



# Outstanding Leadership

## How to Achieve Outstanding Appraisal and Performance Related Pay Pack Contents

- **1. Instructions**
  - Introduction to Pack
  - Instructions for Training
  - Employment Law A
  - Employment Law B
  - Job Descriptions
  - Person Specifications
- **2. Appraisal – Training for Staff and Governors**
  - Appraisal Presentation
  - Appraisal Summary
- **3. Appraisal – Training for Reviewers Presentation**
- **4. Appraisal and Pay Policy**
  - Appraisal Policy
  - Pay Policy



- **5. Appraisal Resources**
  - Appraisal Annual Assessment
  - Appraisal Review Record
  - Appraisal Target Sheet
  
- **6. Adverts**
  - Administrative Assistant
  - Caretaker
  - Class Teacher
  - Cleaner
  - Deputy Head Teacher
  - Deputy or Assistant Head Teacher
  - Head Teacher
  - HLTA
  - Key Stage or Year Group Leader
  - Midday Supervisor
  - School Bursar
  - School Business Manager
  - School Secretary
  - SENCO
  - Teaching Assistant
  - Using PM to Raise Achievement



- **7. Job Descriptions**

- Administrative Assistant
- Assistant Head Teacher
- Bursar
- Caretaker
- Class Teacher
- Cleaner
- Deputy Head Teacher
- Finance Assistant
- Foundation Stage Class Teacher
- Head Teacher
- HLTA
- Key Stage Leader
- Kitchen Assistant
- Midday Supervisor
- Nursery Nurse
- Office Manager
- School Business Manager
- School Cook
- SENCO
- Site Manager
- Subject Leader



- Teacher TLR
- Teacher Assistant L1-L3
- Year Group Leader
- **8. Person Specifications**
  - Administrative Assistant
  - Assistant Head Teacher
  - Bursar
  - Caretaker
  - Class Teacher
  - Cleaner
  - Deputy Head Teacher
  - Finance Assistant
  - Foundation Stage Class Teacher
  - Head Teacher
  - HLTA
  - Key Stage Leader
  - Kitchen Assistant
  - Midday Supervisor
  - Nursery Nurse
  - Office Manager
  - School Business Manager
  - School Cook



- SENCO
- Site Manager
- Subject Leader
- Teacher TLR
- Teacher Assistant L1-L3
- Year Group Leader
- **9. Interview and Recruitment Resources**
  - Contacting Candidates
  - Information Pack and Letter to Potential Applicants
  - Interview Checklist
  - Interview Decision Making
  - Interview Etiquette
  - Interview Scoring Grid
  - Letter - Invite to Interview
  - Letter – Offer
  - Letter - Successful Candidate
  - Letter - Unsuccessful Application
  - Letter - Unsuccessful Candidates
  - Meeting Potential Applicants
  - Record of Interest
  - Safer Recruitment Guide
  - Shortlisting and Interview Panels



- Shortlisting Matrix
- **10. Interview Questions**
  - Admin or Clerical Assistant
  - Caretaker
  - Class Teacher – EYFS
  - Class Teacher
  - Cleaner
  - Deputy Head or Assistant Head
  - HLTA
  - Key Stage or Year Group Leader
  - Master
  - Midday Supervisor
  - Office Manager
  - School Business Manager
  - School Cook or Catering Management
  - SENCO
  - Teaching Assistant
- **11. Performance Related Pay**
  - Alternative Pay Structures
  - Performance Related Pay Policy - Checklist
  - Performance Related Pay Resources Summary
  - Performance Related Pay Training



- Staff CPD Record
- Teachers Standards Audit and CPD Identification
- Teaching Audit - Staff Self Review
- Teaching Standards Progressive Skills Matrix
- **12. Employment Law**
  - Job Descriptions
  - Person Specifications
  - Why Do We Need Employment Law



# Outstanding Teaching & Leadership

## How to Achieve Outstanding Teaching Assistants

### Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Roles and Responsibilities
  - Activity 2 - Barriers to Effectiveness
  - Activity 3 - Effectively Contributing to Learning
  - Activity 4 - Outstanding Questioning
- **4. Learning Log**
- **5. Training Certificate**
- **6. Resources**
  - Observing TAs - Grading Sheet
  - Self Audit - Contribution to Learning
  - Self Audit – Skills





# Outstanding Leadership

## How to Achieve Outstanding Parent Partnership Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Audit of Current Partnership
  - Activity 2 - Working Together
- **4. Learning Log**
- **5. Training Certificate**



# Outstanding Leadership

## How to Achieve Outstanding Safeguarding Pack

### Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Audit of Current Practice
  - Activity 2 - Outstanding Safeguarding Practice
  - Activity 3 - Who Needs a DBS Check
- **4. Learning Log**
- **5. Training Certificate**
- **6. Keeping Children Safe in Education**



# Outstanding Leadership

## How to Achieve Outstanding SMSC Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Practical SMSC Activities
  - Activity 2 - Integrating SMSC Across Curriculum
  - Activity 3 - Audit and Action Plan
- **4. Learning Log**
- **5. Training Certificate**
- **6. Resources**
  - Risk Assessment
  - SMSC Audit Tool



# Outstanding Leadership

## How to Achieve Outstanding Subject Leadership

### Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Subject Salesman
  - Activity 2 - Self Evaluation
  - Activity 3 - Action Planning Using Data
- **4. Learning Log**
- **5. Training Certificate**



# Outstanding Leadership

## How to Design an Outstanding Curriculum for Mastery Learning Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Curriculum Audit
  - Activity 2 - Changing the Curriculum
  - Activity 3 - Identifying Curriculum Priorities
  - Activity 4 - Curriculum Coverage
  - Activity 5 - Planning for Engagement
  - Activity 6 - Planning for Standards
- **4. Learning Log**
- **5. Training Certificate**



# Outstanding Leadership

## How to Develop Key Skills Across the Curriculum Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Identifying Opportunities
  - Activity 2 - Developing Literacy Skills
  - Activity 3 - Developing Maths and ICT Skills
  - Activity 4 - Planning for Key Skills
  - Activity 5 - Whole School Approach
- **4. Learning Log**
- **5. Training Certificate**



# Outstanding Leadership

## Making Our School Better Together Pack Contents

- **1. Instructions**
- **2. Training Presentation**
- **3. Interactive Activities**
  - Activity 1 - Shaping Life Chances
  - Activity 2 - Audit
  - Activity 3 - Read All About It
  - Activity 4 - Prioritisation
  - Activity 5 - Action Plan and Success
- **4. Learning Log**
- **5. Training Certificate**