



## English Leader's Toolkit Overview



English Leader



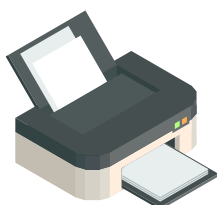
# Welcome to the English Toolkit by 2Simple

Thank you for choosing the English Toolkit by 2Simple. We want to support you in every step of your leadership in English, whether new to the role or experienced. The toolkit aims to save you precious time and ultimately help you establish excellence in English 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 particular areas of your responsibility 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 on each item. We suggest before implementing anything new or making changes to existing arrangements, academy/local authority guidance and government legislation 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 should always reflect the overall position and aims of a school for the academic year(s). Actions for English should be concise, realistic and shared with all key stakeholders.

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



## AUDIT OF ENGLISH

Completing a thorough audit of English will enable leaders to get an in-depth understanding of the condition of their subject. Audits should be used to help support formulation of key actions for the Action Plan and measure impact of existing actions.

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



## BUDGET TOOL

It is essential to have a good understanding of the English budget. Knowing spend on areas of English and the impact this has on school improvement priorities can help with longer budget forecasting.

- **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. reading packs, interventions, workshops, training, whole school initiatives etc.



## POLICY GUIDANCE

Schools and academies will choose the approach and format used for policy creation. For English there might be one overall policy or separate policies for reading, writing, marking etc. It is good practice to create English policies in consultation with other key members of staff such as the SENCO, T & L, Curriculum and Assessment Leaders. An English policy should be transparent, clear, shared and accessible to all stakeholders. Additionally, there needs to be clear reference to other policies e.g. marking policy, inclusion policy etc.

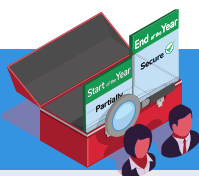
- **Policy Guidance** - A helpful documents with exemplifications.



## 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 English – EYFS
- Pupil Voice English - KS1
- Pupil Voice English – KS2
- Parent Voice English



## SELF-EVALUATION

The more reflective an English Leader is, the more likely standards in their subject will be driven forwards.

- **Self-Evaluation** - An in-depth comprehensive tool with probing questions designed to elicit self-reflectiveness as an English Leader. This tool is perfect for support development in leadership and supporting evidence for appraisals.





## STAFF SURVEYS

It's impossible to evoke positive change across a school if leaders don't know what needs changing. Leaders need to know staff capability, knowledge and approaches to English as well as their views on the English provision. Whenever surveys are conducted, strong emphasis should be placed on the transparency of responses.

- **Survey of staff**



## TIPS FOR ENGLISH LEADS

Being an English Leader or part of the English Team can be hugely rewarding and exciting. These helpful tips, ideas and signposting to resources should come in handy for all English Leaders and English Team members, whether new or established.

- **Tips for English Leaders** - A set of invaluable tips, ideas and signposting to resources designed to be kept in a leader/team member's folder.