

**Staff Expectations During School Closure:**

**Thank you for all your hard work at what is a tricky time for all of us. You are all doing a fantastic job!**

General guidance:

All staff (unless ill) are expected to continue working from home. We know that all staff understand this expectation. We need to try to take some good out of this unprecedented situation and use the opportunity to try and expand our breadth and knowledge of our roles as educators. When we are working from home we have an opportunity to improve our school and ourselves in ways we might otherwise never have found the time for.

We understand that planning home learning opportunities is a completely new system and we are sure it will develop over time so please continue to feedback any suggestions you may have. We have also suggested in a separate document some quality and relevant CPD that should keep you all busy. Do NOT overdo it! Just think a couple of hours a week on CPD if you are able.

MUST SHOULD COULD

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|  | Teacher Expectations | TA Expectations |
| Daily communication | * Check personal teacher emails regularly each day * Use Teams to arrange meetings in year group to discuss planning | Check staff emails at least once a day to stay updated |
| Ongoing planning and assessment | * Weekly planning for home-learning * Plan for Summer term Cycle B   + Medium term planning   + Check objectives against ‘Curriculum Progression document’   + In year group teams agree L.Ps   + Ensure clear progression of historical and geographical skills as well as knowledge.   + Build in depth challenges and B.Q.s for assessment.   + Ensure the big questions are leading the unit. Split lessons up so notebooks and resources can be created by individuals * You could start end of year reports, **we would strongly recommend started with personal comments** until we have had a clear steer over reports from DFE * Enter end of Spring Term data onto Pupil Asset – all core subjects, and where possible, foundation subjects too either on PA or on paper. | * Ask teachers if there are any resources or planning support you can offer * If appropriate look into some funding revenues for the school. Tesco grant/ postcode lottery/ local business sponsorship? * Ask teachers if there are any resources you can help prepare. * Catch up with any intervention monitoring that has not yet been recorded * Discuss plans with CTs if appropriate * Read and digest information on ‘Talking Boxes’ and Blank Questions * Complete ‘how to work with’ sheets for individual children with more complex needs * Support SENcos where appropriate by collating/writing evidence to support EHCP applications |

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| Additional tasks to consider. | * Look into the Ofsted guidance regarding ‘Deep Dives’ * Complete professional reading/free online course? Open University? Impact magazine? * Follow some key Edutwitter accounts and share with other staff any blogs you read which you consider might be of interest. | * Where appropriate call your 1:1 pupils (with Headteacher permissions) it is important that vulnerable pupils communicate with staff they are familiar with who make them feel safe. |
| Subject Leader  Tasks/NQTs/  Information sharing | * In conjunction with other subject leaders across the trust look at some of the following: * Update policies for your subject area * Analyse and document most recent data for your subject areas * Plan/ consider potential initiatives to enhance your subject area. * Review curriculum cycles – what are the key curriculum objectives which children may potentially have missed? How could we potentially build these objectives into Autumn Term units to ensure coverage? * Create knowledge organisers for topics * Look at adding to progression a column for key vocabulary for each them and specific subject area. * Subject leaders to review monitoring for Spring Term – complete Findings based on progress so far. * Subject leaders to create a proposed SDP for 2020/2021. * Write handover and transition notes for the children in your class to be passed to next teacher. Year 2/6 – do feeder schools want a spreadsheet completed with key info? Proposed plan for June transition days? * NQTs- consider what you are doing to gather evidence against each Teacher standard. Mentors to liaise. <https://www.gov.uk/government/publications/teachers-standards> | |

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| Home / Wellbeing | **Try and ensure you maintain a good work life balance by doing at least some of things below as appropriate:**   * Spend quality with your family/ children/ loved ones. Play board games and laugh together. * Get some fresh air (away from other people!) Use a garden if you aren’t allowed out. * Read a book * Consider some daily meditation/ yoga/ running/ cycling/ indoor rowing * Listen to some calming music. * Watch some good films | |
| CPD | Complete the required number of CPD online courses (included in separate document) | |
| Office Staff: | * Registers * DfE attendance survey * Office emails * Parental communications * Dinner money * Insurance implications | * Reporting to parents * Pay roll * Contracts and HR * Budget for next year * Building maintenance * Free School Meal implications |