**Onboarding Checklist; School Improvement**

**Trust C Suite Responsible Person; CPOP, CSOP**

School:

**Pre-Conversation**

|  |  |
| --- | --- |
|  | Completion Date |
| 1. Familiarisation visit by EDP/EDS/CPOP/CPOS to agree access to the following:   If there is a concern STOC officer will conduct further visits |  |
| 1. Most recent Ofsted and CSI inspection reports |  |
| 1. Statutory data, including IDSR |  |
| 1. Leadership and Staffing structures |  |
| 1. School self-evaluation documentation |  |
| 1. School Improvement Plan |  |
| 1. External review documentation from last two years |  |
| 1. Website audit, including curriculum plans and key policies |  |
| 1. Introduction to STOC School Improvement Evaluation Handbook |  |
| 1. Introduction to STOC school improvement offer (CPD, PLNs, etc.) |  |

**Post Conversation**

|  |  |
| --- | --- |
|  | Completion Date |
| 1. STOC School Improvement Evaluation Handbook completion of aligned documentation |  |
| 1. Annual Standards Review meeting |  |
| 1. Setting of dates in line with STOC School Improvement Programme |  |
| 1. Alignment to STOC school improvement offer schedule |  |