HR & People Readiness Checklist

Aligned to Ofsted's new Education Inspection Framework – effective 10 November 2025

Your briefing and self-assessment tool for Senior Leadership Teams (SLT) and HR Leaders

1 Leadership & Governance

- ○ Do we have clear leadership structures and role clarity across SLT and middle leaders?
- ○ Are leadership responsibilities for inclusion, wellbeing and safeguarding explicit and evidenced?
- ○ How is succession planning documented and reviewed?
- ○ Are governors/trustees regularly updated with workforce data (turnover, wellbeing, CPD, absence)?
- ○ Do leaders model the organisational values, including inclusion and wellbeing?

2 Curriculum & Teaching

- ○ Does every teacher have access to CPD aligned with curriculum intent and the new framework?
- ○ Are professional development plans tracked and evaluated for impact?
- ○ Do appraisal systems link to teaching quality and inclusive practice (not just academic metrics)?
- ○ How do we ensure workload associated with curriculum planning remains reasonable?
- ○ Is there structured mentoring or coaching for early-career and developing staff?
- ○ Do staff have access to high-quality, evidence-informed, sustained and coherent professional learning programmes?

3 Attendance & Behaviour

- ○ Do staff feel confident and supported in managing behaviour consistently?
- ○ Are behaviour policies applied fairly and inclusively across all groups?
- ○ Are there mechanisms to review the emotional impact of behaviour incidents on staff?
- ○ Are absence patterns (staff or pupils) reviewed by HR and leadership jointly?
- ○ Is there proactive staff support when dealing with challenging pupil behaviour?

4 Achievement

- ○ Do staff understand how their contribution links to pupil achievement and school priorities?
- ○ Is performance management balanced between accountability and development?
- ○ How do we recognise and celebrate staff impact on pupil progress and achievement?
- ○ Are workload and data expectations proportionate and aligned with wellbeing commitments?
- ○ Is there ongoing CPD on assessment and feedback practice to ensure consistent standards?

5 Personal Development & Wellbeing

- Do we have a staff wellbeing policy and is it lived, not just written?
- Are wellbeing metrics (staff survey data, turnover, sickness) reviewed by SLT and governors?
- Is there visible support for mental health (EAP, wellbeing leads, counselling)?
- How is staff voice collected and acted upon?
- Are workload reduction initiatives reviewed and communicated regularly?

6 Inclusion

- Is inclusion embedded in recruitment, induction, and professional development processes?
- Do all staff receive regular training on SEND, equality, and inclusive pedagogy?
- Do staff feel valued and represented across gender, ethnicity, disability and background?
- Are HR policies (recruitment, flexible working, parental leave, adjustments) inclusive and up to date?
- Do staff understand their role in delivering inclusion – and can they evidence it through practice?
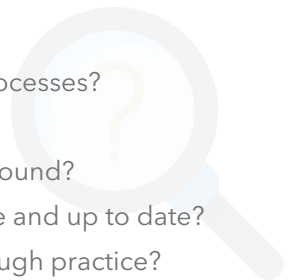
3 Safeguarding

- Are safer recruitment checks consistently evidenced and audit-ready?
- Do all staff have up-to-date safeguarding and Prevent training?
- Is the safeguarding culture clearly understood and led from the top?
- Are staff confident in reporting and escalation procedures?
- Is safeguarding workload (DSLs, HR casework) monitored to prevent burnout?

Cross-Framework HR Actions

- ✔ Conduct a People Strategy Audit mapped to the six inspection areas.
- ✔ Update job descriptions and appraisal templates to align with inclusion, wellbeing, and leadership competencies.
- ✔ Launch or refresh a staff wellbeing plan with visible leadership ownership.
- ✔ Build inspection-ready evidence portfolios for HR (wellbeing initiatives, CPD logs, staff survey analysis).
- ✔ Schedule a mock inspection HR review once changes are in place.