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.
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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