SCHOOL LEADERSHIP | PLANNING WORKSHEET

Choose one school priority

A practical map for learners, teaching staff and support staff - without collecting personal cases.

USE THIS RESOURCE

Use this with the people responsible for an existing school activity. Keep discussion at group and process level. This is an original planning sample, not a validated assessment.

Start with three questions

1. Where are learners finding it harder to participate in class, sport or culture?
2. What pressure is affecting teaching staff as people as well as educators?
3. What pressure affects support staff, and whose perspective has not been heard?

Map the situation

1. Write one observable pattern for each group. Describe what is happening, not an assumed diagnosis or cause.
2. List what already helps: a trusted contact, existing meeting, transport arrangement, communication route or pastoral process.
3. Identify one gap that the school has authority and capacity to address.
4. Choose one priority using three checks: it matters to the people affected; a responsible person can act; progress can be reviewed.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

SCHOOL LEADERSHIP | CONTINUED

Choose one school priority

Make the first action specific

Complete this sentence: “Before [school milestone], [named role] will [one practical action], with [time or resource agreed], so that [group] knows or can do [observable thing].” Keep names of individual learners out of this worksheet.

Review the action

1. Was the action completed?
2. Could the intended group use it?
3. What did they find clear or difficult?
4. Should the school continue, adjust or stop it?

KEEP IN VIEW

One priority, one accountable role, one agreed action and one review point. Share only the programme-level summary when enquiring.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/school-priority-map

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.