# **Outstanding Onboarding**

As a team of teachers, we understand the importance of having the resources available to support schools with a smooth and successful onboarding experience.

#### Step 1 - Your Administration Heroes

Training and support for office administration is delivered by former office administrators who understand the role. Your administration team can be reassured that they are not only receiving a world class Student Management System, but will be well supported on their journey. Introductory and ongoing training for Office Administrators will be via a series of interactive webinars or workshops held in the main centres by our Administration Heroes.

#### Step 2 - Establish your Change Leadership Team

This team should consist of those with the following skills and responsibilities:

School leader(s)

**SENCO** 

A leader who has a good overview of assessments (junior and senior) and reporting A key staff member who will lead school wide Hero professional development - someone with digital expertise

A classroom teacher

(Aim for approximately 6 people)

Identify who your school's Hero Lead/Liaison will be.

## Step 3 - A Hero Onboarding Consultant for you

Your consultant will have a combination of strong pedagogical knowledge, change leadership skills and software expertise.

### Step 4 - Working in Partnership

You will work with your onboarding consultant to customise the software to meet your needs, vision and direction. The Hero software is intuitive and can be personalised to reflect your school's local curricu-