**Table 8.2**

Improvement plan form

| Improvement Plan |
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| The big picture   * Briefly outline your key values, aims and objectives * Summarise the areas you are working on to improve (take this directly from your self-evaluation) * Recap the areas for improvement from your previous inspection report |
| Performance management  Explain how your performance management system links to your improvement plan (e.g. does everyone have one or more target(s) in their performance management linked to the objectives in this plan?) |
| Professional development   * What are your main focal points for professional development? * How do these link to your improvement plan? * What Professional Development are you offering as part of your efforts to help children increase their vocabulary and develop their cultural capital? * How do you ensure that you check staff understand the key points from Professional Development and then put these into practice? What help do you give them? * At what points in the year do you evaluate the impact of Professional Development? How do you use that information (e.g. do you adapt your plans or provide more support as needed?) |
| Areas for improvement  Do not have too many of these or your team will not be able to remember them all. Between three and five is usually about right, but that will depend on your context and your professional judgement.   * Each area for improvement should be SMART: specific, measurable, achievable, relevant and time-limited * You need to state the key milestones on the way * You need to state who is responsible for implementation * You need to state who is responsible for evaluation |