Head of department year planner

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| **Half term** | **Tasks** | **Notes** |
| **Half term 1** | * Complete review of GCSE and A Level data against targets for 2022 –23. * Lead first department meeting of the year and provide clear strategic direction for improvement, including any focus on specific cohorts (PP, SEND, EAL, boys, girls, more able etc.). * Provide staff with a breakdown of GCSE and A Level results, identifying strengths and weaknesses. * Work with your team to develop [appropriate assessment tasks](https://my.optimus-education.com/consolidating-and-reviewing-learning-task-setting-and-assessment) for the new academic year and share assessment and reporting calendar. * Evaluate the impact of any tutoring or academic mentoring programmes used by the school. * Ensure your department is ready for the start of term (e.g., resources, displays, equipment, lesson plans, student lists, classrooms). * Revisit the [curriculum intent and implementation targets/vision](https://my.optimus-education.com/review-your-subject-curriculum-seven-steps). Share it with staff, and ensure new staff are fully briefed with your expectations. * Identify clear success criteria to evaluate implementation targets. * Share with staff the [quality assurance processes](https://my.optimus-education.com/quality-assurance-10-step-guide-making-improvements). * Amend department assessment procedures considering new or altered grade boundaries. * Discuss target grades by students and agree intervention plan where applicable. Ensure all staff are fully aware of class/department targets. * Start planning catch-up or intervention programmes to support progress for those students that have underachieved from previous years results. * Help [new staff settle in](https://my.optimus-education.com/induction-checklist-new-members-staff) and ensure they are [fully inducted](https://my.optimus-education.com/embedding-your-vision-and-values-induction-planner). * Distribute all resources and make expectations clear regarding their use. * Write or update your [departmental self-evaluation form (SEF)](https://my.optimus-education.com/subject-leader-self-evaluation-form) and share with your team. * Participate in a progress check meeting with your line manager. * Plan your department’s [quality assurance programme](https://my.optimus-education.com/quality-assurance-10-step-guide-making-improvements) for the year. * Communicate with new starter parents and organise open evenings. * Monitor the department budget. * Set progress and attainment targets for years 7, 10 and 12. * Check targets for years 8, 9, 11 and 13. * Ensure displays are in place for Year 7 and sixth form open evenings. * Informally observe new members of staff as part of internal QA procedures. * Conduct [learning walks](https://my.optimus-education.com/learning-walk-feedback-template) with all staff and identify those that may need additional support/coaching. * Collect progress data on all students and continue to identify impact of intervention on underachievers. * Identify and prioritise CPD requests for your department. * Conduct [appraisal interviews](https://my.optimus-education.com/appraisal-conversations-advice-appraisers) of all staff and make pay recommendations where relevant. * Book any trips that form part of curriculum development/enrichment. * Confirm that all logistics and resources are in place for any exam walkthrough sessions scheduled for the forthcoming half term. * Arrange for regular ‘sharing best practice’ meetings and update resources for term 2. * Update department development plan to identify key priorities. * Plan for any student events/extracurricular activities bespoke to your department. |  |
| **Half term 2** | * Conduct appraisal observations. * Prepare for KS4 information evening and update entry in options booklet. * Plan mock exams and ensure scripts are duplicated. * Analyse mock exam data results if applicable. * As a department, plan whole-class feedback on most recent assessments. * Plan intervention strategies for years 11 and 13 and track by student group. * Ensure interventions are in place for other year groups. * Complete [learning walks](https://my.optimus-education.com/learning-walk-feedback-template) and/or [work scrutiny](https://my.optimus-education.com/work-scrutiny-templates-and-10-step-guide). * Collect progress data on all students and identify underachievers. * Prepare for any [progress check or QA meetings with your line manager](https://my.optimus-education.com/appraisal-conversations-advice-appraisees). * Check progression of KS5 non-exam assessment (NEA) processes. * Review department targets. * Review provision for students with SEN, EAL and medical needs. * Complete any ECT paperwork. * Support leaders in pupil voice initiatives. * Ensure all assessments are moderated and standardised. * Communicate plans for term 3 to all staff. * Update department developmental plan; share successes and areas for development. * [Plan CPD](https://my.optimus-education.com/cpd-leadership-toolkit) for the next term to support department improvement priorities. * Review [staff wellbeing](https://my.optimus-education.com/topic/staff-wellbeing). * Prepare for induction of new staff joining your department in half term 3. * Support the quality assurance of any reports being sent home to parents regarding pupil progress. * Plan for any student events/extracurricular activities bespoke to your department. |  |
| **Half term 3** | * Implement intervention strategies for Year 11 and Year 13 students. * Induct and support any new staff. * Collect progress data on all students and identify underachievers or those in need of catch-up support. Plan interventions accordingly. * Monitor the department budget. * Ensure all the additional resources required to meet targets are ordered and bought in line with budget planning. * Ensure new staff have had [a full induction programme](https://my.optimus-education.com/induction-checklist-new-members-staff). * Participate in progress check meeting with line manager. * Complete learning walks, subject reviews and/or work scrutiny as part of internal QA processes. * Run mid-year appraisal reviews. * Review and update the department’s physical learning environment. * Run standardising sessions with team. * Carry out student voice surveys as part of your quality assurance process. * Review staff CPD requirements and implement plans to meet them. * Carry out staff surveys as part of your quality assurance process. * As a department, plan [whole-class feedback](https://my.optimus-education.com/saving-time-and-improving-standards-comparative-marking-and-collaborative-feedback) on most recent assessment tasks. * Add to the calendar revision sessions for KS4 and KS5. * Plan for any student events/extracurricular activities bespoke to your department. * Complete preliminary moderation of KS5 NEA. * Plan additional booster sessions in line with need. |  |
| **Half term 4** | * Collect progress data on all students and identify underachievers. * Check intervention plans are [having an impact](https://my.optimus-education.com/end-end-guide-impact-evaluation). * Continue to QA learning walks, staff and pupil discussion, book/work scrutiny and progress analysis. * Update department development plan. * Conduct a final check on exam entries. * Complete estimated grades for exam boards. * Evaluate staffing requirements for the next academic year. * Participate in progress check meeting with your line manager. * Run Year 11 and Year 13 exam walkthrough sessions with all relevant staff. * Ensure all exam classes are equipped with revision resources for Easter. * Communicate Easter revision plans with all parents/carers. * As a department, plan whole-class feedback on most recent assessments. * Update department development plan. * Complete any ECT paperwork and evaluations. * Plan for any student events/extracurricular activities bespoke to your department. * Review staff wellbeing. * Complete any ongoing staff appraisals. |  |
| **Half term 5** | * Submit marks to exam boards by exam board deadline. * Plan final revision schedule for Year 11 and Year 13 students. * Run final exam walkthrough sessions for Year 11 and Year 13. * Ensure clean copies of examination texts are in place for exams. * Implement final intervention strategies. * Continue to evaluate staffing needs for the next academic year. * Complete timetable requests for next year. * Interview new staff. * Collect progress data on all students and identify underachievers. * Participate in progress check meeting with line manager. * Complete all term 5 Quality Assurance activities. * Carry out student voice surveys as part of your QA programme. * Finalise plans for last term. * Share report-writing process with all staff. * Plan for student events/extracurricular activities bespoke to your department. * Continue to carry out internal QA processes. * Ensure staffing quota is secure for the next academic year. * As a department, plan whole-class feedback on most recent assessments. * Monitor the department budget. * Prepare staff for calendared events in the last term. * Prepare for transition activities with new year 7 students in the last term. |  |
| **Half term 6** | * Conduct appraisal observations if applicable. * Participate in progress check meeting with line manager. * Run end-of-year exams for KS3, Year 10 and Year 12. * Collect progress data on all students and identify underachievers. * As a department, plan whole-class feedback on end-of-year exams. * Complete ECT Year 1 assessment paperwork where applicable. * Complete a work scrutiny to evaluate standards. * Write/update department SEF. * Update department development plan. * Review curriculum implementation and impact: set priorities for next year. * Check new timetable and allocate staffing to groups. * Plan activities for Year 6 transition days. * Prepare displays for open evening. * Complete stock-take on resources and texts for the new academic year. * Organise set lists for new term. * Order stationery and resources for new term. * Finalise CPD plans for all staff members for the following academic year. * Complete staffing timetables. * Write UCAS subject references for nominated students. * Identify students who may need additional summer study packs and distribute resources. * Meet with team leaders at key stages 3, 4, and 5 to plan the assessment and reporting calendar for next year. * Organise exam walkthrough sessions for next year. * Map out department meeting time for next year. * Update school draft calendar for next year. * Carry out final review of staff wellbeing. * Prepare transition materials for Year 12 transition days. * Share student progress/info with teachers who are gaining new classes. * Organise training or Inset for staff taking on new modules. * Analyse data from end-of-year assessments for KS3, Year 10 and Year 12. * Plan for induction and visits for new staff. * Evaluate the impact of trips/visits/guest speakers of extracurricular activities on the student experience in your department. * Prepare and quality assure final reports to be send home. * Share Inset plans with staff. |  |