

Processes for running a school

Teaching

To teach students the appropriate curriculum in an engaging way so that students achieve the prescribed learning outcomes.

Processes for running a school

Recruiting and Enrolling students

To recruit students, to fill all available places, to convert potential into actual students and to enroll them into the school.

Processes for running a school

Timetabling

To match students, rooms, equipment and teaching staff in an optimal manner (at the right time, and right place for learning).

Processes for running a school

Deploying staff

To ensure all staff know where they need to be at what time doing what. This includes supervision of breaks, lunch and trips.

Processes for running a school

Managing exams and external tests

To externally
validate the
achievement of
learning outcomes
by the students at
different levels.

Processes for running a school

Delivering Assessment

To measure
students'
attainment of
learning
outcomes.

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Developing and managing the curriculum

To develop and maintain the curriculum portfolio in line with national standards and the interests of the students.

Curriculum management – micro level, shorter term. Introduction of new lessons and new initiatives.

Preparation of materials for lessons. Physical and virtual. Curriculum development – strategic, high-level perspective. Design of curriculum, introduction of new ideas.

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Annual Monitoring / Ofsted

To ensure quality standards and service are maintained at appropriate levels, to monitor processes and adherence to procedures and guidelines.

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Training Staff and Development

To ensure that teachers and other staff have the right skills and capabilities required to successfully do their jobs.

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Choosing options

To get students enrolled on the subjects they want to study within the constraints of the timetable and to provide suitable academic guidance.

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Registration

To formally monitor the attendance of students at the school

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Providing Voluntary pupil activities

To provide suitable voluntary activities like sports, music, clubs outside of the curriculum and, sometimes, outside of school hours.

Processes for running a school

Providing Pre and post school care provision

To provide suitable
preschool and post
school care

Processes for running a school

Delivering Pupil Support

All activities and process that support the students activities. Facilitating students capacity to study by supporting their personal well-being: Careers guidance; Disabilities support; Library services; Counseling; Academic tutor support.

Processes for running a school

Running Complaints and Appeals processes

To deal with appeals
and complaints.

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Providing Placements

To place students in practical work experience in the community. Provision of suitable and meaningful teaching and learning experiences in other institutions, including management and administrative support and quality assurance.

Processes for running a school

Fund raising

Raising additional money above and beyond the Local Authority / government grant

Processes for running a school

Finance processes

All finance processes including budgeting, financial accounts, management accounts and purchasing

Processes for running a school

IT Support (for staff)

To provide IT support
to all staff

Processes for running a school

IT Support (for students)

To provide IT support
to all students and
manage the provision
of web sites and VLEs

Processes for running a school

HR Processes

To implement human resources policies and to carry out the processing of payroll and other personnel activities including recruitment

Processes for running a school

Property
(Buildings
and Estates)

To maintain and
develop the fabric of
the school buildings

Processes for running a school

Catering

Providing or
monitoring food for
students

Processes for running a school

Printing and copying

Print and copy service
to the school

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Strategic Planning and executive leadership

Long-term perspective, primarily the responsibility of the Head and Governors.

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Internal & External Reporting

Provision of
information internally
to departments.
Providing information
and data to external
organisations

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Delivering Collaborative Provisions

All process involved
in Collaborative
Provision at partner
colleges, partner
schools, social
services, health,
LEAs, Sponsors, SSAT

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Delivering Governance

The processes around the formal and legal governance of the school including the board of governors or trustees, appointing new senior roles

Processes for running a school

Gifted and Talented

The process for
identifying and
developing provision
for “gifted and
talented” students

Processes for running a school

Managing Exclusions and managed moves

How to manage
exclusions and
problem behaviour
from students in a
managed way to
reduce exclusions

Processes for running a school

Communicating with the community

The two way process
of listening to and
communicating with
the community and
its representatives

Processes for running a school

Quality management

Assessing and
managing the quality
of the learning
provision in the
schools

Processes for running a school

Providing special educational needs support

Providing a range of services to support the special learning requirements of statemented students

Processes for running a school

Developing educational assets

Processes for running a school

Careers / next stage of education advice and planning

Processes for running a school

Communicating with pupils

Processes for running a school

Communicating with parents

The process of building and maintaining two way relationships with parents