

Senior Leadership Team Termly Checklist: Guidance

Regardless of how long we've been in our leadership roles, we find it helpful to review information that aids us in our work to ensure students are learning effectively. While there's no magic formula, documenting strategies that have consistently worked for us over the years has proven to be a valuable resource for sharing with our member schools.

As with all our resources, feel free to use this in any way that suits your needs. We will be updating this guide throughout the year.

Pre-term I

When	Things to think about	Specific tasks	Next steps?	Who will lead?	Areas to review	Review date
August pre-start of term	<ul style="list-style-type: none">• Ensure all safeguarding procedures are in place, training is completed and systems are compliant with local statutory requirements and school policy. Arrange immediate training for staff if required.• For new staff, ensure safer recruitment procedures have been completed.• Meet site manager to ensure all Health and Safety measures are in place.• Welcome back letter to families including reminders of return to school dates.					

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September return to school	<ul style="list-style-type: none"> • Ensure Foundation Stage and new starter induction arrangements are ready for implementation. • Following school policy, implement staff induction programs for new staff. • Following school policy and statutory requirements, set up support programs for Early Career Teachers (ECT 1 and ECT2). • Check that any pupil transfer information has been received. • Follow up on unexpected non returners. • Meet your class teacher meeting/presentation. • Check school policy review timetable. 					

Term 1

When	Things to think about	Specific tasks	Next steps?	Who will lead?	Areas to review	Review date
During the term	<ul style="list-style-type: none"> Leadership and management 	<ul style="list-style-type: none"> Review test results, teacher assessments and FS pupil profiles and agree actions. Agree, publish and share the SIP for year 2024-25. Update the School Self Evaluation Form. Set whole school and individual pupil targets for Term 1. Prepare the Headteacher's Report for school governors/boards/owners. Arrange a meeting to discuss. 				

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	<ul style="list-style-type: none"> Teaching and Learning 	<ul style="list-style-type: none"> Set up pupil intervention programs based on assessment data. Review curriculum. If necessary, adjust to meet SIP priorities. Review and confirm INSET arrangements. Cross reference against updated SIP priorities and adjust if necessary. Monitor quality of teaching. Evaluate and plan actions. 				

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	<ul style="list-style-type: none"> Assessment 	<ul style="list-style-type: none"> For external tests, arrange access arrangements. Ensure access arrangement criteria are being met in preparation for students in years 3,4 and 5. Detail dates and procedures for assessment and reporting. Circulate to staff well in advance. Carry out Baseline assessments for Foundation Stage pupils. Alert SENDco of any initial concerns. 				

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	<ul style="list-style-type: none"> Calendar 	<ul style="list-style-type: none"> Update and share with staff, annual events calendar including assessment schedules, monitoring timetables, parents' events, school visits and visitors etc. Suitably adjust the above calendar and share with parents. Schedule staff and SLT meetings, begin to populate meeting agendas and reference against SIP. Celebrate events in school community publicity. Check impact on Teaching and Learning. 				

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	<ul style="list-style-type: none"> Curriculum 	<ul style="list-style-type: none"> Adjust curriculum to take account of assessment data and adjustments to the School Improvement Plan. Arrange CPD as appropriate. Check any externally driven curriculum changes and make adjustments. 				
	<ul style="list-style-type: none"> Year group specific focus 					

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	<ul style="list-style-type: none"> Engagement ECA 	<ul style="list-style-type: none"> Finalise before and after school provision. Prepare launch. Check curriculum timetable to review enrichment content. Review out of school activity provision. Safeguarding checks on non-school staff and volunteers. 				
	<ul style="list-style-type: none"> School focus 	<ul style="list-style-type: none"> Re engage all staff and pupils with the school vision. Re-engage pupils and staff with School House/ Teams' aims and values. 				

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	<ul style="list-style-type: none"> Information to parents 	<ul style="list-style-type: none"> First parents' information evenings. Progress reports for parents Meetings for parents of vulnerable pupils Feedback re start of term Check and update website information. 				
	<ul style="list-style-type: none"> Well-being 	<ul style="list-style-type: none"> Early meeting with safeguarding lead. Reinforce and monitor safeguarding procedures. Share wellbeing support available to staff. 				

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	<ul style="list-style-type: none"> Special Educational Needs and Disabilities. 	<ul style="list-style-type: none"> Monitor that all Education Health and Care Provision documentation is up to date and being implemented. 				
	<ul style="list-style-type: none"> Community 	<ul style="list-style-type: none"> Plan events and opportunities for community engagement. Publicise past and future community occasions. 				

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