


Senior Leader's checklist

This checklist is designed to be used by a member of the Senior Leadership Team. 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. This is an abbreviated version – the full version can be found in the Knowledge Base in Connect Data once you have subscribed to Alps.

RESULTS DAY AND REVIEW OF RESULTS

On the morning of Results Day, complete the Connect Data submission process, giving you instant access to your Alps PDF report and Connect Interactive (if subscribed)

AUGUST/SEPTEMBER		
	Use the raw results page to check accuracy of submission	<input type="checkbox"/>
	Strategic overview analysis – first look at Alps strategic indicators	<input type="checkbox"/>
	Gap analysis on strategic indicators	<input type="checkbox"/>
	Review your Subject value-added page	<input type="checkbox"/>
	Review your Teaching Set analysis	<input type="checkbox"/>
	Review strategic priorities / SEF	<input type="checkbox"/>
	Review of curriculum and progression	<input type="checkbox"/>
	Review monitoring accuracy	<input type="checkbox"/>
	Subject review meetings	<input type="checkbox"/>
	Watch our webinar on using Connect Interactive with subject staff	
	Preparation of report for Governors	<input type="checkbox"/>
Review Student Performance Overview in excel	<input type="checkbox"/>	

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		
	Input prior attainment to generate MEGs	<input type="checkbox"/>
	Share MEGs with all staff and generate targets by subject based on MEGs	<input type="checkbox"/>
	Submit these school / college targets to Connect Interactive	<input type="checkbox"/>
	Share MEG / targets with students	<input type="checkbox"/>
Review targets regularly	<input type="checkbox"/>	

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 instantaneously and you can submit as many grade points as you need.

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



MONITORING POINTS	Set the grade point calendar for the Academic Year	<input type="checkbox"/>
	Decide on grades to be submitted to Connect Interactive	<input type="checkbox"/>
	Share the purpose of each grade point with staff to ensure consistency	<input type="checkbox"/>
	Determine a base grade point for each cohort	<input type="checkbox"/>
	Review subject value-added grades and prediction trends	<input type="checkbox"/>
	Review fine grade impact	<input type="checkbox"/>
	Review monitoring accuracy	<input type="checkbox"/>
	Carry out gap analysis	<input type="checkbox"/>
	Meet with Subject Leads to review priorities	<input type="checkbox"/>
	Review targets	<input type="checkbox"/>

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 school or college.

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



QUALITY ASSURANCE	Review monitoring process	<input type="checkbox"/>
	Review of any key areas of concern arising across the year and set priorities	<input type="checkbox"/>
	Review of quality assurance calendar	<input type="checkbox"/>
	Staff training for September and beyond	<input type="checkbox"/>
	Target setting	<input type="checkbox"/>
	Operational planning for Results Day	<input type="checkbox"/>
		<input type="checkbox"/>

Why not also read: [Subject Leader's](#) [Subject Teacher's](#) [Pastoral Leader's](#)

Telephone: 01484 887600
 Email: info@alps.education
 Web: www.alps.education



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