

# HPTschools Team Pulse Implementation Flowchart

**Step 1:** Team Pulse Programs inputs team lists with email contacts for School

School Rep to email (1) team structures with all staff email contacts; (2) Internal IT Dept. Rep details to: [pulseprograms@hptschools.com](mailto:pulseprograms@hptschools.com)

1	First Name	Surname	Email
2	Anna	Smith	<a href="mailto:anna.smith@education.com.au">anna.smith@education.com.au</a>
3	Simone	Johnson	<a href="mailto:Simone.johnson@education.com.au">Simone.johnson@education.com.au</a>
4	Bob	Jones	<a href="mailto:bob.jones@education.com.au">bob.jones@education.com.au</a>
5			
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**Factsheet No.2 Onboarding Sessions DIY**

**School Pulse Onboarding DIY**  
 Onboarding of the HPT School Pulse is usually done by your team as a Staff Professional Development session but can also be done by HPT schools leaders using the Factsheet.

To ensure all team members are fully engaged in the Team Pulse Program it is vital to hold a brief 15 minute onboarding session with all team members using the following factsheet.

The onboarding session addresses common questions around how teams can use the monthly monitoring tool to boost Team Health and how we ensure individual

**Step 2:** Orientation to Team Pulse Program for all staff as per DIY protocol – FACTSHEET 2

Principal communication across staff & website listed with IT for approved access.

Conduct the Short Onboarding DIY Session With Video/ Factsheet Discussion Per Team or Whole of Staff Session

**Factsheet No.1 Getting Started**

**1. What is the School Pulse Program?**  
 Pulse is a free HPT School Pulse that The HPT School Pulse is a brief (10 second) confidential survey that is completed by all staff members every Thursday morning. At the end of each month, your Team Pulse Scorecard is sent back to the team to discuss objectives, feedback and performance. The HPT School Pulse uses 4 simple questions to assess each of the 4 Key Performance Indicators (KPIs) of High Performance Teams (HPT) AND also measures Collective Team Efficiency (CTE).

**2. How do Pulse Surveys Work?**  
 Completing the HPT School Pulse Survey is easy! 1. Every Thursday at 7am [pulseprograms@hptschools.com](mailto:pulseprograms@hptschools.com) will send you an individual Pulse Survey to your personal email address. Please add this email to your address book to ensure that you always receive your HPT Pulse Survey email and it doesn't go into your spam inbox. 2. Once you receive your email in your inbox, click on the "Click here to answer the survey now" link. Open your link on a mobile device or use either Google Chrome or Mozilla Firefox web browsers. If you are accessing your individual Team Pulse survey via your desktop. 3. To answer the survey read each item and click the slider to record your rating. It's best not to overthink your rating but rather go with your 'gut feel' answer. You've finished! click the "submit" button at the lower left of the screen.

**3. Team Scorecards: What, When & How?**  
 1. At the end of the month your HPT School Pulse Scorecard will be sent to your team's nominated representative to be shared with all team members. The scorecard shows your team health for the month (individual pulse data remains confidential). 2. A short Team Debrief Conversation is then scheduled at your next team meeting to develop positive actions, to maintain Team Health for the month ahead. Information on obtaining your "Team Scorecard" are detailed [HERE](#).

**Step 3:** BAU – Team Pulse survey emailed to all staff every Thursday @ 0700 (completion via smart device or desktop)

**Step 5:** Monthly Debrief Conversation with Cohort Actions

**SAMPLE TEAM PULSE SCORECARD**

Dear Details, Please see your pulse card in the attached file. This is your team's monthly pulse scorecard. It shows your team's performance in the month and provides feedback on how you can improve. The scorecard is shared with all team members. The scorecard shows your team health for the month (individual pulse data remains confidential).

**1. Job Satisfaction**  
 Your level of job satisfaction and commitment to work.

**2. Performance Feedback**  
 How often you receive feedback on your work and whether you have any concerns.

**3. Peer Support**  
 How often you receive peer support and whether you have any concerns.

**4. Workload & Wellbeing**  
 How often you receive workload and wellbeing support and whether you have any concerns.

Monthly team scorecards to line managers shared with teams, to have debrief conversations and plan forward actions

**Step 4:** Pulse Data collated and Team Scorecard & Exec Summary Report to School Leadership Team

Monthly School Summary Report to Principal/ Executive Leadership

**12 HIGH PERFORMANCE TEAMS TEAM PULSE REVIEW & ACTIONS**

Team:	Month:	Participants:
HPT KPIs Job Satisfaction: 87% Performance Feedback: 82% Peer Support: 89% Workload & Wellbeing: 73% Collective Team Efficiency Score: 82%	Overall Performance Indicators Job Satisfaction: 87% Performance Feedback: 82% Peer Support: 89% Workload & Wellbeing: 73%	Discussion Notes & Actions

HPTschools Dashboard HIGH SCHOOL 50:40:10		Attendance												Minor Incidents												Student Self Efficacy												Home Group Participation												School Newsletter											
Domain	Factor	Prev Yr. Average	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	T17	T18	T19	T20																																							
Year Level	Year 7	92	94	94	93	92	93	93	93	92	92	121	113	124	92	98	117	105	95	103	71.4	76.3	75.2	61.2	65.3	75.8	76.3	4.0	4.1	3.9	3.2	3.4	3.5	3.7	3.7	3.6	3.7	4.1	4.1	3.9																					
Attendance	Year 8	91	93	89	90	90	91	91	90	90	91	90	110	108	118	105	112	100	90	87.4	83.1	79.4	55.4	57.4	72.3	78.8	3.6	3.4	3.1	2.9	3.2	3.4	3.5	3.4	2.7	2.8	3.2	3.3	3.5																						
Behaviour	Year 9	89	90	90	91	91	90	90	90	90	89	90	90	88	92	90	89	92	89	87.0	85.5	82.5	65.5	57.7	52.9	62.5	3.5	3.4	3.0	2.7	2.9	3.1	3.2	3.1	2.6	2.5	2.8	2.9	3.0																						
Participation	Year 10	88	91	90	89	90	89	88	88	88	88	90	88	92	88	88	88	88	87.0	84.0	82.0	67.0	59.0	55.0	65.0	3.6	3.3	3.1	2.8	3.0	3.1	3.2	3.1	2.5	2.6	2.7	2.8	2.9																							
Engagement	Year 11	90	92	91	91	91	89	86	87	87	86	87	86	88	86	85	88	85	88	82.0	80.0	78.0	64.0	54.0	44.0	4.2	4.1	3.8	3.4	3.6	3.8	3.9	4.1	4.0	4.2	3.9	3.7																								
Engagement	Year 12	90	93	92	90	91	90	89	89	89	88	90	90	89	88	88	88	88	87.0	83.0	81.0	67.0	58.0	52.0	69.0	4.2	4.1	3.8	3.4	3.6	3.8	3.9	4.1	4.0	4.2	3.9	3.7																								
Average	Average	79	80	81	81	81	80	80	80	80	79	80	80	80	80	80	80	80	80	80.0	78.0	77.0	65.0	55.0	45.0	65.0	3.8	3.7	3.5	3.2	3.4	3.5	3.2	3.1	2.8	2.9	3.1	3.2																							
Domain	Factor	Prev Yr. Average	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	T17	T18	T19	T20																																							
Year 7 A.C.N	Year 7 A.C.N	90	89	88	89	89	93	84	85	90	89	88	88	84	90	91	86	87	88	89	90	100																																							
Year 8 A.C.N	Year 8 A.C.N	85	87	95	95	95	98	82	80	85	87	86	68	74	79	75	73	75	75	75	92	100																																							
Year 9 A.C.N	Year 9 A.C.N	87	91	94	94	95	70	70	74	76	66	68	69	70	86	88	90	89	70	69	69	100																																							
Year 10 A.C.N	Year 10 A.C.N	88	90	91	92	90	82	80	82	84	82	60	62	55	64	85	85	90	94	78	78	100																																							
Year 11 A.C.N	Year 11 A.C.N	91	89	89	94	95	80	82	86	91	95	100	98	100	98	100	95	95	100	95	100	105																																							
Year 12 A.C.N	Year 12 A.C.N	97	92	97	97	100	91	92	95	100	95	100	98	100	90	100	95	100	90	100	95	100																																							
Average	Average	89	91	92	93	93	87	88	88	91	92	94	80	81	86	87	86	87	88	89	89	91																																							
Domain	Factor	Prev Yr. Average	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10	T11	T12	T13	T14	T15	T16	T17	T18	T19	T20																																							
Collective	Team Activity Cycle Completion	90	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y																																								
Collective	HPT Job Satisfaction	64	58	70	67	61	70	71	68	70	59	59	77	59	61	73	72	59	69	62	78	91																																							
Teacher	HPT Performance Feedback	68	63	75	64	61	72	68	67	63	60	60	69	71	53	66	63	69	73	74	75	64																																							
Efficiency	HPT Peer Support	77	79	61	67	74	76	68	72	60	65	75	78	84	61	70	59	61	57	62	62	62																																							
Efficiency	HPT Work/Life & Wellbeing	59	68	61	60	47	67	67	65	59	33	30	60	60	54	72	52	57	57	67	67	55																																							
Efficiency	Collective Team Efficiency	73	63	73	60	59	72	73	67	67	67	67	72	71	76	72	76	77	76	69	70	69																																							

Team Health: Executive Summary	Collective Team Efficiency (CTE)
Team CTE Score	82%
Year Level	87%
Teacher	82%
Student	89%
Parent	73%
Community	82%