


## Subject Leader's checklist

This checklist is designed to be used by a Subject or Faculty or Department 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. This is an abbreviated version – the full version, alongside some short help videos, can be found in the Knowledge Base in Connect Data once you have subscribed to Alps.

### 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.

<b>AUGUST/SEPTEMBER</b>		<input type="checkbox"/>
	Review your Subject value-added page	<input type="checkbox"/>
	Perform gap analysis on subject value-added	<input type="checkbox"/>
	Review teaching set analysis including gap analysis	<input type="checkbox"/>
	Analysis against school / college target grades	<input type="checkbox"/>
	Review student performance overview	<input type="checkbox"/>
	Review of curriculum and progression	<input type="checkbox"/>
	Review monitoring accuracy	<input type="checkbox"/>
	Subject review meetings with SLT	<input type="checkbox"/>
	Preparation for first subject/department/faculty meeting	<input type="checkbox"/>
<a href="#">Watch our video on staff review meeting and department meeting</a> 		

### 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](#)



<b>SEPTEMBER</b>		<input type="checkbox"/>
	Share MEGs with all subject staff and generate subject specific targets based on MEG	<input type="checkbox"/>
	Share MEG/targets with students	<input type="checkbox"/>
	Review targets	<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 at KS4 and KS5, MPZ, Quality Assuring the Accuracy of Predictions, The Last 10 Weeks](#)



### MONITORING POINTS

Determine key assessment points in line with the school/college assessment calendar	<input type="checkbox"/>
Determine the purpose of each grade point	<input type="checkbox"/>
Review value-added grades by subject and by teaching set	<input type="checkbox"/>
Review fine grade impact	<input type="checkbox"/>
Review monitoring accuracy	<input type="checkbox"/>
Analyse your gaps	<input type="checkbox"/>
Perform "What If" analysis	<input type="checkbox"/>
Review of subject 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 subject area or faculty.

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



### QUALITY ASSURANCE

Review monitoring process	<input type="checkbox"/>
Review of any key areas 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"/>

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

Telephone: 01484 887600  
Email: [info@alps.education](mailto:info@alps.education)  
Web: [www.alps.education](http://www.alps.education)



[Subject Leader's - 2](#)

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