

Day One

An overview of the School Inspection Handbook

- An exploration of how schools will be inspected and the evaluation schedule

A discussion of the Inspection Handbook and Processes April 2014

- This will include recent changes and their implications for schools
- Guidance for inspectors and the use of Ofsted evidence forms

Ongoing readiness for inspection

- An interactive activity to explore how senior leaders can prepare for an inspection
- Further guidance for senior leaders on school self-evaluation

School information regulations

- What the minimum key information areas are that need to be published online and what detail they must include

What will happen?

- An exploration of the inspection process from the initial phone call, the decisions that will need to be made by the senior team and what will happen over the two day period

Using data to ensure that your evidence base is robust

- How the school uses RAISEonline and other data sets to support school improvement planning
- A discussion of how participants use the school's MIS and its use within the school
- An exploration of how the use of SIMS supports self-evaluation against each of the four judgements
- An in-depth analysis of the types of data that could be collected and analysed
- The school improvement cycle
 - How your analyses inform your self-evaluation process
 - How you use self-evaluation to plan and implement school improvement strategies
 - How you can prove you are making a difference

Achievement

- An exploration of how SIMS Assessment and Discover can be used to collect and analyse pupil performance data and how this can be collected as your evidence base to prove you are making a difference
- Further exploration will demonstrate how the performance of key groups can be analysed using both SIMS Assessment and Discover
- Attainment and Progress will be explored in SIMS Assessment using
 - Marksheets
 - Group analysis
 - Aspect analysis
 - Exams data (Secondary)
- Attainment will be explored in Discover using
 - Bar and line graphs showing current and historic performance
 - Venn diagrams showing current and historic performance
 - Graphs showing subject residuals, subject grade distribution and APS
- There will be a sharp focus on how the data can be used to provide evidence of the impact the school has had on pupil performance and how this can be linked to the judgements for 'Quality of Teaching' and 'Leadership in, and management of the school'.

Day Two

Quality of Teaching

- An overview of how inspectors judge the quality of teaching
 - How pupils demonstrate gains in knowledge, skills and understanding
 - How teachers monitor pupil progress and how assessment data is used to plan lessons and intervention strategies
 - How teachers use marking and feedback and questioning to increase rates of pupil progress
 - How the school uses lesson observations, work scrutinies and pupil interviews
- Discussion of how the use of data from SIMS can be used to give inspectors information about any or all of the above

Behaviour and Safety

- An overview of what the school needs to have in place to meet statutory requirements for Safeguarding and Child Protection
- An exploration of how SIMS can be used to collect and analyse information, showing that the school is having an impact, on the following areas that inspectors have to evaluate
 - Pupil behaviour in different teaching groups and settings
 - Analysis of, and response to, pupils' behaviour
 - Attendance rates for different groups
 - Punctuality
 - Rates and patterns of permanent and fixed term exclusions
 - The use of rewards and achievement systems
 - The link between behaviour, attendance and achievement

Leadership and Management

- An exploration of how the judgement for Leadership and Management is targeted on the roles of the head teacher, senior leaders, heads of subject and year as well as governors and how they demonstrate the capacity to bring about further improvements
- How SIMS can support monitoring and evaluation within the school and particularly how this is shared with governors
 - Quality of teaching
 - Achievement and progress of all groups
 - Performance management
- How governors engage with school performance data and how SIMS can be used to support this process
- How SIMS Staff Performance module can be used to support performance management in the school
- How school leaders use performance management data, together with pupil achievement data to identify and tackle underperformance and how this links to professional development provision
- Use of the SIMS Home Page to access current information

Questions Ofsted might ask of leaders, teachers and governors

- An opportunity to experience and to rehearse the kinds of questions inspectors might ask at different levels during an inspection using role play
- A review of the degree to which participants felt confident in answering the questions
- How the use of current data and data analysis informed participant responses
- How participants might develop their use of data using SIMS to support their preparation for an inspection

Closing Session

- Review of the two days
- Question and answer session
- Dissemination of information regarding further support, training and guidance from Capita's School Improvement Programme

Find out more

Telephone: **+44 (0)1285 647 459**

Email: **info@capita-independent.co.uk**

Web: **www.capita-sims.co.uk/training-courses**

