

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. 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

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		Are all your subjects correct? Are teaching sets identified? Are the number of entries accurate?
Strategic overview analysis – first look at Alps strategic indicators		How do your strategic indicators compare with last year/over a 4-year trend?
Gap analysis on strategic indicators		Look particularly at the banded by ability page – you can apply a filter. Have any groups underperformed?
Review your Subject value-added page		How has each subject performed? Are there any subjects which are blue? Any which have performed in the red for the first time? Any consistently high achieving subjects? Remember, you can add a filter to this too.
Review your Teaching Set analysis		Are there any anomalies or surprises in your teaching set performance? Are there any discrepancies between classes taught in the same curriculum block? E.g. English Language and Literature? Are there trends across subjects which are set by ability?
Review strategic priorities / SEF		Do you need to adjust your strategic priorities? Which departments require additional support/resources?
Review of curriculum and progression		Are all students entering Year 12/Year 13 on the appropriate curriculum based on GCSE/AS outcomes (where appropriate)
Review monitoring accuracy		Are the actual outcomes in line with the predicted outcomes?
Subject review meetings		Are all staff accessing Connect Interactive/PDF pages to review progress?
Watch our webinar on using Connect Interactive with subject staff		Do staff know what they are expected to analyse in Connect Interactive/subject report page?
Preparation of report for Governors		Strategic area contains Governors report
Review student Performance Overview in excel		Are there any discrepancies between performance groups?

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		MEGs are designed to be aspirational and are set at the 75th percentile
Share MEGs with all staff and generate targets by subject based on MEGs		Do all staff understand the methodology behind the generation of MEGs? Do they understand the importance of their unique subject thermometer?
Submit these school / college targets to Connect		Connect Interactive will enable you to track progress against MEGs or school/college targets
Share MEG /targets with students		Do students understand the importance of their aspirational targets?
Review targets regularly		Are targets that have been set by subject staff aspirational – use Connect Interactive and What If to check. 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 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		Do all staff know how and when they are expected to generate grades for Connect Interactive?
Decide on grades to be submitted to Connect Interactive		These can be teacher predicted grades, current working grades or raw internal examination grades.
Share the purpose of each grade point with staff to ensure consistency		Do all staff understand the grade to be submitted and how this is arrived at within their subject area?
Determine a base grade point for each cohort/MPZ		Can you use Year 10/12 internal examinations as a 'base point' for tracking Year 11/13 progress? Did your Year 12 students complete any AS examinations that could act as a base point?
Review subject value-added grades and prediction trends		Are predictions in line with previous predictions? Has there been any significant change in grades across the grade points? Is there a discrepancy between predicted grades and raw test grades/current working grades?
Review fine grade impact		Are you using fine grades? Have your subject leads analysed the impact of fine grade security on overall subject VA?
Review monitoring accuracy		Compare the subject VA scores across multiple grade points including previous examination outcomes.
Carry out gap analysis		In the strategic area of Connect Interactive you can add filters to the banded by ability pages and the subject VA overview. Are there any significant gaps between your different groups of students?
Meet with Subject Leads review priorities		Review the impact of subject action plans and determine next steps Has any intervention taken place since the previous grade point and what has the impact been?
Review targets		Do subject targets remain aspirational?

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)



PLANNING QUALITY ASSURANCE

Review monitoring process		Was there a consistency of the quality of predicting across all subject areas?
Review of any key areas arising across the year and set priorities		Were there gaps in the progress of groups of students which require attention holistically? Has your in-year monitoring for Year 10/Year 12 highlighted areas for intervention across the Summer Term?
Review of quality assurance calendar		Were all gradepoints calendared at the appropriate time? Did you have timely review meetings with Subject Leads?
Staff training for September and beyond		Do all staff have access to Connect Interactive? Do all staff understand how to use Connect Interactive/analyse data? Do you need to induct new staff in Alps culture? Do you need to plan further training sessions across the year?
Target setting		Do all staff understand their role in the target setting process? Is there an opportunity to establish how targets will be set at the start of the next Academic Year with staff? Is there an opportunity to present how targets are generated to students/parents?
Operational planning for Results Day		Is your data manager prepared for uploading data to Connect Data? Do all staff have access to Connect Interactive? Do they understand how to analyse the data?

Why not also read:



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