



KS3/4 Training Plan

Head of Year or Form Tutor

Introduction

What does a Head of Year / Form Tutor need to be able to find out?

- Overall current performance of students in cohort/form
- Performance against expectation
 - Who is furthest away from expectations?
- What factors are affecting performance? e.g. attendance
- How groups of students (e.g. SEND, PP) are performing compared to the whole cohort
- Students not meeting headline measures
- Performance over time

The Basics

Navigation

- Introduce the Analytics homepage (changing username / password, announcements).
- Show the HELP > Analysing KS3/4 Reports section.
- Go to Reports homepage and explain the navigation.
- Open a data set and explain status, notes and data set information.
- Select 'Take me to the reports' > 'Students'. This will take you to the Grades Area – Totals Report – Students Level.

Grades Totals Report

- Give an overview of what the columns mean (comparing to the expected grades entered in the EAPs for this specific point in time). Explain how this allows you to quickly find groups of students working below track to achieve their expected grades.
- Show and explain basic navigation using blue navigation bar.
- Show the Key Characteristics, print and export buttons.
- Show and explain the On Track filters, if available.

Performance against Expectation

Filters

- Introduce the filters and show how they affect the report.
- For Form Tutors, click Filters tab > 'Add Filters' and select your form group, to filter the report to only include students in that group.

On Track

- Show how to sort and order using the Sort dropdown.
- Select 'Below Track' from the Sort dropdown, to view which students have the most grades below where they are expected to be in this term.
- Explain and demonstrate the Breakdown dropdown and how this can be used in conjunction with the filters or on their own.
- Select a filter in the Breakdown dropdown to add an additional column of data to determine potential causes for underperformance.
- Explain how this list can be used to create a Focus Group by a Sisra Admin to filter the reports in future by these students to track their performance, if required.

Filter Groups

- Navigate to the Grades Area – Totals Report – Filters Level, to easily identify any particular groups of students who are below track.

TASK 1

Current Performance

Grades Overview Report

- Navigate to Grades Area – Overview Report – Student Level.
- Explain how selecting 'All A8 Quals' in the Grade Type dropdown in the Options tab at the top will group all qualifications together based on points.
- Explain the layout and show the different grade types (e.g. 9-1, BTEC, bespoke 'life after levels' grades, etc.).
- Demonstrate changing from Count to Percentage, and Standard to Cumulative to show the 9-7 / 9-5 percentages per qualification.
- Sort by 'Average Points' to identify the highest and lowest performer.

TASK 2

Attainment 8 / Progress 8

A8/P8 Overview Report

- Navigate to A8/P8 Area – P8 Overview Report – Students Level.
- Explain that any Progress 8 scores will not be the official ones for current cohorts but can be used for modelling and identifying intervention.
- Explain colour coding.
- Sort by 'A8 Pts' and click 9-1 to view this in ascending order. See if any high performing students are achieving a negative Progress 8 score, which suggests they are not performing as high as expected.
- Sort by 'Tot Slots Filled' to see if there are any students who have not filled all slots.
- Explain that by drilling down via a student's name from the Students Level, you will be directed to the Student Detail area, but this can also be done using the navigation bar. This will allow you to see which slot/s are not being filled.

Compare

- Select a data set (e.g. Targets) in the Compare dropdown in the Dataset tab to show how to compare to other types of data.
- Explain the compare colour coding.
- Sort by 'A8 Pts (Diff)' and click '9-1 to switch between ascending and descending order, to find the students working furthest and closest to their Targets.

TASK 3

Basics 9-5 / 9-4

Basics Contribution Report

- Navigate to the Basics Area – Contribution Report – Students level.
- Ensure you still have Targets selected in the Compare dropdown.
- Click the Measures tab > 'Add Measures' to show who is not currently achieving 9-4 in English and Maths, but is targeted to.
- Show how this can also be done by using the Headlines Area - Charts Report.
- Click the Reset arrow on the Measures and Dataset tabs to reset these filters.

TASK 4

EBacc

EBacc Strong Pass Report

- Navigate to the EBacc Area – Strong Pass Report – Students Level.
- Click the Measures tab > 'Add Measures' to show who entered for the EBacc, but not achieving this.
- Click the Reset arrow on the Measures tab to reset these filters.

TASK 5

Group Analysis

Filter Groups

- Navigate to Headlines Area – Filters Report – Whole Cohort Level.
- Select a column in the Sort dropdown to sort this in descending order.

TASK 6

Student Performance

Student Detail Reports

- Go to Student Detail – Headlines Report – Students Level and select a student from the dropdown.
- Show the context information at the top.
- Show how the qualifications have contributed towards each Progress 8 basket.
- Navigate to the Student Detail Area – Overview Report – Students Level.
- Show the Overall section and how this displays how many qualifications the student is above/on/below track to achieve their expected grades.
- Show the Qualifications section to view the grades the student has achieved compared to their expected grades for that term.
- Explain how the EAP Diff columns show how far the student is from achieving their expected grades, in whole or sub grades.
- Explain how the Residual column provides a relative performance indicator showing how the student is performing in a qualification compared to their other qualifications.

TASK 7

Performance over Time

- Select Track in the Dataset tab to show how this displays the performance over time.
- Explain the tracker colour coding and how this shows increases or decreases in performance.
- Navigate to Grades Area – Totals Report – Student Level.
- Identify which students are improving or deteriorating using Average Point Score.
- For any students that have declined in their latest assessment, drill down into them and identify which subject they might have issues with.
- Explain that this report is extremely useful for conversations with other people i.e. on Parents' Evening.

TASK 8