

# School Improvement Partner Programme – 2018-19

## Example school visit schedule (Secondary Schools)

VISIT 1 – AUTUMN TERM	FOCUS & KEY QUESTIONS	SUGGESTED ACTIVITIES	SIP PREP & FOLLOW UP	SCHOOL ACTION
<p><b>How well are pupils doing, taking into account any variations?</b></p> <p><b>Introduction, familiarisation and planning, review of self-evaluation documents and school improvement plan</b></p> <p><b>Pupil/ student standards and progress</b></p>	<ul style="list-style-type: none"> <li>▪ General introduction to the school and improvement priorities</li> <li>▪ How does the HT assess current school performance and on what basis?</li> <li>▪ Identify any cohorts/group(s) at risk of underperformance</li> <li>▪ Target setting for Years 9 &amp; 10 [if applicable]</li> <li>▪ Focus on present Years 11 &amp; 13 + additional school interventions</li> <li>▪ Pupil Premium - how is the school supporting disadvantaged pupils?</li> <li>▪ Check progress of CLA &amp; FSM white/British pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint learning walk [if appropriate]</li> <li>▪ Meeting with headteacher/members of the SLT to                             <ul style="list-style-type: none"> <li>○ Discuss school priorities</li> <li>○ Discuss school targets and pupil standards</li> <li>○ Discuss evidence informing self-evaluation of the quality of teaching</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Schedule visit dates with HT</li> <li>▪ Initial analysis of available performance data</li> <li>▪ Review recent inspection report and timeline for next inspection</li> <li>▪ Submit visit report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare pack of basic information about the school</li> <li>▪ Set up agreed programme of meetings &amp; learning walk [if appropriate]</li> <li>▪ Forward pack of school performance data [including SEF and school development plan] prior to visit</li> <li>▪ Update teaching profile/ have assessment information available</li> <li>▪ Forward school strategic calendar for the year</li> <li>▪ Brief governing body &amp; share SIP report</li> </ul>
VISIT 2 – SPRING TERM	FOCUS & KEY QUESTIONS	SUGGESTED ACTIVITIES	SIP PREP & FOLLOW UP	SCHOOL ACTION
<p><b>How good is the quality of teaching, learning and assessment?</b></p> <p><b>Leadership and management of teaching and evidence of pupils' learning and progress</b></p> <p><b>The use of assessment to support learning</b></p> <p><b>Progress review-all year groups</b></p>	<ul style="list-style-type: none"> <li>▪ Is there consistency in the judgements across the teaching profile?</li> <li>▪ In what ways will the school's strategies for addressing improvement priorities impact directly on pupil performance?</li> <li>▪ Consider the typicality of teaching, planning, &amp; teachers' expectations in a range of lessons over time.</li> <li>▪ How is marking &amp; assessment used to help pupils to improve their work?</li> <li>▪ Check progress of PPG, LAC and FSM white/British pupils</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint learning walk-linked with the teaching profile and CPD</li> <li>▪ Review of pupils' work</li> <li>▪ Discussing work with pupils</li> <li>▪ Meeting with HT/SLT to:                             <ul style="list-style-type: none"> <li>○ Discuss quality of teaching</li> <li>○ Review progress towards Year 11/13 targets</li> <li>○ Explore attainment &amp; progress of any underachieving groups</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Review available documentation and current SEF sections</li> <li>▪ Prepare schedule of key questions</li> <li>▪ Submit visit report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up agreed programme of meetings &amp; learning walk</li> <li>▪ Prepare any necessary supporting evidence</li> <li>▪ Make appropriate SEF sections available to SIP and key staff</li> <li>▪ Respond as appropriate to SIP's visit report</li> <li>▪ Amend SEF as appropriate</li> <li>▪ Share visit report with governing body</li> </ul>

VISIT 3 – SUMMER TERM	FOCUS & KEY QUESTIONS	SUGGESTED ACTIVITIES	SIP PREP & FOLLOW UP	SCHOOL ACTION
<p><b>How effective is leadership and management and capacity for sustained improvement?</b></p> <p><b>How relentlessly do leaders, managers and the governing body pursue a vision of excellence?</b></p> <p><b>How effective are the strategies for improving teaching (including reading and behaviour)?</b></p>	<ul style="list-style-type: none"> <li>▪ Is there rigorous implementation of well-focused improvement plans?</li> <li>▪ Are priorities for improvement appropriate?</li> <li>▪ Does the school demonstrate an ambitious vision?</li> <li>▪ How would the SIP judge the effectiveness of the school's current self-evaluation processes?</li> <li>▪ How does the school monitor teaching, learning &amp; assessment &amp; act on its findings to improve performance?</li> <li>▪ How effective is the curriculum &amp; future developments/provision?</li> <li>▪ How do leaders ensure a coherent programme of professional development?</li> <li>▪ How effective is leadership of the 6<sup>th</sup> form?</li> <li>▪ How effective is governance?</li> <li>▪ Check the progress of PPG, LAC &amp; FSM white/British</li> </ul>	<ul style="list-style-type: none"> <li>▪ Joint learning walk [if appropriate]</li> <li>▪ Review of examples of pupils' work</li> <li>▪ Meetings with headteacher, SLT &amp;/or middle leaders to:               <ul style="list-style-type: none"> <li>○ Review the impact of, &amp; progress against actions detailed in the school improvement plan</li> <li>○ Review SEND - progress of pupils, quality of provision &amp; the impact of interventions</li> <li>○ Meet with representative of governing body</li> <li>○ Check SEF-updates</li> <li>○ Agree provisional priorities for 2019-20</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Review available documentation and previous visit reports</li> <li>▪ Prepare schedule of key questions</li> <li>▪ Review school's current school improvement plan &amp; draft priorities for 2019-2020</li> <li>▪ Submit visit report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up agreed programme of meetings &amp; learning walk [if appropriate]</li> <li>▪ Ensure that SIP has a copy of the current school improvement plan</li> <li>▪ Review proposals for addressing improvement priorities</li> <li>▪ Respond as appropriate to SIP's visit report</li> <li>▪ Amend SEF as appropriate</li> <li>▪ Share visit report with governing body</li> </ul>
<p><b>Annual Summary</b></p> <p>Meeting with governing body</p> <ul style="list-style-type: none"> <li>• Attainment &amp; progress</li> <li>• Leadership &amp; management</li> <li>• Teaching, learning &amp; assessment</li> <li>• Personal development, behaviour &amp; welfare</li> <li>• Overall effectiveness</li> <li>• Priorities for improvement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Report briefly on the outcomes of SIP visits during the year</li> <li>▪ Clarify the judgement on the effectiveness of the school's self-review arrangements and agreed next steps</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agree the SIP role &amp; input at the governors meeting with headteacher</li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact HT &amp; agree format for presentation</li> <li>▪ Prepare report for governing body</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure SIP report is on GB agenda</li> <li>▪ Brief Chair of Governors</li> <li>▪ Distribute SIP's report to governors before meeting</li> <li>▪ Respond as appropriate to any agreed action resulting from governors' decisions</li> </ul>

Headteacher Performance Management (below) is not part of the SIP Programme and can be purchased separately (Product code 10/LAM/009). This support usually takes place in the Autumn term.

VISIT – AUTUMN TERM	FOCUS & KEY QUESTIONS	SUGGESTED ACTIVITIES	SIP PREP & FOLLOW UP	SCHOOL ACTION
<p><b>Head teacher performance management (Statutory requirement)</b></p>	<ul style="list-style-type: none"> <li>▪ Advice to HT and governors' committee on performance targets</li> <li>▪ Is sound evidence available to support judgements on achievement against HT performance targets?</li> <li>▪ Are the suggested performance targets appropriate and focused on pupil progress/outcomes &amp; the necessary school improvement priorities?</li> <li>▪ How is performance management supporting and contributing to rigorous self-evaluation?</li> </ul>	<ul style="list-style-type: none"> <li>▪ Desktop analysis</li> <li>▪ Meeting with HT</li> <li>▪ Meeting with members of the governors' committee to:               <ul style="list-style-type: none"> <li>○ advise on HT PM</li> <li>○ advise on completion of HT PM pro forma</li> </ul> </li> </ul> <p><b>N.B.</b> SIPs must not involve themselves in any discussions relating directly to levels of headteacher's pay</p>	<ul style="list-style-type: none"> <li>▪ Review of HT's previous objectives</li> <li>▪ Review of previous visit notes and analysis of performance data</li> </ul>	<ul style="list-style-type: none"> <li>▪ Schedule meeting with the appropriate governors' panel.</li> <li>▪ Review performance against current objectives</li> <li>▪ Consider requirements with respect to supporting evidence</li> <li>▪ Prepare suggested objectives for HT performance in line with guidance</li> </ul> <hr/> <ul style="list-style-type: none"> <li>▪ Finalise and agree objectives &amp; success criteria with governors' committee</li> </ul>