



## Science Leader's Toolkit Overview



Science Leader



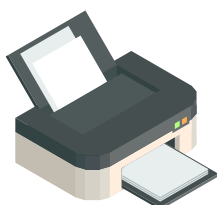
# Welcome to the science Toolkit by 2Simple

Thank you for choosing the science Toolkit by 2Simple. We want to support you in every step of your leadership of science, whether new to the role or experienced. The toolkit aims to save you precious time and ultimately help you establish excellence in science within your school.

It may not be necessary to use every tool; this will depend on what is already in place within your school and how well specific areas of science are performing. However, you should find that there are a few tools you just can't live without.

This overview contains a 'Summary of content' section with detailed descriptions of each item. We suggest before implementing anything new or making changes to existing arrangements, government legislation and local authority guidance should be consulted.

If you have any questions or would like further support, please do contact us at [support@2simple.com](mailto:support@2simple.com)



All content will contain a front cover and, where necessary, additional information pages. Please be aware of this before printing anything out.



# Summary of Content



## ACTION PLANS

Action plans which contain concise and achievable actions will help science Leaders demonstrate better impact. Action plans should always consider the overall current position of a school and a school's aims for the academic year.

- **Action Plan Example** - This example contains guidance on how to formulate a successful Action Plan.
- **Action Plan Template** - For science Leaders that don't have a set proforma to use, this template is the perfect solution.



## AUDIT OF SCIENCE

Auditing science will help a leader gain a better insight into strengths and weaknesses. Audits should be used to help support formulation of key actions for the Action Plan and measure impact of existing actions.

- **Audit of science** - A comprehensive set of questions which elicit strengths and weaknesses of science with space to formulate key actions.



## BUDGET TOOL

It is essential to have a good understanding of the budget for science. Keeping a close eye on where particular parts of the budget are spent can be helpful for addressing future spend priorities.

- **Budget Tool** – A flexible downloadable tool which allows users to track and compare spending over 5 years. The handy graph generated gives a clear indication of areas of spend e.g. Science consumables, educational visitors etc.



## POLICY GUIDANCE

Policies should ideally be created in consultation with other members of staff, particularly if safeguarding and inclusion needs to be explicitly referenced within it. Any current legislation for science should be consulted and addressed accordingly. All leaders should make themselves aware of the proformas used and general protocol for policy writing within their school. Additionally, they need to reference other policies as needed e.g. marking policy, teaching & learning policy etc.

- **Policy Guidance** – A document which breaks down each of the essential areas within a science policy with examples.



## PUPIL AND PARENT/CARER VOICE

Understanding the experiences of the most valuable stakeholders is a must. The frequency and method(s) of gaining insight needs to be bespoke for each individual school.

- Pupil Voice Science
- Parent Voice Science



## SELF-EVALUATION

The more reflective a leader is, the more standards in their subject will be driven forwards.

- **Self-Evaluation** – A comprehensive tool which is designed to elicit self-reflectiveness. This tool is perfect for providing supporting evidence for appraisals.



## STAFF SURVEYS

Understanding staff capability and overall knowledge will help a subject/curriculum leader which areas need attention. Whenever surveys are conducted, strong emphasis should be placed on transparency with responses.

- Survey of staff



## TIPS FOR SCIENCE LEADS

These helpful tips should come in handy for all science Leaders, whether new or established.

- **Tips for science Leaders** - A quick-start set of tips which are designed to be kept in a science Leader's file.