

# 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"><li>• External Examination results</li><li>• Update school website</li><li>• Pupil review/ MIS rollover</li><li>• Staffing /timetable tweaks</li><li>• Induction/mentoring new staff</li><li>• Start of term arrangements /contact with staff re new school year and inset</li><li>• Safeguarding training/ information</li><li>• Calendar / day tally</li><li>• Information to parents</li><li>• Parent meetings as appropriate</li><li>• Support systems (food/ transport etc)</li><li>• Supplies/orders arrived</li><li>• Readiness of T+L environment</li><li>• Conduct health and safety checks across all school sites.</li></ul>					

When	Things to think about	Specific tasks	Next steps?	Who will lead?	Areas to review	Review date
September return to school	<ul style="list-style-type: none"> <li>• Ensure a smooth start</li> <li>• Highlight school focus areas</li> <li>• Embed routines</li> <li>• Focus on effective T+L</li> <li>• Reminders /updates school policies</li> <li>• Arrange meeting schedule - governors, Heads of Faculty/ Department, Pastoral Staff, Admissions, Library etc</li> <li>• Arrange CPD insets at the start of the year and plan for the year</li> <li>• Promote ECAs</li> </ul>					

## Term I

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"> <li>Leadership and management</li> </ul>	Review SIP/promote focus areas Choose and communicate SEF activities plan/timeline and feedback Plan internal meetings schedule/agendas Plan communication schedule for Governors/owners/stakeholders Review policy review as appropriate Check finances/budget Review start of term				
	<ul style="list-style-type: none"> <li>T+L</li> </ul>	Learning walks with a key focus on recent CPD Formal observation (new staff first) Work scrutiny Attendance/punctuality				

When	Things to think about	Specific tasks	Next steps?	Who will lead?	Areas to review	Review date
	<ul style="list-style-type: none"> <li>Assessment</li> </ul>	Collection assessment data Intervention strategies Plan mock examinations Check EAA				
	<ul style="list-style-type: none"> <li>Calendar</li> </ul>	Update and publicise Celebrate events in school community publicity Check impact on T+L				
	<ul style="list-style-type: none"> <li>Curriculum</li> </ul>	Curriculum decisions for next year Information to pupils and parents Arrange CPD as appropriate				
	<ul style="list-style-type: none"> <li>Year group specific focus</li> </ul>	Preparation for mock exams University applications Pupil voice re settling in Year groups events				

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	• Engagement ECA	Manage expectations for popular activities Check offer and take-up				
	• School focus	Maintain engagement in school focus issues Relevant CP				
	• Information to parents	First parents' meetings Meetings for parents of vulnerable pupils Feedback re start of term				
	• Well-being	Check safeguarding understood and actioned by staff Reinforce importance Reinforce systems				
	• Community	Plan events/end of term Publicise past and future community occasions				

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