

Making it happen in your school

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Mobilise	Discover	Deepen	Develop	Deliver
Getting Started	Assessing Current Situation	Considering Options	Decisions and Action Planning	Make it happen
<p>Gain a full understanding of the legislation</p> <p>Brief and engage all staff and Governors (Head's Presentation Pack)</p> <p>If you do not have a School Change Team form a PPA team</p>	<p>Calculate PPA required in Sept 2005 (PPA Toolkit Software)</p> <p>Identify non-contact time and activities within it</p> <p>Assess level of Implementation of Phases 1/2 (24 tasks cover leadership and management time, work life balance etc) and the wider remodelling agenda</p> <p>Undertake skills audit of people within the school and within local community</p> <p>Undertake an analysis of the curriculum (strengths and challenges)</p>	<p>Ascertain what non-contact time could be used for PPA</p> <p>Consider options to release teachers for remaining PPA (based on skill audit) and consider curriculum enhancement opportunities</p> <p>Evaluate options in terms of cost and other implications</p>	<p>Agree with Governors and staff on the process and strategies the school will take</p> <p>Agree actions and timescale for the school to take (Calendar)</p> <p>Check salaries, insurances etc with appropriate body/LEA</p> <p>Build cost implications into budget plans</p>	<p>Plan new teaching timetable taking account of changes and timetabled PPA time</p> <p>Produce job description for any new or changes to existing posts</p> <p>Recruit for new posts ensuring usual good practice is followed</p> <p>Agree induction process</p> <p>Communicate changes and developments to parents</p>

