partial postcode) will be emailed to the trainee inspector, and the sign-off assessor, the term before the inspection. The email will include information on 'what happens next'.

2.4. Ten working days before the inspection, the trainee inspector (and the sign-off assessor) will be sent full details of the inspection. The email will include information on 'what happens next'.

2.5. It is essential that all partial and full details of any inspection are treated as entirely confidential. They should not be shared with anyone, even in the strictest of confidence.

2.6. Five working days before the date of the inspection, the National SIAMS Team will notify the school of the date of the inspection. They will let them know that it will the first time that the inspector is inspecting solo and that an assessor will join them.

2.7. Requests for deferrals and instances of ill-health may mean that inspection arrangements need to be changed. This remains a possibility until the day of the inspection itself.

3. INSPECTOR ONBOARDING

3.1. The National SIAMS Team will carry out the HR processes that are required prior to an inspector being authorised to work as a registered inspector, and they will request information from trainee inspectors to enable this to happen.

3.2. They will begin these while inspector training is still ongoing. This is to ensure that all steps are complete in good time after the sign-off inspection.

3.3. Onboarding includes:

- collection of financial information to enable inspectors, or their school or diocese as agreed, to be paid the inspection fee
- IR35 assessment
- DBS check
- contact details
- contract/master services agreement (MSA)
- issuing a physical badge for inspections

3.4. The MSA and the physical badge are the final steps of the onboarding process and will be carried out after the inspector has successfully completed their sign-off. All other steps will be carried out before this time.

3.5. Trainee inspectors are asked to respond promptly to all requests for onboarding information. Failure to do so could lead to a delay in the inspector being allocated inspections after their sign-off.

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