OPERATIONALISATION PHASE
MUST READ

Underlying drivers are:

1.1 - High standards of safeguarding

1.2 - Managing resources to ensure minimum disruption to the core curriculum

1.3 - Balancing the cost of starting the LEAD hub with the high quality
LEAD hub experiences to ensure the best outcomes for the school's community.

1.4 - Reducing the time constraints associated with running the hub through
an effective timetable(**includes individual steps to get your LEAD Hub up and running**)

1.5 Keep the school's community focussed on the day to day events necessary to
start the hub and keep it running(**this includes resources to begin and who starts what and when**)

1.6 Designing and implementing **strategic** and **tactical** procedures to deal with the
impact of constantly changing variety of data and variables during the school on
the hub programme.

The **ISP,** as the Operational Leader, therefore requires **knowledge** of any changes to
the variety of **data** and **variables** to be able to design a **skilful** and **flexible plan** to
keep the LEAD Hub programme running efficiently.

This will only be made possible if we all work together to follow the design plan
procedures and keep communication channels open.

The ISP is the main point of contact between the school and LEAD.

2.1 High standards of safeguarding

We are committed to robust safeguarding procedures when working with young
people.

All staff and mentors are required to read and sign the LEAD Safeguarding summary
statement.

All staff and mentors are DBS checked.

We provide the DBS numbers of the adults working with the children on request.

Resources
- **LEAD Safeguarding summary statement**
- **Complete the GDPR unit of the course**
- **Sign consent form to take photos**

Rooms, **staffing,** and **curriculum** time are the three resources to be managed.
The course is delivered online. If you are using a computer room, it is important to
have your IT person on standby to deal with any technical difficulties.

LEAD attaches a Facilitator to your school so we just need a Learning Mentor or TA to
be in the room during the sessions.

LEAD is flexible with when the programme is delivered. We work with you to meet
your needs. Plan your timetable to ensure the students don't miss the same lessons.

7.3 **Balancing the cost of starting the LEAD hub with the high quality
LEAD hub experiences to ensure the best outcomes for the school's community.**

The LEAD Hub is partly sponsored by the corporate. There is just a small
administrative cost to the school.
In some cases we give participating schools between £500 - £1000 pounds to help
with the setup of your LEAD Mindset Hub. This is purely determined by the
sponsoring company.

7.4 Reducing the time constraints associated with running the hub through
an effective timetable(**includes individual steps to get your LEAD Hub up and
running**)

Effective timetabling involves communicating with all the necessary people to ensure
there are no clashes with time, staffing and rooms. You must work closely with your
Deputy Headteacher responsible for operations and timetabling.
Use your communication and project checklists to ensure nothing is missed.

Steps to get started once your legals and timetable are sorted:

1. Decide on the date to publish the application forms and deadline for return.
2. Announce the opportunity through your school's intranet or assembly
3. Organise a time to process the applications and select the 30 students.
4. Send letters to the parents of the successful students
5. Arrange a time to set the context for the successful students.
6. Students receive the logins and start preparing for their induction.
7. You are now ready for the first hub event.

Resources
- **Communication Checklist**
- **Project Checklist**

7.5 The events to start your Hub - who does what and when

What needs Timetabling

Event	Description	Time	Staffing	Location
Research event	Meet & greet corporate sponsors and the university Researchers.	1-2hrs	Principal ISF	Face-2-face Or online
Teacher Induction	Meet & greet The LEAD team and the corporate Project Managers. Get familiar with MoodleLMS - the Learning Management System	75mins	ISF	Online
Setting The context for the students	Congratulating the students who were selected. Setting the context for the programme	30mins	ISF	Face-2-face
Student Induction	Students meet their mentors, LEAD Facilitator and get familiar with The Learning Management System.	60mins	LEAD	Online
LEAD DAY TO MAKE A DIFFERENCE (LEADD2MAD)	A day developing problem solving skills by students working on a real problem in collaboration with corporate employees.	1 day	LEAD Employees ISF	Face-2 - face on corporate site
LEAD Courses	Students complete 6 leadership challenges. Corporate mentors	x6 one hour mentoring sessions	LEAD	Online

	drive these challenges with the students.			
GOAL Models	Every month students are exposed to an executive, Head of.. or undergraduate	40 – 60 mins	LEAD	Online
Visits	These are visits to the theatre or to work places	1 day		
Showcase	Marks the end of a module. Students' work is celebrated and showcased.	60mins	LEAD ISF	Online or Face-2-face
Mid-course monitoring	A 30 minutes meeting to check how the course is going.	30min	ISF	Online

Resources
- **Timetables**
- **Course Schedule**
- **Setting the context for the students**
- **Mentors' list**

Resources such as timetables that are specific can be found on Moodle in the Specific School Communication

7.6 Designing and implementing strategic and tactical procedures to deal with the impact of constantly changing variety of data and variables during the school on the hub programme.

Any changes to variables in the school day such as staffing, rooms, events, time that would impact the mentoring session, must be reported to The LEAD Facilitator in good time.