

## Welcome call prompt for verifiers



1. Introduce yourself by name and role
2. State purpose of call:
  - a. Likely to take about 10 - 15 mins
  - b. Are they able to take call or would it be better to call back
  - c. If not successful in making call, then email key contact and suggest a time when you are available for them to contact you
  - d. Contact the LA rep if you encounter difficulties
3. Be encouraging:
  - a. Provide reassurance about your role ie supportive/ verifying evaluation school has made
  - b. Encourage them to give some background information about:
    - i. Themselves and their role
    - ii. Their school and any current issues(keep this conversation brief but it will help to gain an understanding of the context)
4. Provide an overview of the process and what to expect;
  - a. Explain approximate timings ie 3 to 3½ hours - either am or pm
  - b. Up to one hour to look through any written evidence cited in application (ask if room available for this)
  - c. About 30 mins with CPD leader (+ANO if want to have a colleague present) to discuss queries arising from application/evidence scrutiny.
  - d. Need to talk with representative group of staff (4-6 staff depending on size of school for approx 10-15mins each) drawn from: member of SLT - experienced classteacher - NQT - TA - admin/site staff - governor etc
  - e. Time to review evidence and consider recommendation (approx 15 mins)
  - f. Verbal feedback on recommendation/key areas for development (approx 15 mins)
5. Ask for contact to send a programme for the verification to you prior to the day with times - names and roles of staff etc
6. Negotiate a mutually convenient date and confirm time of arrival and departure
7. Check on car parking arrangements and where to meet
8. Check their contact details and state that a confirmation letter will be sent
9. Ensure they have your contact details and state they will also be in the letter
10. Check if there is any further information or clarification required and supply details if necessary
11. End on an update note to say that you are looking forward to working with them to support their application.