

The Primary Science Quality Mark Calendar Autumn Round school

Sept	Oct	Nov		April	June	F Sept	November
Day 1 training Session Session 1 training	Audit of current practice against PSQM criteria Decide on level going for	Complete action plan and upload to PSQM website Session 2 training	Implement action plan Evidence collection is on-going Session 3 training	Day 2 training session Session 4 training	Submit reflections with supporting evidence	Award notification	Award Ceremony

The Primary Science Quality Mark Calendar Autumn Round - hub leaders

June - Sept	Sept	By end Oct	Nov	By End of following March	May	June	Aug	Nov
Contact subject leaders, invite to first training	Day 1 training Session Session 1 training	Assign levels	Review action plans Session 2 training	Session 3 training	Day 2 training session Session 4 training	Finalise submissions	Review submissions	Award ceremony

Communicate with the Science Subject Leader via the online message facility and encourage them during the process. Give feedback in action plans, core documents, other supporting evidence and reflections

The Primary Science Quality Mark Calendar Spring Round school

April	May	June		Dec	March	May	November
Day 1 training Session	Audit of current practice against PSQM criteria Decide on level going for	Complete action plan and upload to PSQM website Session 2 training	Implement action plan Evidence collection is on-going Session 3 training	Day 2 training session Session 4 training	Submit reflections with supporting evidence	Award notification	Award Ceremony
Session 1 training							

The Primary Science Quality Mark Calendar Spring Round - hub leaders

Jan- March	April	May	June	Sept	Dec	March	April	Nov
Contact subject leaders, invite to first training	Day 1 training Session Session 1 training	Assign levels	Review action plans Session 2 training	Session 3 training	Day 2 training session Session 4 training	Finalise submissions	Review submissions	Award ceremony

Communicate with the Science Subject Leader via the online message facility and encourage them during the process. Give feedback in action plans, core documents, other supporting evidence and reflections

Hub leader role and responsibilities

- Recruit schools and respond to information re new schools from PSQM HQ
- Lead minimum of two PSQM professional development day per hub per year
- Inform the PSQM management team of any change in circumstances that will affect them working as a hub leader
- Attend and participate in regular hub leader professional development and Quality Assurance meetings, nominally 2 meetings per year
- Monitor and /or carry out mentoring of subject leaders
 - communicate with the Science Subject Leader via the online message facility and encourage them during the process
 - confirm the target PSQM level via the PSQM website
 - give feedback on the Subject leader's action plan
 - monitor the Science Subject Leader's progress against their action plan and provide constructive feedback
 - ensure all deadlines are met
 - sign off reflections and core documents prior to submission
- Review agreed number of submissions (minimum 2)
- Communicate regularly with PSQM leadership team
 - inform PSQM HQ of any relevant issues and difficulties experienced by the Science Subject Leader that they are unable to resolve themselves;

School subject leader responsibilities

- Attend PSQM professional development sessions, nominally 2 meetings per year
- Carry out an initial audit, action plan, and collection of evidence
- Take responsibility for uploading evidence for submission that meets the criteria
- Act on identified points for development following feedback
- Ensure all deadlines are met
- Inform the Hub Leader/Mentor and/or PSQM team of any change in circumstances that is relevant to their progress and their award.

The bottom line.

- Schools pay £750 per school (less for very small schools);
- Hub leader receives £350 for each school in their hub plus £50 for each school submission he/she reviews.
- Hub leader receives £200 for each on line only reaccreditation he/she supports.
- Payment to hub leaders is made by the University of Hertfordshire

Hub Leader specification

	Quality/experience	Suggested evidence (This list is not exhaustive, other evidence will be considered.)
1	Regularly led CPD in own school and beyond	Successful evaluation evidence from one or more of the following : <ul style="list-style-type: none"> • Leading staff meetings in schools • Presenting workshops at ASE conferences • Developing and delivering training with LA, SLC or other recognised provider.
2	Have taught science to at least 2 different year groups in primary	Signed letter from head teacher
3	Evidence of sustainable school based science development (Balance is 60/40 for prim/sec)	Evidence should be from work in primary schools and may include the following: <ul style="list-style-type: none"> • School development plan showing development of science • Organising science week • Working with outside organisations e.g SETPOINT on large scale project • PSQM award
4	Able to demonstrate up to date knowledge of current issues and good practice in primary science	Regular participation in science specific CPD and evidence of impact.
5	Experience of developing/mentoring colleagues	Evidence from supporting colleagues as a NQT mentor, subject leader, LA advisor or independent consultant.
6	Commitment to Primary Science Quality Mark scheme for minimum of one complete year	Willing and able to: <ul style="list-style-type: none"> • Attend initial PSQM hub leader training • Lead/support two training days annually for participating PSQM schools • Provide up to 4 hours mentoring per participating school in your hub (total number of hours will be dependent on number of schools and number of mentors). Mentoring may be via PSQM portal, phone or face-to-face. • Take part in review panel to assess PSQM submissions from other hubs. • (Recommended) attend PSQM annual hub leader conference
7	Teachers only. Have completed PSQM award in own school.	Date and level of PSQM award