

KPI 1.3 Change Team guide

Appointing the best staff

In setting up your change team, we suggest you look to appoint staff based on three principles:

1. The team reflects the diversity of the school.
2. Each individual has strong personal skills and will be able to build credibility among colleagues, managers, parents and pupils.
3. All members can demonstrate the skills that evidence shows make successful change agents.

Each school and its personnel will differ and so appointing the team will be specific to your school. It may be helpful to look at the type of skills and characteristics that you would expect to see.

General skills

- Interpersonal ease
- Capable at leading workshops
- Effective communicator
- Functions well in groups
- Strong educational content
- Good administrative ability

Specific skills

- Resilience
- Emotional intelligence
- Personal initiative taking
- Analytical skills
- Collaborative approach
- Coaching skills
- Facilitation skills
- Tolerance of ambiguity
- Conflict management skills

The above are neither comprehensive nor required to be met by every member of the team.

(continued)

Change Team guide

The role

The Change Team will be responsible for ensuring the school completes the award tasks and provides the evidence needed. Their duties will include:

- Completing the analysis of provision and practice as required collaboratively
- Engaging parents and sharing knowledge
- Creating an effective communication strategy
- Managing and delegating tasks as required by the award process
- Reporting and monitoring on behalf of the SLT and governing body
- Delivering training directly or by managing providers
- Supporting staff
- Supporting and encouraging students to be involved and share ideas
- Developing networks within the school and with partners to ensure sustainability of change

There are also some additional skills that would be helpful if, either offered by a Change Team member, or provided elsewhere in an ad hoc way:

- Human resources
- Communication strategies
- Pupil voice / Parent voice
- Administration and organisation
- Teaching and learning strategy
- PSHE strategy
- Pastoral