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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 classroomsClassroom 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 slotsFeedback 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 classroomsClassroom 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 classroomsClassroom 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
 |