

SIAMS is a sequential process

Each of the core competencies plays a part

- Know the Framework and interpret in the school's context
- Manage inspection as a sequential process
- Communicate clearly in seeking evidence and conveying findings

The sequential process is the basis of secure judgements

- No stage may be skipped and all templates must be completed before embarking on the next stage
- Gaps in the process can lead to inaccurate judgements which can damage the school, the credibility of SIAMS and be the cause of a complaint.

Positive relationships help gather the best evidence

- Seek advice from the headteacher about who might join meetings to provide the best evidence and give an all-round perspective
- Achieve an honest, fruitful dialogue: welcome contributions, ask open questions, invite opinions, say thank you
- Employ a conversational style in discussions to avoid members of the school feeling they are being examined, and to ensure they feel they are valuable contributors
- Always inspect in a Christian manner.

LOE guide the process from beginning to end

- **LOE** are specific to the school, never generic
- **LOE** are a consistent focus from stage to stage until resolved
- **LOE** inform the timetable to avoid unnecessary activities
- **LOE** shape questions to draw out crucial evidence
- **LOE** help the school prepare

Pivotal to the process

- **LOE**
- **PINK BOXES**

PINK BOXES clarify your thinking on emerging judgements

Reflect, conclude, act

- What have you learned? Can you close an **LOE** or open up a new one?
- How does this change the next conversation?
- What further evidence do you need?
- How does it change emerging judgement? Can you confirm a judgement?

Line up the PINK BOXES and they will tell the story of the inspection

Well-informed leaders appreciate how the judgements emerge

- Keep leaders updated at critical points to avoid later challenges
- Regularly invite the headteacher to offer further evidence and to reflect on the process (follow prompts on template)
- Give high status to the mid-point update - a critical stage in the process. Justify your decisions, take leaders with you to a shared understanding and acceptance

Convincing final feedback is the result of following the process

- Stick strictly to the templates
- Explain judgements are provisional and subject to QA
- Address the inspection questions
- Give key messages in straightforward, unambiguous language
- Include brief illustrations to capture the school's identity
- Deliver difficult messages speaking truth in a Christian manner, without fear or favour

Practical points

- Check room arrangement to allow good eye contact with all present
- Avoid commenting on individuals (unless making a major impact), talk instead about policy and practice
- Do not invite debate
- Manage any final challenges by listening, recording what is said and referring the school to appeal procedures when necessary