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HEADTEACHERS' NOTICEBOARD AND TASK LIST
Friday 9 October

1. **TEP surveys for staff and students:** these open on 9th November; please ensure that you are fully preparing the students to understand what they are answering, and what the scale means. For staff, please ensure that everyone answers and that you give them time to do so.

ACTION:

- Please cover this in your next staff meeting – come back to Lucy E with any questions.

2. **Staff Safe: training.** Lucy is researching training provision for how to use Staff Safe now that we are getting the SCRs up and running - please bear with us whilst we try to sort this out. In the meantime, there are online training videos for this which you can start with: https://raptor.my.site.com/CPOMS/s/cpoms-staffsafe-video-library-

ACTION:

- Where you are able to, please make time for this training – the full CPOMS StaffSafe video is 37mins long but most of the others are between 7mins to 44seconds in length.

3. **Head Teacher and Deputy Network webinar series:** there are 5 sessions spread across the academic year; the series kicks off on 19 November with 'Inspection Readiness under the renewed EIF: what's changed and how to evidence impact'. They're all new sessions, no repeats from last year, so please all sign up and encourage your deputies/assistant HTs too.

ACTION

- Sign up here: London South Learning Partnership

4. **Impact Leaders programme**: Appraisal season is the perfect opportunity to signpost staff towards CPD programmes so please encourage them to look at Impact Leaders. Add it to your internal newsletters.

ACTION

- Here's the link: Impact Leaders Programme with London South Learning partnership.

5. **New Starters Induction Booklets:** those new colleagues who attended the induction day on 10th September should now have completed/nearly completed their induction booklet. It is blue and it is called *Starting Strong*. The person's line manager should have done this with them.

ACTION

- Please can you ensure that these are finished, particularly pages 21-26, as we will shortly be asking the employee for confirmation that these have been completed.