

Oakwood Primary school

Curriculum Monitoring Policy 2015

Rationale

Close and regular monitoring of curriculum areas is essential to ensure that school policy is put in to practice and that high standards of teaching and learning continue. Close monitoring is also allied to the development and updating of policies, resources and teaching and learning.

The Head teacher's Role

The Head is responsible for the overall well being of the curriculum and to ensure this responsibility is fulfilled will:

- Have oversight of long, medium and short term plans
- Have oversight of all formal assessments from the Foundation Stage through to Year Six.
- Be fully informed in respect of all pupils under the care of the SEN subject leader/, G & T subject leader and monitor progress closely
- Monitor the progress of all pupils through consultation with class teachers and through tracking results
- Visit classes both formally and informally during the year to evaluate the quality of teaching and learning by viewing work and displays and talking to pupils.
- Review and set targets for development in annual Performance Management consultations with teaching staff.
- Enable Curriculum Leaders to fulfil their role by allowing them to attend courses and giving release time for policy review and development.

The Curriculum Coordinators Role

The Curriculum Coordinator is responsible for ensuring that policy is translated into practice, has a clear overview of the delivery of the area and needs to ensure the subject will continue to develop. When their subject is up for review subject coordinators will be given time to:

- View classes being taught a lesson in the focus area.
- Scrutinise plans for the long, medium and short term.
- Sample work from a range of abilities in each class
- Discuss the teaching and learning with teachers and pupils
- Identify strengths and weaknesses of the subject including possible INSET needs
- Share the outcome of monitoring with staff, focusing on sharing strengths and identifying areas of development.
- Identify resource needs and update as necessary
- Review and update policy (if applicable)
- Produce a summary to share with link Governor noting any actions as a result of monitoring.

Governors with responsibility for curriculum areas should arrange to meet with the subject leader to keep abreast of developments.

When a Curriculum coordinator's subject is not up for review then the responsibilities entail:

- Keeping abreast of new developments and informing staff
- Attending INSET
- Maintaining resources.
- Developing a subject portfolio with samples of work across the Key Stages
- Monitoring assessment results where applicable
- Offering support to staff as required

Less experienced coordinators will be supported by a more senior member of staff when required eg in undertaking paired lesson observations.

The Governors' Role

Governors are responsible for ensuring the delivery of the National Curriculum. Some Governors hold a particular interest in one area for which they will liaise with the subject leader at least once a year. All Governors make regular visits to school to view classes in action. The Curriculum sub-committee has oversight of all draft policies and in turn their implementation. All curriculum reviews are reported to Governors.

Dr. Arshad Jamal March 2015

Attachments: Subject Leader's Checklist, Subject Leader Report format

Subject Leader's Check List

Development Phase		Maintenance Phase	
Scrutinise plans		Compile/update portfolio	
View classes		Manage resources	
Monitor pupils' work/talk to pupils		Course attendance	
Discussion with staff		Monitor action plan	
Review/order resources		Update knowledge	
Review/update policy (if applicable)		Support staff	
Monitor results/evaluate standards*		Monitor results/evaluate standards*	
Organise INSET (if applicable)		Liaise with Governor*	
Lead staff meeting		Contribute to SDP/evaluate progress	
Write short report including any action points (put in SIP)			
Liaise with/report to Governor/s*			

**SUBJECT COORDINATOR
REPORT**

Name	Subject
Achievement & Standards	
Pupils' personal development and well-being	
Teaching & Learning	
The quality & range of curriculum, including resources/environment	