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| **TERM 1 AUGUST TO OCTOBER** |

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| **AUGUST** | | | | | | | |
|  | | * Whole Staff Meeting - Class lists and school roll reviewed. * Staffing information shared and discussed as appropriate. * Nursery Staff Meeting * ASL / CT / HT meeting * Improvement Plan Meeting * School Improvement Meetings | | * Check class lists & pupil information including medical details * Class lists with ASN and pupil need distributed * Visiting specialist timetables –check for any issues. * School Improvement meetings preparation and follow-up * ASL / CT / HT meeting | | * Assist with paperwork and emergency contact details * Contribute to development of Improvement Plan | |
|  | | * New staff induction | | * Check you are up to date with school procedures | | * Record staff training details | |
|  | | * Staff diaries issued and dates for year | |  | |  | |
|  | | * Requisition checks | | * Notify office of any resources you need and cannot find | | * Receipt and check | |
|  | | * Establish Pupil Voice Groups – Pupil Council, Eco Warriors, Champion Citizens, Health Heroes, Rights Respecting Rangers | | * Help pupils to select group * Staff choose a Pupil Voice Group to support | | * Issue updated class lists to teachers | |
|  | | * Child protection, GIRFEC training * GDPR training, Equalities and Diversity training * Manual handling training updated * Identify training needs | | * Ensure you are familiar with policies and updates * Ensure that you can access ALDO | | * CC4, GLOW and ALDO log-ons for new staff | |
|  | | * Attainment data meeting * Check progress of any IEPs and CSPs | | * Check attainment and tracking information include. IEPs, CSPs & PLPs | |  | |
|  | | * Attendance check | | * Notify HT if any issue with attendance | | * Record in SEEMIS * Contact parents where necessary | |
|  | | * Monitor pupils’ jotters and classwork * Dates for jotters to go home | | * Ensure standards and expectations are maintained. * Discuss regularly with pupils | |  | |
|  | | * Progress of SQuIP in line with A Curriculum for Excellence (audit) | | * Ensure your focused IP is being actioned | |  | |
|  | | * Assessing, planning, monitoring and reporting progress and achievement | | * Consider formative and summative assessment strategies and moderation | |  | |
|  | | * Welcome back newsletter | | * Pass on any information for newsletter | | * Collect dates and information for newsletter | |
|  | | * Parent Partnership AGM to arrange early Sept | | * Staff representative attend meetings | | * Notify parents | |
| **SEPTEMBER** | | | | | | |
|  | * PSA Meeting * Kitchen Staff Meeting * Nursery Staff Meeting * School Improvement Meetings | | * School Improvement meetings preparation and follow-up | |  | |
|  | * Attendance check | | * Daily report sheet to office * Notify HT if any issue with attendance | | * Record in SEEMIS * Contact parents where necessary | |
|  | | * Policy Audit | | * School policies | | * Ensure you have updated policies |
|  | | * SWST Spelling Assessments * Star Reader Assessments | | * Administer appropriate tests * Record results on Pupil Record sheets in PPRs * Notify HT of any concerns. | | * Assist with collation of results |
|  | | * Monitor pupils’ jotters and classwork | | * Ensure standards and expectations are maintained. * Discuss regularly with pupils | |  |
|  | | * Homework diaries | | * Weekly checks on HDs to maintain standards. | |  |
|  | | * Issue dates and guidance for Standardised Assessments | | * Note dates and guidance | | * Assist with logons |
|  | | * Learning and teaching/working in classrooms Classroom observation | | * Consider how HT will work during classroom visit (ie groups etc) | |  |
|  | | * Sampling pupils’ views and necessary follow-up | | * Assist with process | |  |
|  | | * Teachers’ planning meeting | | * Long term and short term planning * Planning meeting with HT * evaluations | |  |
|  | | * October Newsletter | | * Pass any information for newsletter to HT | | * Assist with dates of events |
| **OCTOBER** | | | | | | |
|  | | * Nursery Staff Meeting * School Improvement Meetings | | * School Improvement meetings preparation and follow-up | |  |
|  | | * Attendance check | | * Daily report sheet to office * Notify HT if any issue with attendance | | * Record in SEEMIS * Contact parents where necessary |
|  | | * Behaviour check | | * Notify HT if any issue with behaviour | |  |
|  | | * Monitor pupils’ jotters and classwork | | * Ensure standards and expectations are maintained. * Discuss regularly with pupils | |  |
|  | | * IEPs & CSP progress check & review meetings * Share learning plans with pupils | | * Ensure process is completed | | * Check information in PPRs is up to date and organised |
|  | | * Support for learning/ASN planning | | * Consult with ASL teacher | |  |
|  | | * Assessing, planning, monitoring and reporting progress and achievement | | * Consider assessment strategies and moderation within cluster | |  |
|  | | * HT CT Tracking meeting | | * HT CT Tracking meeting | |  |
|  | | * Health and safety check walk around school | | * Report any faulty equipment/fittings etc | | * Assist with paperwork where necessary |

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| **TERM 2 OCTOBER TO DECEMBER** |

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| **OCTOBER** | | | |
|  | * Nursery Staff Meeting * Teaching Staff Meeting * School Improvement meetings * ASL / CT / HT meeting | * School Improvement Meetings preparation and follow-up * ASL / CT / HT meeting | * Consult with ASL teacher / CT/HT |
|  | * The curriculum (courses and programmes) | * Meet with HT to consider the curriculum progressions |  |
|  | * Assessing, planning, monitoring and reporting progress and achievement | * Engage with frameworks and benchmarks * Consider assessment strategies and moderation within cluster |  |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * Sampling staff views and necessary follow-up |  |  |
|  | * Teachers’ planning meeting | * Long term and short term planning * Planning meeting with HT * evaluations |  |
|  | * Organise Parents’ evening for November – displays of new resources, project work, etc | * Talk to pupils about their progress in learning * Prepare comments for Parents’ evening | * Make up draft times for appointments - families first. |
|  | * Reporting progress to Parent Partnership | * Staff representative attend meetings | * Notify parents |
|  | * Reporting achievements (WOW-Letter) | * Notify HT of any relevant information | * Include in school newsletter |
|  | * Check Professional Updates/EAR/CPD | * Ensure CPD record is kept up to date | * Assist with paperwork |
|  | * Update school handbook |  | * Assist with updating handbook |
|  | * November/December newsletter | * Pass information for newsletter to HT | * Assist with dates of events |
|  | * In Service Days -plan activities for staff | * Plan activities with staff | * Plan activities with staff |
| **NOVEMBER** | | | |
|  | * Nursery meeting * PSA meeting * School Improvement Meetings | * School Improvement Meetings preparation and follow-up |  |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * SQUIP Summary to parents |  |  |
|  | * Parents’ Evenings | * Prepare for meeting parents   Keep to ten minute slots  Feedback comments to HT | * Notify staff of any changes in appointment times |
| **DECEMBER** | | | |
|  | * Staff meeting * Nursery meeting * School Improvement meetings | * School Improvement Meetings preparation and follow-up |  |
|  | * Attainment data | * Check attainment and tracking information | * Copies to staff |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents if necessary |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Homework diaries | * Weekly checks on HDs to maintain standards. |  |
|  | * Learning and teaching/working in classrooms Classroom observation | * Consider how HT will work during classroom visit (ie groups etc) |  |
|  | * Sampling pupils’ views and necessary follow-up | * Assist with process |  |
|  | * HT CT Tracking meeting | * HT CT Tracking meeting |  |
|  | * IEPs & CSP progress check & review meetings * Share learning plans with pupils | * Ensure process is completed |  |
|  | * Support for learning/ASN planning | * Consult with ASL teacher |  |
|  | * Update of school handbook issued to parents |  | * Update school handbook |
|  | * Progress of SIPs in line with A Curriculum for Excellence (audit) | * Ensure your focused IP is being actioned |  |

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| **TERM 3 JANUARY TO MARCH** |

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| **JANUARY** | | | |
|  | * Whole school meeting * Nursery Meeting * Joint CAT Meeting * School Improvement meetings * ASL / CT / HT meeting | * School Improvement Meetings preparation and follow-up * ASL / CT / HT meeting |  |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents if necessary |
|  | * January/February newsletter | * Pass information for newsletter to HT | * Assist with dates of events |
|  | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * Sampling staff views and necessary follow-up |  |  |
|  | * Teachers’ planning meeting | * Long term and short term planning * Planning meeting with HT * evaluations |  |
|  | * Assessing, planning, monitoring and reporting progress and achievement | * Consider assessment strategies and moderation within cluster |  |
|  | * IEPs & CSP progress check & review meetings * Share learning plans with pupils | * Ensure process is completed | * Assist with paperwork and filing records * Arrange review meetings |
|  | * Check Professional Update/EAR/CPD | * Ensure CPD record is kept up to date | * Assist with paperwork |
|  | * P1 New entrants induction begins with enrolment-enrolment meeting for parents |  | * Assist with process |
|  | * Reporting progress to Parent Partnership | * Staff representative attend meetings | * Notify parents |
|  | * Teaching staff meeting - School Reports * Discuss any changes/format | * Check that you can use format. * Notify HT of any problems | * Assist staff where needed |
|  | * In-Service Days | * Plan activities with staff | * Plan activities with staff |

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| **FEBRUARY** | | | |
|  | * PSA Meeting * Kitchen Staff meeting * Nursery Meeting * School Improvement meetings | * School Improvement Meetings preparation and follow-up |  |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * HT CT Tracking meeting | * HT CT Tracking meeting |  |
|  | * Broad curricular audit | * Complete audit |  |
|  | * Sampling parents’ views and necessary follow-up(annually | * Assist with process |  |
|  | * Health and safety checks | * Report any faulty equipment/fittings etc | * Assist with paperwork where necessary |
|  | * Reporting achievements (Good News) | * Notify HT of any relevant information | * Include in school newsletter |
|  | * March/April newsletter | * Pass information for newsletter to HT | * Assist with dates of events |
| **MARCH** | | | |
|  | * Nursery Meeting * School Improvement Meetings | * School Improvement meetings preparation and follow-up |  |
|  | * Primary 1 induction process planning | * P1 Staff visiting nursery | * Arrange times for staff to visit nurseries. |
|  | * Attainment data | * Check attainment and tracking information | * Copies to staff |
|  | * Attendance check | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Behaviour check | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * IEPs & CSP progress check & review meetings * Share learning plans with pupils | * Ensure process is completed | * Assist with paperwork and filing records * Arrange review meetings |
|  | * Support for learning/ASN planning | * Consult with SFL teacher |  |
|  | * Learning and teaching/working in classrooms Classroom observation | * Consider how HT will work during classroom visit (ie groups etc) |  |
|  | * Sampling pupils’ views and necessary follow-up | * Assist with process |  |
|  | * Assessing, planning, monitoring and reporting progress and achievement | * Consider assessment strategies and moderation within cluster |  |
|  | * Pupil annual reports | * Write pupil reports | * Contribute observations |

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| **TERM 4 APRIL TO JUNE/JULY** |

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| **APRIL** | | | | |
|  | * Staff meeting * Nursery Meeting * PSA Meeting * Kitchen Staff Meeting * Joint CAT Meeting * School Improvement Meetings * ASL / CT / HT meeting | | * School Improvement meetings preparation and follow-up * ASL / CT / HT meeting |  |
|  | * Attendance check | | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Behaviour check | | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | * Staff meeting – sports day, school trips, transition programme and enrolment | | * P1 staff to complete visits to nurseries |  |
|  | * Teachers’ planning meeting | | * Long term and short term planning * Planning meeting with HT * evaluations |  |
|  | * Progress of SIPs in line with A Curriculum for Excellence (audit) | | * Ensure your focused IP is being actioned |  |
|  | * Reporting progress to Parent Partnership | | * Staff representative attend meetings | * Notify parents |
|  | * Distribute Annual Reports | | * Assist pupils to note their comments | * Collate annual reports |
|  | * May/June Newsletter | | * Pass information for newsletter to HT | * Assist with dates of events |
| **MAY** | | | | |
|  | * Nursery meeting * School Improvement meetings * Joint CAT Meeting | | * School Improvement meetings preparation and follow-up. |  |
|  | * Attendance check | | * Daily report sheet to office * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | * Primary 1 new entrant visits (6 weeks) | | * P1 staff to arrange for visits | * Welcome parents |
|  | * Behaviour check | | * Notify HT if any issue with behaviour |  |
|  | * Monitor pupils’ jotters and classwork | | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | | * Parent Interviews | * Notify HT of any parental concerns |  |
|  | | * IEPs & CSP progress check & review meetings * Share learning plans with pupils | * Ensure process is completed | * Assist with paperwork and filing records |
|  | | * HT CT Tracking meeting | * HT CT Tracking meeting |  |
|  | | * Support for learning/ASN planning | * Consult with ASL teacher |  |
|  | | * Reporting achievements (Good News) | * Notify HT of any relevant information | * Include in school newsletter |
|  | | * Assessing, planning, monitoring and reporting progress and achievement | * Consider assessment strategies and moderation within cluster | * Support |
|  | | * Check Professional Update/EAR/CPD | * Ensure CPD record is kept up do date | * Assist with paperwork |
|  | | * P1 new entrants’ parents first meeting | * P1 teacher assist with meeting | * Assist with paperwork, contact details, new uniform orders, etc |
| **JUNE** | | | | |
|  | | * Nursery Meeting * PSA Meeting * School Improvement meetings |  |  |
|  | | * End of year church service– P7 talks to practice * Summer newsletter |  | * Assist with preparing P7 leavers’ speeches |
|  | | * The curriculum (courses and programmes) | * Review curricular programmes * Report any issues/concerns |  |
|  | | * Sampling staff views and necessary follow-up |  |  |
|  | | * Attendance check | * Notify HT if any issue with attendance | * Record in SEEMIS * Contact parents where necessary |
|  | | * Behaviour check | * Notify HT if any issue with behaviour | * Notify HT if any issue with behaviour |
|  | | * Monitor pupils’ jotters and classwork | * Ensure standards and expectations are maintained. * Discuss regularly with pupils |  |
|  | | * Health and safety checks | * Report any faulty equipment/fittings etc | * Assist with paperwork * Identify concerns |
|  | | * P7 visits to Academy | * P7 teachers to liaise with Academy staff |  |
|  | | * Check P7 PPRs and records have been sent to Academy | * P7 teachers to discuss with HT |  |
|  | | * P1 new entrants class visits * Share dates and information with parents * Nursery – P1 transition parent meetings | * Assist P1 staff | * Assist with paperwork, contact details, new uniform orders, etc |
|  | | * GTCS Sign -off year teacher meetings and paperwork to be completed | * PRD up to date for Sign-off meeting |  |
|  | | * Agree collegiate programme * Working Time Agreement * Next session’s staffing complement – inform parents | * Transition folders prepared for next session * Transition meetings with next year’s teacher | * Assist with transition paperwork and pupil folders |
| **JULY** | | | | |
|  | | * Check arrangements for school over holidays with Administrator / Janitor |  | * Holiday mail collection * Prepare for next session |