

MATRIX SENIOR LEADERSHIP DEVELOPMENT PACKAGE OVERVIEW

*“Leadership is not a position or a title, it is action and example.
The best leaders are always evolving.”*



The Matrix Senior Leader Development Package is a comprehensive, flexible program designed to nurture leadership growth and enhance operational effectiveness for both new and experienced school leaders. This dynamic offering blends specialised training, personalised coaching, self-reflection, and practical resources to support continuous professional development.



Tailored Learning Experience

Our program is intentionally designed to accommodate the diverse needs of senior leaders. Rather than following a fixed, linear pathway, participants can customise their journey by selecting modules aligned with their role, experience, and professional goals. A Self-Assessment Task at the outset helps identify key development areas, enabling a personalised learning plan with targeted support.

Our commitment to Leadership Excellence

At Matrix, we are passionate about empowering Senior Leaders to thrive. Our supportive environment encourages leaders to apply their learning in real-world scenarios, fostering confidence and continuous growth. The program equips leaders with the tools, knowledge, and guidance needed to create a lasting impact within their schools and communities.

Program Modules & Resources

Each module provides a variety of learning opportunities, which may include:

- Workshops: Interactive in-person and virtual sessions featuring expert-led discussions and collaborative activities.
- Coaching: Personalised, ongoing one-to-one coaching to support leadership growth.
- Practical Experience: Hands-on application through shadowing, project leadership, and crisis management exercises.

Leadership Reflection and Growth

A cornerstone of the program is fostering personal and professional growth through structured reflection. This process encourages leaders to:

Enhance Self-Awareness: Consider actions, decisions, and their impact on the team and wider school community.

Align with Vision & Values: Ensure leadership practices consistently reflect the school’s mission, vision, and core values.

Track Growth & Progress: Record challenges, key learnings, and strategies for improvement over time.

Encourage Continuous Improvement: Cultivate a habit of regular reflection to refine leadership approaches and decision-making.

Facilitate Goal Setting: Establish actionable goals and monitor their effectiveness in promoting a positive school culture.

Modules

Module 1
Leading with Vision, Integrity
and Strategy

- Unit 1: Visionary Leadership: Defining Purpose and Direction
- Unit 2: The importance of Ethical leadership
- Unit 3: Strategic Planning

Module 2
Empowered Leadership: Managing
People, Priorities, and Change

- Unit 4: Delegation and Empowerment
- Unit 5: Effective Line Management for Staff Well-being, Accountability, and Growth
- Unit 6: Prioritisation, Time Management
- Unit 7: Building and Leading Effective Teams.

Module 3
The Art of Leading Others:
Communication, Challenge, and Direction

- Unit 8: Leading, Challenging, and Communicating Effectively
- Unit 9: Influencing and Inspiring Others Through Emotional Intelligence

Module 4
Thinking Ahead: Strategic Mindsets and
Bold Innovation

- Unit 10: Mental Models, Influencing Beliefs, and Evidence-Based Decision-Making
- Unit 11: Strategic Risk-Taking and Innovation

Module 5
Leading with Clarity: Communication,
Candour, and Implementation

- Unit 12: Communication, Candour, and Difficult Conversations
- Unit 13: Implementation as a Process

Module 6
The Leadership Mindset: Habits, Focus,
and Cognitive Performance

- Unit 14: Habits and Routines for Effective Leadership
- Unit 15: Overcoming Procrastination
- Unit 16: Cognitive Load and Working Memory

Module 7
Authentic Leadership: Trust, Well-being,
and Psychological Safety

- Unit 17: Leading with Authenticity and Building Trust
- Unit 18: Managing Anxiety and Promoting Well-being
- Unit 19: Fostering Belonging and Psychological Safety
- Unit 20: Resilience and Stress Management

Module 1

Leading with Vision, Integrity, and Strategy

Focus: exploring the basic elements that make leadership effective. This encompasses establishing a clear vision, being strategic, understanding roles and responsibilities, and setting an ethical tone for the school

Unit 1: Visionary Leadership defining purpose and direction

Objective: Align leadership actions with the school's mission, vision, and core values to inspire and guide the school community.

Key Learning Areas:

- Developing and articulating a shared vision that shapes the school’s future direction.
- Embedding the school’s mission and core values into leadership decisions and actions.
- Inspiring commitment to the vision through clear communication, collaboration, and consistent leadership behaviours.
- Creating a culture where the vision drives continuous improvement and collective responsibility.

Unit 2: The Importance of Ethical Leadership

Objective: Align leadership actions with the school's mission, vision, and core values to inspire and guide the school community.

Key Learning Areas:

- Demonstrating ethical leadership through consistent, positive actions for staff and students.
- Promoting fairness, transparency, and accountability in all decision-making processes.
- Fostering a collaborative and inclusive school environment built on respect, trust, and integrity.
- Embedding ethical standards into daily practices to strengthen the school's culture.

Unit 3: Strategic Planning

Objective: Develop and implement strategic plans that support the school’s vision, priorities, and long-term goals.

Key Learning Areas:

- Translating the school’s vision into clear, actionable strategic objectives.
- Identifying priorities to guide decision-making and resource allocation.
- Engaging stakeholders to promote collaboration and shared ownership.
- Monitoring and evaluating progress to ensure alignment with strategic goals and make data-informed adjustments.
- Anticipating challenges and implementing contingency plans to maintain strategic momentum.



Module 2

Empowered Leadership: Managing People, Priorities, and Change

Focus: Achieving excellence in school leadership through mastering school operations3. This involves strategic planning, change management, delegation, prioritisation, and effective line management structures.

Unit 4: Delegation and Empowerment

Objective: Empower staff by using delegation to build skills, confidence, and capacity within the team.

Key Learning Areas:

- Distinguishing between effective delegation and task offloading.
- Providing clear guidance and demonstrations to support skill development.
- Recognising delegation as an investment in staff growth and long-term team performance.
- Building trust and accountability through collaborative delegation practices..

Unit 6: Prioritisation, Time Management, and Managing Workload Effectively

Objective: Develop strategies to prioritise tasks, manage time efficiently, and optimise workload to achieve maximum impact while maintaining balance and focus.

Key Learning Areas:

- Identifying and focusing on high-impact priorities that drive key outcomes.
- Streamlining actions to concentrate on tasks that deliver the greatest results.
- Aligning daily tasks with the School Development Plan to ensure strategic focus.
- Implementing time management techniques to enhance productivity and effectiveness.
- Developing a structured approach to prioritisation, ensuring urgent tasks do not overshadow long-term goals.

Unit 5: Effective Line Management for Staff Well-being, Accountability, and Growth

Objective: Develop and sustain effective line management practices that foster staff growth, accountability, and well-being.

Key Learning Areas:

- Designing effective line management systems to ensure clarity, support, and accountability for staff development.
- Supporting staff well-being through empathetic leadership, fostering balance, and minimizing stress.
- Encouraging accountability and professional growth by providing regular feedback, development opportunities, and performance reviews.
- Managing change and transitions with clear guidance and reassurance, helping staff adapt positively.
- Building trust and relationships through open communication, respect, and collaboration to create a supportive school culture.

Unit 7: Building and Leading Effective Teams

Objective: To develop the skills needed to build, manage, and sustain high-performing teams within the leadership structure, ensuring clarity, collaboration, and accountability.

Key Learning Areas:

- Build leadership teams with diverse expertise and experience to maximize effectiveness in achieving strategic school goals.
- Define and communicate clear roles and responsibilities within the senior leadership team to ensure alignment with the school's vision and objectives.
- Foster a culture of trust and open communication within the leadership team, encouraging collaboration and the sharing of ideas, challenges, and solutions.
- Regularly assess the team's progress, celebrate achievements, and provide feedback to drive continuous improvement and ensure the successful implementation of school priorities.

Module 3

The Art of Leading Others: Communication, Challenge, and Direction

Focus: Developing resilience and growth through coaching. It emphasises leading and challenging others, remaining open to learning, and adapting directiveness based on the situation

Unit 8: Leading, Challenging, and Communicating Effectively

Objective: Develop leadership skills that balance challenge, support, and effective communication to foster continuous growth, collaboration, and a culture of improvement.

Key Learning Areas:

- Constructive challenge supports personal and professional growth while maintaining a supportive environment.
- Effective leadership balances high expectations with guidance to foster resilience and continuous improvement.
- Strong communication skills, including active listening and valuing diverse perspectives, help address concerns and drive positive outcomes.
- A culture of feedback and solution-focused conversations empowers teams to refine communication strategies and embrace continuous learning.
- Embedding a "Show me – How do you know?" mindset encourages accountability, evidence-based decision-making, and deeper critical thinking.
- Using questioning techniques and data-driven insights to challenge assumptions and drive informed leadership decisions.

Unit 9: Influencing, Inspiring, and Motivating Others Through Emotional Intelligence

Objective: Harness emotional intelligence to inspire, motivate, and influence teams, fostering a positive and high-performing school culture.

Key Learning Areas:

- Develop self-awareness, self-regulation, motivation, empathy, and social skills to enhance leadership effectiveness.
- Strengthen relationships and collaboration by understanding and responding to the emotions and motivations of others.
- Stay composed and solution-focused when navigating challenges, conflict, or resistance.
- Lead with integrity, emotional connection, and vision to motivate and empower teams.
- Recognise individual and team motivators to sustain engagement, morale, and long-term commitment.



Module 4

Thinking Ahead: Strategic Mindsets and Bold Innovation

Focus: Providing resources for leadership development to increase impact. This includes understanding mental models, encouraging strategic risk-taking and focusing on long-term strategic thinking.

Unit 10: Mental Models, Influencing Beliefs, and Evidence-Based Decision-Making

Objective: Develop a deeper understanding of how mental models, biases, and evidence-based thinking shape decision-making, enabling leaders to make more informed and strategic choices.

Key Learning Areas:

- Recognising how mental models influence perceptions, decisions, and leadership effectiveness.
- Identifying and challenging cognitive biases that may impact judgment and problem-solving.
- Using evidence-based approaches to guide decision-making and strategic planning.
- Encouraging a culture of critical thinking and data-driven decision-making within teams.
- Balancing intuition with analysis to make well-informed and impactful leadership decisions.

Unit 11: Strategic Risk-Taking and Innovation

Objective: Encourage calculated risk-taking to drive innovation and continuous improvement within the school.

Key Learning Areas:

- Developing confidence to take strategic risks in pursuit of school-wide improvement.
- Recognising that innovation often requires stepping away from traditional practices.
- Promoting a culture of learning, evolution, and forward-thinking.
- Balancing risk and reward by assessing potential impacts before implementing new initiatives.
- Encouraging experimentation and resilience in leadership to navigate uncertainty and change



Module 5

Leading with Clarity: Communication, Candour, and Implementation

Focus: Implementing transformational leadership principles. This involves honest and direct communication, managing the implementation process, and showing personal care.



Unit 12: Communication, Candour and Difficult Conversations

Objective: Facilitate open, honest, and respectful communication in challenging conversations to promote growth and clarity.

Key Learning Areas:

- Balancing care with direct challenges to foster growth and accountability.
- Mastering the skills to interrogate reality and confront difficult truths.
- Being present and genuine during conversations to build trust and understanding.
- Managing emotional responses—both yours and others’—to maintain productive dialogue.
- Using active listening and questioning techniques to navigate conflicts and find solutions

Unit 13: Implementation as a Process

Objective: Manage the implementation of change as a multi-stage process to ensure long-term success.

Key Learning Areas:

- Understanding the four stages of successful implementation: Explore, Prepare, Deliver, Sustain.
- Adapting leadership to guide teams through each stage effectively.
- Creating and maintaining momentum throughout the implementation process.
- Overcoming resistance and building buy-in to support lasting change.
- Using data and feedback loops to refine and adjust implementation strategies.

Module 6

The Leadership Mindset: Habits, Focus, and Cognitive Performance

Focus: Enhancing educational excellence through leadership development. It addresses habits, routines, overcoming procrastination, managing cognitive load and working memory



Unit 14: Habits and Routines for Effective Leadership

Objective: Utilise habits and routines to enhance leadership effectiveness and reduce cognitive load.

Key Learning Areas:

- Recognising how habits ease the burden on working memory.
- Identifying and cultivating beneficial leadership habits that improve decision-making.
- Understanding how cues can trigger and reinforce positive leadership behaviours.
- Designing structured routines to enhance productivity, focus, and well-being.
- Breaking ineffective habits and replacing them with sustainable, high-impact practices.

Unit 15: Overcoming Procrastination

Objective: Implement strategies to overcome procrastination, enhance focus, and increase productivity.

Key Learning Areas:

- Understanding the psychological causes of procrastination and how to address them.
- Breaking tasks into manageable steps to build momentum and reduce resistance.
- Managing stress and cognitive overload to keep procrastination at bay.
- Developing self-discipline and time-management techniques to sustain productivity.
- Using accountability and external motivators to maintain consistent progress.

Unit 16: Cognitive Load, Working Memory, and Clarity

Objective: Manage cognitive load to enhance decision-making, focus, clarity, and overall effectiveness.

Key Learning Areas:

- Understanding the limitations of working memory and avoiding overload.
- Prioritising tasks to reduce cognitive strain and maintain clear thinking.
- Using techniques to streamline tasks and improve mental clarity.
- Enhancing clarity in communication and decision-making by managing cognitive distractions.

Module 7

Authentic Leadership: Trust, Well-being, and Psychological Safety

Focus: The role of leadership in creating a positive school culture that promotes well-being and growth. This involves leading with authenticity and building trust, managing anxiety, fostering belonging and psychological safety, and building resilience.

Unit 17: Leading with Authenticity and Building Trust

Objective: Establish and maintain trust by leading authentically and consistently.

Key Learning Areas:

- Demonstrating authenticity, logic, and empathy in leadership practices.
- Aligning actions with values to build and maintain trust within the school community.
- Ensuring trust is built through consistent, positive daily interactions with staff and students.
- Creating a culture of psychological safety where individuals feel valued and heard.
- Addressing challenges and setbacks with transparency and integrity to sustain trust over time.

Unit 18: Managing Anxiety and Promoting Well-being

Objective: Manage personal and team anxiety to create a supportive, healthy work environment.

Key Learning Areas:

- Understanding the nature of anxiety and its impact on leadership.
- Managing "completion anxiety" to prevent burnout and stress.
- Fostering a calm atmosphere by preventing the spread of anxiety across the team.
- Identifying early signs of stress and anxiety to intervene proactively.
- Implementing stress-reduction techniques and creating spaces for open discussions around mental health and well-being.

Unit 19: Fostering Belonging and Psychological Safety

Objective: Create a school culture where everyone feels safe, valued, and included.

Key Learning Areas:

- Understanding how psychological safety contributes to a thriving school culture.
- Building a culture of trust and belonging through inclusive practices.
- Recognising the role of norming signals in creating a sense of community.
- Encouraging open communication and vulnerability to strengthen interpersonal relationships.
- Promoting diverse perspectives and ensuring all voices are heard and respected within the school environment.

Unit 20: Resilience and Stress Management

Objective: Build resilience to effectively manage stress and navigate leadership challenges.

Key Learning Areas:

- Developing resilience to maintain focus and well-being in high-pressure situations.
- Modelling perseverance and resilience for staff and students.
- Maintaining a positive school culture, even during difficult times.
- Using stress management techniques to recover from setbacks and stay motivated.
- Encouraging a growth mindset within the team to turn challenges into learning opportunities.





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