

Pastoral leader's checklist

This checklist is designed to be used by a Pastoral Leader, for example a Head of Sixth or Year Leader. It provides an overview of the annual Alps cycle and the ways in which Alps and Alps Connect Interactive can support you throughout the year. The symbols indicate that there is a short help video in the Knowledge Base*.

* videos available in the digital version

RESULTS DAY AND REVIEW OF RESULTS

You should have instant access to your Alps PDF report and Connect Interactive (if subscribed) once your data manager has submitted the results.

AUGUST / SEPTEMBER

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| Gap analysis on strategic indicators  | Look particularly at the banded by ability page – you can apply a filter. Have any groups underperformed? Could this inform holistic intervention strategies going forward? |
| Analysis against school/college target grades | How have students performed against their subject targets – were target grades aspirational enough? |
| Student Performance Overview  | Filter by performance groups. Were there specific subjects where students under-performed? Can this inform option choices in the future? Were whole school/college intervention sessions targeting the appropriate students? |
| Review of curriculum | Do you have concerns regarding students progressing from Year 12 to Year 13, or Year 11 to Year 12 based on examination performance? |
| Review meetings with your pastoral team | Have your tutors analysed the performance of their tutees using the SPO? Have they identified students where there is concern regarding progression? |
| Watch our video of a pastoral meeting  | |

TARGET SETTING

Alps target setting software is available for KS4 and KS5 in Connect Data to generate Minimum Expected Grades (MEGs) against the National benchmarks

Watch our Target Setting webinar 

SEPTEMBER

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| Review MEGs and targets by subject based on MEG | Do all pastoral staff understand the methodology behind the generation of MEGs? Have you carried out a review of the target grades across all students (year group or by tutor group), and checked these are aspirational and in line with school/college policy? |
| Involving students in the understanding of their MEGs and subject targets | Are your pastoral team actively discussing target grades and progress towards them with their tutees? Are you monitoring this across your year group? |
| Review targets | Targets should be reviewed across the cycle in line at data monitoring points |

MONITORING POINTS

This is a generic checklist for each monitoring point. Schools and colleges use data drops for different purposes and the checklist provides an overview of how Connect Interactive can help analyse progress at each point and inform intervention strategies. Each time you submit a data point in Connect Interactive this will be known as a grade point. Data will appear in Connect Interactive and you can submit as many grade points as you need.

Watch our webinars on [Monitoring in Connect at KS4 and KS5, MPZ, Quality Assuring the Accuracy of Predictions, The Last 10 Weeks](#)



MONITORING POINTS

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| <p>Review of student progress grades after each grade point submission – overall or by tutor group</p>  | <p>Use the SPO to filter by performance group to identify students who are at risk.</p> <p>Have there been significant changes from last time?</p> <p>Distil student issues from subject issues.</p> <p>Review the impact of any intervention strategies and determine next steps with subject staff.</p> <p>Use the Progress Cards to generate a 'progress wall' if appropriate.</p> |
| <p>Analyse your gaps</p> | <p>Are there any significant gaps between your different groups of students in the banded by ability tables?</p> |
| <p>KS5 review of destinations</p> | <p>Are predicted grades in line with UCAS grades?</p> <p>Are subject staff developing intervention strategies to close any gaps between the two?</p> <p>Are students at KS4/5 on track to achieve the grades which will allow them to progress?</p> |

SUMMER TERM AND THE QUALITY ASSURANCE PLANNING PROCESS

The Summer Term is a key planning time and this checklist contains aspects you should consider to embed Alps effectively across your subject area or faculty.

Watch our webinars on [Embedding Alps, Preparing for Results Day, Basic Introduction to Alps \(staff training\)](#)



QUALITY ASSURANCE

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|--|---|
| <p>Review monitoring process</p> | <p>Were you able to effectively monitor the progress of your year group and of tutor groups using the data from subject staff?</p> <p>Were you able to intervene with the appropriate students to make a difference?</p> <p>How successful were your discussions with students?</p> |
| <p>Review of any key areas arising across the year and set priorities</p>  | <p>Were there gaps in the progress of groups of students which require attention next year?</p> <p>Has your in-year monitoring for Year 10/Year 12 highlighted areas for intervention across the Summer Term?</p> |
| <p>Staff training for September and beyond</p> | <p>Did your pastoral team understand how to use Connect Interactive to provide key information on student progress?</p> |
| <p>Target setting</p> | <p>Was the target setting process aspirational?</p> <p>Were you tracking progress against subject targets?</p> |



Why not also read:

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[Subject Leader's](#)

[Subject Teacher's](#)

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