

## IBSB Development Action Plan (draft)

The following are the immediate targets of our school and will develop over the next 13 months. An extend plan will be developed based on the targets below. The timeline will range between July 2009 and September 2010. The responsibilities will be allocated as per staff area of responsibility and expertise.

Improvement Target		Teaching and Learning		
Development priority		Action(Responsibility)		
Curriculum	<ul style="list-style-type: none"> <li>To improve the <b>monitoring</b> of the academic programme across the whole school</li> </ul>	<ul style="list-style-type: none"> <li>Regular unannounced (minimum of two a term) observations by line managers with specific focuses in line with the recommendations of ISI. These will be followed by a discussion with a person being observed, and a review date will be agreed (SMT assisted by HOD's in their departments)</li> <li>Regular unannounced drop - in visits to lessons ("<i>climbing for learning survey</i>" - unannounced 5 minute visits to lessons across the school at the discretion of SMT members) (SMT)</li> <li>Peer observations - All staff will take a minimum of two peer observations per term. Evidence of these will be kept in their folders. CT to monitor by keeping a copy of all the observations forms.</li> <li>A comprehensive set of tools and training <b>on Self-Evaluation</b> will be given to all the HOD's in September by CT. The <b>Self Evaluation</b> will take the whole year and it is going to be coordinated within departments by the HODs, and by Key Stage coordinators in the Primary School. A structured set timeline will be put in place and feedback given by middle managers to the Head of the School (CT)</li> <li>Termly work scrutinies – part of the Self-Evaluation process (SMT/HOD)</li> <li>Review, improve and monitor lesson planning (new medium term template) (SMT)</li> <li>Performance management program linked to quality of teaching and learning – Target meetings run by the Head of School at the beginning of the year followed by performance review meeting at an agreed date (CT/AC)</li> <li>Review of teaching, learning and assessment policy (SMT)</li> </ul>		<b>Monitoring</b>  The whole process will be carefully monitored by the Head of the School assisted by the SMT members
	<ul style="list-style-type: none"> <li>Implementation of a Routine <b>Self-Evaluation</b> Process on Departments</li> </ul>	<ul style="list-style-type: none"> <li>Training of management staff for improvement of teaching and learning. (CT/AB)               <ul style="list-style-type: none"> <li>RC – in June 2009 " Raising the bar: from good to excellent teaching and learning in your school" (Jackie Beere, Keynote Educational) – 1 day course in London: new OFSTED specifications; encouraging personal, learning and thinking skills in curriculum</li> </ul> </li> <li>Improvement of the professional development programme (provide UK training) with sessions specific to inspection recommendations: differentiation, active learning, independent learning (CT/AB)               <ul style="list-style-type: none"> <li>FT – in July 2009; "Foundation Stage Curriculum: from Policy to Practice" – Banks Philips Consultancy/ Institute of Education, University of London (Elaine England – Course Tutor and Andy Philips - Director)</li> <li>Colin Troy and Rosemary Taylor (UK trainers) 2 days training on Independent Learning, Learning Styles and Differentiation of all staff in the school in September 2009</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li><b>Review</b> and develop the quality of teaching within all departments</li> </ul>	<ul style="list-style-type: none"> <li>The equipping of all the classrooms in the Primary School and each department in the Secondary School with interactive whiteboards and wireless connection to the internet (AB)</li> <li>Training for use of interactive whiteboards</li> </ul>		
	<ul style="list-style-type: none"> <li>Encouraging the use of independent learning in lessons</li> </ul>	<ul style="list-style-type: none"> <li>Improve the transition policy and procedures, guidance, study guide, improving the Saturday morning revision lessons by involvement of more teaching staff (introduction of bonuses)</li> <li>Maintain contact with CIE regarding Pre U qualification (when this is available for International System)</li> <li>Maintain contact with AISB regarding the implementation of the IB qualification in the school</li> </ul>		
	<ul style="list-style-type: none"> <li>Develop the implementation of IT in lessons across the school</li> </ul>	<ul style="list-style-type: none"> <li>Review, improve and monitor teaching of art lessons(JB)</li> <li>Improve resources available; in house training where required from secondary school art department(JB)</li> <li>Join NSEAD (JB)</li> </ul>		
	<ul style="list-style-type: none"> <li>Improve exam results and provision for post 16 qualification</li> </ul>			
	<ul style="list-style-type: none"> <li>Further develop the provision for learning in art, particularly in the lower years of primary school</li> </ul>			

Improvement Target		Resource Acquisition	
Development priority		Action(Responsibility)	
<b>Facilities and resources</b>	<ul style="list-style-type: none"> <li>To improve school resources in order to facilitate the use of ICT in the curriculum</li> <li>To provide suitable area for the Art department</li> <li>To increase resources in the art department</li> <li>To review the provision for sport facilities across the school</li> <li>To review in classroom space the Primary School in order to improve the quality of educational experience provided</li> <li>To develop resources in order to facilitate independent learning</li> <li>To improve seating and shaded area on the playground</li> <li>To develop systems which accurately match resource provision with identified educational needs</li> </ul>	<ul style="list-style-type: none"> <li>Equip every classroom in the Primary School with a Interactive Whiteboard and the necessary training for teachers on the basic skills for how to use it (AB/CT)</li> <li>Equip every department in the Secondary School with Interactive Whiteboards and the necessary training for teachers on the basic skills for how to use it (AB/CT)</li> <li>Wireless internet in whole school</li> <li>The art room will move to another location with natural light (AB/CT)</li> <li>Further resource the art department in both in primary and secondary schools (AB/CT/JB)</li> <li>A new football pitch will be provided on the playground; semi permanent roof for the winter. This will improve the delivery of the PE lessons and the safety of our students (AB/CT)</li> <li>New neighboring building will be rented for the benefit of the Early Years/Foundation Stage.</li> <li>Improved play area for Primary School (AB/CT)</li> <li>To further resource secondary school library/study room for the sixth form (AB/CT)</li> <li>School board provides key stages/ departments with budgets from which needs can be prioritized(AB/CT)</li> <li>MT and heads of keys stages/ departments identify resource needs and place orders (HOD/AB)</li> </ul>	<b>Monitoring</b>
		The whole process will be carefully monitored by the Head of the School assisted by the SMT members	

Improvement Target		Governance and Management	
Development priority		Action(Responsibility)	
<b>Governance and Management</b>	<ul style="list-style-type: none"> <li>• Head of School Leadership training</li> <li>• To reorganize the management body and to broaden the range of expertise in order to meet the needs of a rapidly expanding school</li> <li>• To increase the day-to-day ,visibility' of the managers in the school</li> <li>• To monitor progress of development plans and ensure they are achievable and timeframes are realistic</li> <li>• To prepare and implement a school development plan with clearly articulated target outcomes, resource needs, funding and deadlines to ensure consistent and measurable school improvement over time.</li> </ul>	<ul style="list-style-type: none"> <li>• July 2009 CT – Developing Strategic Leadership for Senior Leaders two days training in London (Chris Banks BCP Director, Andy Philips – BCP Director) Banks Philips Constantly at Institute of Education, University of London (CT/AB)</li> <li>• A new structure of the management team has been put in place (The management team comprises the Ownership representative, Academic Head of the School and Deputy Heads, Head of Primary School and the Head of Pastoral Care). This will give a more coherent day to day management of the school. The Head of the School's teaching timetable has been reduced considerably so he can spend more time on monitoring the educational process (CT)</li> <li>• Improve the monitoring process across the whole school. Head of the School will be assisted by the SMT members. A log of any concerns will be kept and regular feedback through weekly SMT meetings (SMT).</li> <li>• Create a school development plan in line with ISI 09 report recommendations (SMT)</li> <li>• Ensure ownership and approval of the plan by school proprietors (AB)</li> <li>• Overview of the Development Plan available for stakeholders (AB)</li> <li>• Review plan regularly and update in line with SMT meetings, board meetings, reviews, inspections etc.(SMT)</li> </ul>	<b>Monitoring</b>  The whole process will be carefully monitored by the Head of the School assisted by the SMT members

Improvement Target		Use of standard English	
Development priority		Action(Responsibility)	
<b>Use of standard English</b>	<ul style="list-style-type: none"> <li>To ensure teachers use standard English to serve the best interest of learners</li> </ul>	<ul style="list-style-type: none"> <li>Review the standard of English and identify English Language learning needs amongst staff (SMT)</li> <li>Monitor use of standard English by teachers through lesson observations, informal observations and use in corridors (SMT)</li> <li>Make fluency in English a pre-requisite of all staff appointments through, e.g. interviews in English with range of staff (CT/AC)</li> <li>Investigate links for teacher exchanges with schools in the UK in order to support non-native speakers who wish to develop their English and teaching skills (by annual application to school board) (CT/AB)</li> <li>Conduct a feasibility study to provide training for staff whose English is not fluent (accurate) through British Council courses (CT/AB)</li> <li>Remind whole student community of the importance of good English to the values of a British International school through assemblies, form time etc (CT/AC/RC)</li> </ul>	<b>Monitoring</b>  The whole process will be carefully monitored by the Head of the School assisted by the SMT members

Improvement Target		Links with parents and community	
Development priority		Action(Responsibility)	
<b>Links with parents and community</b>	<ul style="list-style-type: none"> <li>To monitor the effectiveness of communications with parents</li> </ul>	<ul style="list-style-type: none"> <li>Develop an intranet system (each parent and student will be able to access the system directly from the website, the students will be able to access the school server and transfer data and the parents will be able to track their children)/IT Technician/CT</li> <li>Swift questionnaires available to parents visiting the school and during school events; these will help us constantly find out parents opinions and suggestions(CT)</li> <li>More structured and detailed students' and parents' questionnaires will be part of the self – evaluation process</li> <li>Review and improve the PTF (parents/teachers/friends association) – improve structure, constitution and involvement of the PTF in the schools life and development. Opening up membership to all parents and friends of the school and propose a parent as chairperson of the committee (CT)</li> <li>To review the information and publicity materials used [website, brochures etc.]</li> </ul>	<b>Monitoring</b>  The whole process will be carefully monitored by the Head of the School assisted by the SMT members
	<ul style="list-style-type: none"> <li>To continue to develop links with other organizations</li> </ul>	<ul style="list-style-type: none"> <li>Develop links with schools outside of Romania as part of the cross-curricular programme involving students and their families(SMT)</li> <li>Further develop the link with “Spiru Haret University” on students/teachers training programme (CT)</li> <li>New affiliation to the “American College of Greece”(CT)</li> <li>Involve the school in International competitions (eg: Art competition organized by the American College of Greece)(SMT)</li> <li>Gifted and Talented interschool events(SMT)</li> </ul>	

## Success Criteria

<b>Teaching and Learning</b>	Evidence of improved pupil engagement in lessons through observations etc, improved progress through assessment scores and exam results
<b>Resource acquisitions</b>	All areas properly resourced or awaiting delivery in line with educational needs as identified by teachers
<b>Governance and Management</b>	School Development Plan in place, approved by SMT and proprietors for public viewing (to parents etc)
<b>Use of Standard English</b>	Good quality English of teachers and students heard throughout the school by school managers and parents in lessons and corridors
<b>Links with parents and community</b>	Improved feedback from parents through questionnaires and meetings

- The Highlighted Paragraphs indicate the objectives which have already been achieved by the school between May 2009 – September 2009

AB – Aura Bogdan (Executive Director)

CT – Ciprian Tiplea (Head of School)

AC – Alan Cornish (Head of Primary School)

RC – Roy Chambers (Deputy Head/Head of KS3&4)

BL – Bogdan Iazar (Deputy Head/Head of KS5/Director of Studies)

JB – Jane Broadhurst (Head of Pastoral Care)

SMT – Senior Management Team

HOD – Head of Departments

**Medium/Long Term Plan (2 – 5 years)**  
**(Draft)**

- Additional floor in the Primary School
  - Improve Library and resources in the library
  - Improve ICT room (20 computers and one projector)
  - Improve teaching space – two more classrooms
  
- Improvement of Professional Development Programme
  - Improved regular training programme – Getting Trainers from outside of school or sending teachers for training sessions and conferences - COBIS, ISI, ECIS or CIE
  - Organizing a COBIS conference in our school
  
- Implementation of a radio station in the school.
  
- Buy neighboring new property in order to improve the present school site. This could give us the opportunity to build a gym, assembly room, lunch room and give us more space in the school building for teaching.
  
- Relocation to a new site of all the school or just for one of the schools
  
- Development of new satellite school in another Romanian city.