

Recommendation 3 in the guidance report, '**Adopt a structured but flexible implementation process**', contains checklists at the end of each phase to help leaders reflect on implementation in their setting.



Read more
A School's Guide to
Implementation
guidance report

All four checklists are outlined below.

Explore

- Are we confident that we have identified the right pupil need(s) by drawing on a range of data and perspectives?
- Have we selected an evidence-informed approach that meets pupil needs and is suitable for our setting?
- What is needed to implement this particular programme or practice?
- Are we aware of potential barriers and enablers to change in our setting?
- Is the approach feasible to implement?

Prepare

- Have we conducted implementation planning collaboratively so that it unites understanding?
- Is there a shared understanding of why the change is taking place, what it entails, and how it will be implemented?
- Have we selected a tailored package of strategies to implement the approach and address implementation barriers?
- Have we identified and empowered a range of people across the school who can support the changes?
- Are systems and structures in place to enable effective implementation?

Deliver

- Is delivery of the approach treated as a process of ongoing learning and improvement?
- Are systems in place to monitor implementation, identify barriers and enablers, and make improvements?
- Do staff feel supported by the actions of leadership?
- Is initial professional development being reinforced by follow-on support such as feedback, prompts, and reminders?

Sustain

- As new priorities emerge, is sufficient support in place to protect and maintain the implementation effort?
- Do leaders continue to acknowledge and support good implementation practices?
- Are a range of staff involved so that we aren't over-relying on individuals?
- Before deciding whether to continue, scale-up, or stop an approach, have we reviewed the previous implementation effort and outcomes achieved so far?