

Queen Elizabeth's Grammar, Alford

A Selective Academy



Staff Development Opportunities

Opportunities for developing leadership skills at Queen Elizabeth's Grammar, Alford

Subject Leader / Head of School

1. Being a role model

Expectations of staff are:

- being punctual and having good attendance
- meeting deadlines
- following school policies
- dressing professionally
- projecting a positive 'can do' persona

2. Leading outside the classroom

Some of the opportunities for staff are to:

- lead assemblies
- organise school trips
- lead an activity at a whole-school theme day e.g. Sports Festival or Creativity Day
- set up and run clubs
- set up a House competition
- contribute to the lunchtime duty rota
- help run Home Learning club

3. Leading and contributing to the development of learning

Some of the opportunities for staff are to:

- take responsibility for a unit of work, year group or key stage in a subject
- implement plans that enrich the curriculum
- contribute expertise to working parties via the specialist academy management group
- lead an initiative in your curriculum area
- undertake action research

4. Leading learning by taking unfamiliar responsibilities

Some of the opportunities for staff are to:

- set an agenda and chair a meeting
- become a governor, or work with the governing body
- work with the 'Friends of the school'
- be a part of the interviewing process for staff or student leaders
- lead a seminar for TT and NQTs
- make presentations to parents, governors, community partners etc
- teach a lesson outside your own subject area or at a different key stage

5. Leading on monitoring and evaluation

Some of the opportunities for staff are to:

- keep up-to-date with new practice
- be coached in how to carry out book checks and give feedback back to staff



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- be coached in lesson observation, evidenced judgements and effective feedback to staff regarding both the quality of the teaching and the curriculum
- be coached in data analysis for attainment and achievement

6. Mentoring and coaching

Some of the opportunities for staff are to:

- mentor pupils, student teachers and newly qualified teachers
- assist in the induction of new staff
- mentor volunteers and work-placement students
- be a critical friend to colleagues
- active involvement in the school coaching scheme

7. Performance management and continuing professional development

Some of the opportunities for staff are to:

- receive practical support with job selection, applications and interview techniques
- attend courses and programmes
- experience coaching and mentoring inside and outside QEGS
- receive on-the-job training within QEGS
- pursue further related qualifications

8. Learning from others within and beyond the school

Some of the opportunities for staff are to:

- take part in focused observation and sharing of leadership practice with others
- conduct cross-phase and own-phase visits and liaison
- work shadow others, including successful leaders

9. Leading and contributing to continuing professional development

Some of the opportunities for staff are to:

- work as part of a team
- model and share good practice
- introduce an initiative to staff
- plan and deliver a CPD session
- cascade training from courses you have attended

10. Participation in whole-school and community development

Some of the opportunities for staff are to:

- have a dialogue with the senior leadership team on whole-school issues
- contribute to the school improvement plan and self-evaluation process
- write action plans, schemes, policies and protocols
- identify areas for whole-school development and community work
- work with other agencies
- work with the community
- represent the school in local or national forums

11. Stepping up to Senior Leadership

Some of the opportunities for staff are:

Last reviewed January 2020

Next date due to be reviewed by the Governors – March 2022



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Assistant Headteacher

- attend a senior leadership team meeting for a specified purpose
- shadow a senior leader for the purpose of making the next step up
- take delegated responsibility when an Assistant Headteacher is absent
- assist with timetabling e.g. construct internal examination timetables, assist with curriculum audit, go through timetabling process
- analyse whole-school data
- assist with staff recruitment and selection
- work with a member of the senior leadership team on a specific project
- mentor pupils, student teachers and newly qualified teachers
- mentor potential subject leaders
- help to organise cover for limited time/help to organise a parents' evening
- attend whole school events such as drama and music events, Christmas Fete, out of school time fundraising events
- support staff on gate duty/bus duty
- try to gain whole school experience from both a curriculum and pastoral perspective
- take an opportunity to talk to a group of parents
- lead an INSET session
- be involved in mentoring and training future subject leaders or future heads of year/key stage
- build up a familiarity with school information systems
- keep up to date with educational policies and new ideas

Headship

All of the above and:

- attend as an observer Governors' meetings and sub-committee meetings e.g. Finance
- attend Specialist Academy Management Group meetings
- assist with responding to parental enquiries/complaints
- represent the school on the 'Friends of QEGS' committee
- review a policy
- be involved with and have an understanding of a variety of curriculum, pastoral and admin issues
- consider additional qualifications e.g. an MA



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Support staff

1. Leading outside the classroom

Some of the opportunities for staff are to:

- take assemblies
- take responsibility for a group on a school trip
- take a lead in an activity at a whole-school theme day eg Sports Festival and Creativity Day
- set up and run clubs

2. Leading in the classroom

Some of the opportunities for staff are to:

- plan a starter/plenary activity with the teacher and teach it in the lesson
- plan and teach a lesson
- lead and supervise an exam/part of a lesson

3. Mentoring and coaching

Some of the opportunities for staff are to:

- mentor students
- mentor new support staff in school
- assist in the induction of new support staff
- be a critical friend to colleagues

4. Leading and contributing to continuing professional development

Some of the opportunities for staff are to:

- work as part of a team
- model and share good practice
- introduce an initiative to staff
- plan and deliver a CPD session
- cascade training from courses you have attended
- look for opportunities to take further qualifications such as NVQs, A levels, a degree, HLTA (Higher Level Teaching Assistant)



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QUEEN ELIZABETH'S GRAMMAR, Alford A Selective Academy Professional Development Request and Evaluation Form				
Part 1: CPD Request (please pass to BA when Part 1 completed)				
Name:			Department:	
Course title:				
Provider:			Course No:	
Venue:			CfBT PDA Unit Cost:	
			Cost £s*:	
*NB: If there is a monetary cost (not PDA unit) please attach a purchase order				
Date(s) of INSET:			Duration: please tick the relevant box below	
AM	PM <input checked="" type="checkbox"/>	All Day	Evening	Weekend
Rationale: please give a brief description of the purpose of the course and how it will contribute to your work, referring to the Departmental Development Plan and/or your Performance Management targets:				
Request supported by, as appropriate, your Subject Leader or Performance Manager.			Signed:	
Course agreed by BA? Yes/No			If yes, you should now book your place	
Signed (BA):			Date:	
NB Please make sure that Karen Johnson knows any cover needs well in advance				

Part 2: Post-course Evaluation									
Overall Assessment:	Excellent		Good		Satisfactory		Limited		Poor
Action planned as a result of this course:									
Colleagues you will feedback to:									
NB Please return this form with completed evaluation to BA within seven days of course completion									

