



## Teaching and Learning (Monitoring) Policy

### General

Responsibility for teaching and learning rests with the Headmaster. He will

- Oversee the allocation of lessons and the creation of the school timetable
- Ensure that suitable planning is in place for all subjects
- Ensure that assessment is carried out and used in a structured and useful way
- Ensure that lessons are delivered in accordance with school policies and that they are relevant, challenging, interesting and varied
- Appraise all teaching staff formally at least once every academic year

### Specific Roles

- Subject Coordinators will
  - Ensure that sufficient planning is prepared in advance of the school year and made available to staff in both soft and hard copy (the latter to be kept in the staff room)
  - Submit any orders for curriculum materials and stationery in good time for the start of term
  - Hold termly meetings with teachers of the subject in question to discuss progress of pupils and any plans for the future
  - Submit minutes of termly meetings to the Head
- The Head of Assessment will
  - Publish a document at the start of the academic year setting out which assessments are undertaken and at what time
  - Take responsibility for the administration of both internal and external assessments and subsequent collection of data
  - Circulate assessment data to staff and organise meetings by key stage to analyse, discuss and monitor the data collected
  - Liaise with the SENDCO to ensure appropriate interventions are initiated/continued
  - Observe all staff teaching at least once a term, either formally or informally, and make a written record (uploaded to the "Record of Observations" file located on Teams)
- Deputy Head (or other staff member as delegated by Headmaster) will
  - Oversee implementation of the school Induction Policy, with particular reference to behaviour, marking, handwriting, recording and reporting
  - Observe all staff teaching at least once a term, either formally or informally, and make a written record ((uploaded to the "Record of Observations" file located on Teams)
- The SENDCO will
  - Prepare and circulate IEPs for children in receipt of learning support
  - Monitor progress of all children with an IEP and suggest interventions as appropriate
  - Liaise with the Head of Assessment



- SMT will
  - Discuss teaching and learning as a specific item at every SMT meeting

January 2020	Document created	MF	
Reviewed: 4 September 2020	Role of subject coordinators added SLT becomes SMT	MF	
Next review: 4 September 2021			