



Horsington Church School
"That they may have life, Life in all its fullness."
John 10:10



Monitoring the Curriculum

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 Headteacher's Role

The Head is responsible for the overall effectiveness of the curriculum and should:

- Have oversight of long, medium and short term planning: (short term planning will be in the format which best suits the individual teacher at a useful day-to-day level.
- Have oversight of all formative and summative assessments from the Foundation Stage through to Year Six.
- Be fully informed of attainment and progress of all key groups (SEND/Need to catch-up, disadvantaged and most able)
- Monitor the progress of all pupils through consultation with subject leaders and class teachers through tracking results (Pupil Progress Meetings)
- Visit classes both formally and informally during the year to evaluate the quality of teaching and learning through book scrutinies, learning walks, observations, drops-ins, talking to pupils, displays etc.
- Review and set targets for development in annual Performance Management consultations with teaching staff.
- Enable Curriculum Leaders to fulfil their role by providing appropriate and timely quality CPD and giving release time for policy review and development.

The Curriculum Leader's Role

The Curriculum Leader is responsible for ensuring that policy is translated into practice and has a clear overview of the delivery of the area. The Curriculum leader needs to ensure the subject will continue to develop by having a strategic monitoring and evaluation plan in place, for the school year and beyond which checks the on-going impact of key actions and strategies.

The monitoring cycle may include:

- Observing lessons with a clear focus on key groups.
- Scrutinising plans for the long, medium and short term.
- Sampling work from a range of abilities in each class
- Discussing the teaching and learning with teachers and pupils
- Identifying strengths and weaknesses of the subject including appropriate CPD needs
- Share the outcome of monitoring with staff, focusing on sharing strengths and identifying areas of development.



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- 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 Leader’s subject is not up for review then the responsibilities entail:

- Keeping abreast of new developments and informing staff
- Attending CPD
- Maintaining resources and managing the budget
- Developing a subject portfolio with samples of work across the Key Stages- our ‘floor books’
- Monitoring assessment results where applicable
- Offering support to staff as required

For succession planning purposed less experienced Leaders will be supported by a more senior member of staff when required eg in undertaking joint monitoring activities. Support will be tailored through the performance management process.

Subject Leader’s Check List

Development Phase		Consolidation Phase
Evaluate planning against progression		Keep portfolio current (Floor Book)
Book moderation, learning walks, observations, drops-ins, talking to pupils,		Manage resources
Discussion with staff		Update subject knowledge
Review update policy		Support staff
Organise CPD		Monitor results/ evaluate standards
Lead CPD		Liaise with Governors
Liaise/ report to Governors		Contribute to SDP
Monitor/ review/ amend		

Revised: October 2006

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