



Embrace
Learning for Life

Embrace Multi Academy Trust

Enabling Services Offer



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Embrace Enabling Services



At Embrace, everything we do is rooted in our shared mission: **to ensure that every child and young person flourishes and experiences life in all its fullness (John 10:10), removing barriers, fostering joy and nurturing hope.** This mission is lived out through our Christian values of wisdom, integrity, collaboration, compassion, respect and inclusivity, and through a clear, ambitious strategy that places children firmly at the heart of every decision we make.

Our Enabling Services Offer has been designed as a practical expression of this mission and strategy. Our central team exists to serve our schools, enabling leaders and teams to focus on what matters most: delivering an ambitious, inclusive education where every child is known, belongs and matters, and where great lessons happen every day, in every school, for every child.

Aligned closely with Strategy 29, the Service Offer directly supports our four strategic priorities:

- **Ambitious, Inclusive Education** – providing a high quality school improvement offer
- **Empowered, Expert Employees** – through an investment on professional learning
- **Operational Excellence** – services that support schools to operate efficiently and effectively
- **Exceptional Leadership** – with leadership development provided as standard.

Through high-quality central services, expert professional learning, and purposeful collaboration, the Embrace Service Offer removes barriers, reduces unnecessary workload and creates the conditions in which both children and adults can flourish. It is intentionally designed to be enabling, providing clarity, consistency and support, while respecting the distinct identity, context and strengths of each school.

Our offer reflects our commitment to partnership, trust and professional respect. It supports you to lead with confidence, knowing that you are part of a wider family that shares responsibility for providing equity and excellence for the children and communities we serve. Through this offer we set out the support, expertise and shared accountability you can expect from us: from induction and leadership development, to operational and specialist services that allow you to focus your energy on delivering the very best for our children and young people. By working as one Trust and one team, we strengthen outcomes for children.

Together, our Service Offer, values and strategy form a coherent whole: a clear commitment to removing barriers, fostering joy and nurturing hope, so that every child, every leader and every community can truly flourish within the Embrace family.



School Improvement



Core Offer

- CPD, peer reviews, and facilitation of collaboration across the Trust.
- School Improvement Rubric for self-evaluation and assurance.
- Termly Assurance meetings to review progress and broker support.
- Annual Roundtable meetings for impact review and priority setting.
- School reviews and peer reviews tailored to school needs.
- Steplab support - including development of instructional coaching.
- Leadership coaching and mentoring for headteachers / senior / middle leaders.
- Embrace Improvement Professionals deployed for expertise (e.g., SEND, T&L).
- Adaptive Improvement Model: Rapid Improvement, Supported, Sustaining.
- SEND Strategy including Whole Education SEND evaluation tool.

Safeguarding, Behaviour & Attendance strategic support:

- Preparation audits and inspections.
- Provision of PSHE curriculum resources.
- Guidance and support with live cases.
- Development of consistent reporting templates, including for Governors.
- Supervision support for DSLs.
- Policy compliance support.

Professional Learning Offer

- Whole Trust Conference Day for all staff.
- Education Leadership Team Training Updates.
- Termly SLT training.
- Professional Learning Communities (PLCs): subject/aspect networks.
- NPQs and Accredited Coaching for leadership development.
- Moderation Activities (e.g., writing moderation).
- Coaching Strategy: mentoring and coaching for leaders.
- External Partnerships for CPD (e.g., Leicester Diocese, LEARN-AT, TELA).
- Access to Apprenticeships.
- Training resources via Teams and network meetings.



Quality Assurance and Improvement

- Use of School Improvement and SIAMS Rubric in assurance meetings.
- Termly Assurance meetings: data review and challenge/support.
- School and peer reviews.
- Annual Roundtable meetings: forensic analysis and planning.
- Safeguarding reviews: termly, annual, and incident-driven.
- Behaviour & attendance monitoring: tracking, network meetings, policy reviews.
- SEND reviews by SI Team to validate provision and evaluation.
- Assessment calendars (Primary & Secondary): structured testing and data collection.
- Data reporting to Trustees using standardised formats.
- Stakeholder voice surveys and feedback.

Digital Technology



Core Offer

- Direct access to a Trust IT Manager who takes care of all Trust-wide IT operations & strategy.
- Guidance for school leaders and LGC chairs in all aspects of Digital Technology.
- Leadership, direction, and support to school IT support staff, ensuring consistent standards, effective collaboration, and successful delivery of IT projects and installations across the Trust.
- Access to a dedicated Mobile IT Technician who provides primary schools with regular weekly onsite visits, delivering reliable, quick resolutions of IT issues for staff.
- Trust-wide IT procurement to leverage economies of scale, alongside a refresh program that ensures all devices meet high standards for students across all schools.
- Online service desk for logging and tracking support requests.
- Centrally managed devices (desktops, laptops, iPads & Chromebooks) ensuring all devices receive regular software updates and are fully accessible, and compliant.
- Migration to a single Microsoft tenancy to streamline collaboration across the Trust.
- Management of Microsoft licensing and account provisioning for staff and students.
- Support for Filtering and Monitoring ensuring secure systems across the Trust.

Professional Learning Offer

- Induction sessions for all new starters within the Trust.
- Regular training sessions and updates for staff on new tools, systems, and best practices for using the latest technology and tools to enhance teaching, learning, and overall efficiency.
- EdTech leadership and hands-on guidance to help schools put the Trust's Digital Vision & Strategy into action.

Quality Assurance and Improvement

- Regular operational meetings with school leaders to ensure clear communication, and timely updates on ongoing projects.
- Annual cybersecurity audits conducted with post-audit actions implemented by the IT support teams within each school to ensure compliance with cybersecurity standards.
- Regular assessments of each school's IT infrastructure are carried out using the DfE's Digital and Technology Standards. The outcomes of these assessments steer strategic IT planning across the Trust.
- Strategic oversight combined with ongoing review and enhancement of IT systems and services to ensure they effectively support high-quality teaching and learning across the Trust.
- Procurement and implementation of safeguarding monitoring and filtering software to ensure full compliance with KCSIE requirements.



Estates and Compliance

Core Offer

- Access to an experienced Estates Manager providing expert oversight of our premises.
- Direct support for school leaders, LGC chairs, and staff.
- Delivery of the Trust's Estates Strategy in collaboration with school teams.
- Leadership of key projects, including funding bids, procurement, and implementation.
- Front-line compliance support, ensuring statutory compliance checks are completed and recorded accurately.
- Development and maintenance of a robust Planned Preventative Maintenance (PPM) schedule that meets statutory requirements and preserves estate condition.
- Coordination of annual maintenance, health and safety inspections, and condition surveys.
- Oversight of lettings to ensure compliance with Trust policies.
- Management of catering contracts and support for in-house catering provision.
- Handling of all insurance claims and registration with the Risk Protection Arrangement (RPA).
- Ensuring site security is in line with safeguarding legislation.
- Provision of expert GDPR guidance, including managing data requests.
- Leadership on sustainability initiatives across the Trust.

Professional Learning Offer

- Mentoring, training, and guidance for estates colleagues as needed.
- Training on completing and recording PPM checks and implementing remedial actions.
- Guidance on compliance processes and effective use of compliance systems.
- Opportunity to access external training programs and online learning platforms
- Advice and training on procurement processes and contractor management.

Quality Assurance and Improvement

- Regular operational meetings with school leaders to review DfE Estates standards progress.
- Maintenance of auditable records for asset management, including capital works, statutory checks, and reactive maintenance.
- Annual inspections and condition surveys to inform planned maintenance programmes.
- Liaison with professional advisors for bi-annual audits.
- Reviewing and maintaining accurate and up-to-date site records, including floor plans, condition surveys, and maintenance logs.
- Regular checks of buildings, grounds, furniture, and fittings, with technical and financial advice provided to senior management.
- Assurance that all approved site works follow agreed procedures, specifications, and timescales.



Finance

Core Offer

- Budget planning and implementation annually.
- Review of monthly budget outturn and month end reconciliations including a budget report and meeting with each headteacher, including reporting key metrics for each school.
- Review of payroll reports to identify discrepancies to budgets.
- Completion of DfE Budget Forecast and DfE Accounts Return.
- Setting up and reviewing of internal control procedures.
- Management of the internal and external audit process.
- Complete and finalise the annual financial statements and disclosures with external audit, ensuring all DfE deadlines are met.
- Review of all contracts to take advantage of economies of scale through procurement.
- Regular BACS runs for the payment of invoices.
- Payroll administration and liaison with the external payroll provider on behalf of all schools and employees including:
 - Review of monthly draft payroll reports to adjust any discrepancies.
 - Provision of monthly reports and analysis.
 - HMRC and pension deductions paid and returns completed.
 - Payroll advice provided to employees and line managers.
- Access to staff with extensive experience in school financial management.

Professional Learning Offer

- Face to face support (e.g. significant business changes or new appointments).
- Direct support through Access Premier Success.
- School leaders receive needs based training e.g.
 - New Headteachers receive induction training from a member of the central finance team.
 - Training for leaders re changes to finance systems and/or management as required.
 - Financial workshops for leaders provided from Spring 2026.

Quality Assurance and Improvement

- Audit findings reviewed and followed up.
- CFO and Headteachers meet termly to review budget performance and ICFP metrics.
- During monthly management account consolidation CFO reviews the budget position of schools to ensure accuracy in forecasting.
- Head of Finance quality assures methods of forecasting used by the central finance officers.
- Additional support is provided to Headteachers when budget pressures are identified.
- Internal / External Audit and FAR review for assurances.



Governance

Core Offer

- Direct access for school leaders, LGC chairs and LGC clerks to the Trust's Governance Manager for support, guidance and advice.
- Termly chairs of governors' group meetings with the Trust Leader, chair/vice chair of trustees to share trust updates and gain LGC perspective.
- Communication of national and trust-related news and updates for governors.
- Compilation and oversight of statutory governance information published on school websites.
- Provision of GovernorHub system for governor communications, meeting records, compliance and training logs, and central resources, e.g. policies and guidance documents.
- Provision of governance resources, e.g. annual governance planner, governor election guidance, training pathway for governors.
- Provision of The Key for Governors as an online resource to support good governance.
- Governor recruitment and onboarding process support, foundation governor procedures, trust board approval of relevant local governors and LGC chairs.
- Support with admissions changes and consultation.

Professional Learning Offer

- Provision of GovernorHub online training modules for induction, safeguarding, GDPR and Prevent Duty, together with additional role-specific/interest-specific modules.
- Provision of National Governance Association (NGA) Learning Link access for all local governors, trustees and clerks.
- Provision of annual group governor training opportunities via the LA Governor.
- Support & Development Service.
- Provision of central team training and sharing of best practice.

Quality Assurance and Improvement

- Monitoring of statutory governance compliance for all schools across the trust relating to: trust policies; Get Information About Schools data; trustee/governor training records; and publication of governance information.
- Skills audits.
- External review of governance.



Human Resources

Core Offer

- Strategic and operational HR advice and support.
- Monitoring and reporting on People data strands and KPIs to support strategic decisions.
- Development, consultation, and implementation of trust-wide HR policies, aligned with legislation, all relevant national guidance and union feedback.
- Oversight and audit of SCR and pre-employment checks across all schools, with centralised tools and templates as well as supporting any staff safeguarding matters.
- Centralised recruitment coordination including:
 - Management of a Trust-wide recruitment register and checklist.
 - Provision of standardised job packs and templated recruitment toolkits.
 - Review of job descriptions and job evaluation.
- Support for contractual documentation, including new contracts and variations.
- Oversight of onboarding implementation and the probation process.
- Development and oversight of the Trust Wellbeing Offer.
- Monitoring and reporting of staff absence trends, with proactive support for absence management including occupational health.
- Support and/or lead on:
 - Disciplinary, grievance, capability, attendance management processes.
 - Support to panel hearings, including advice to LGCs and Trustees.
 - Organisational change processes as well as complex casework and investigations.
 - Union consultations and JCNG meetings.
- Access to legal advice for complex HR matters via the Trust's legal partners.

Professional Learning Offer

- Support to the development of a Trust-wide CPD and training offer, including:
 - The trust's apprenticeship offer.
 - Professional growth plans.
 - Career pathways.
 - Performance management and appraisal systems.
- Delivery of HR training for staff at all levels.
- Development of HR systems, processes and toolkits, including central support for capacity with school leadership and administration.



Quality Assurance and Improvement

- Annual reviews of HR policies and processes.
- SCR and recruitment compliance checks.
- Reporting on workforce KPIs (absence, turnover, recruitment).
- Analysis of staff survey results to inform improvement strategies.
- Regular review meetings with school leaders to discuss and assess HR service support.
- Engagement with external legal support for complex case assurance.
- Alignment with national guidance, legislation, and consultations with trade unions.
- Benchmarking considerations with external HR groups through CST.