



SUBJECT LEADERSHIP POLICY

April 2020



Proverbs 11:14

Where there is no guidance, a people falls, but in an abundance of counselors there is safety.

Purpose

At Churchfields, we are constantly striving for the highest quality teaching and learning for all our children, across every area of the curriculum. As teachers we are expected to lead and coordinate whole school learning for a specific subject. This policy will provide a framework of guidance, which will emphasise our positive and collegiate approach to raising standards across every area of the curriculum, through support, motivation and continuing professional development, and to ensure that the subject leadership role is performed rigorously, efficiently and effectively. It will enable us as a staff to make an informed decision regarding standards, which will lead to the identification of areas for development. These areas for development could be linked to the needs of individuals, or become the focus of whole school initiatives, which will form part of the School Development Plan. The process of monitoring and evaluation will be seen as both positive and constructive, and is central to the school's self-evaluation process. As such, the purpose of this policy is to ensure that our monitoring and evaluation processes contribute to the improvement in teaching and learning and the raising of standards throughout the school. This is referenced in the National Teaching Standards which expect all teachers to:

Have a secure knowledge and understanding of their subjects/curriculum areas including: the contribution that their subjects/curriculum areas can make to cross-curricular learning; and recent relevant developments

And that all post-threshold teachers:

Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them

Aims

- To enable the sharing of good practice
- To raise standards of achievement
- To enable the sharing of ideas through discussion with colleagues
- To keep informed of developments with the curriculum
- To improve the quality of all areas of educational provision, including the support and opportunities for staff and children
- To inform the acquisition of resources and to enable the Senior Leadership Team to prioritise financial resources
- To help staff to identify their own personal development needs
- To enable us to make an informed judgement as to the standards throughout the school
- To improve the quality of teaching and learning

The role of the subject leader

The subject leader has a central role at Churchfields. The overall purpose of the subject leader is to contribute to school improvement and raise standards in achievement through the provision of high quality teaching and learning experiences for all children. At Churchfields Primary School the subject leader will:

Consult:

- With the headteacher who has responsibility for teaching and learning concerning the development of their area of the curriculum within the context of the school policies
- With other schools to promote the dissemination of good practice
- With other schools to ensure curriculum continuity and progression, common understanding of assessment practice and the sharing of resources and or/expertise
- With school Governors over the policy documentation and standards in teaching and learning
- With professional associations to draw upon their curriculum expertise and keep up to date with current thinking and research

Develop curriculum planning by:

- Having regard to and interpreting the local authority policy and national guidance
- Working with the Headteacher and staff to draw up/review a policy document for the specific curriculum area
- Working with the relevant teaching staff to draw up a units of learning, reviewing those plans subsequently to ensure continuity and progression, and monitoring and advising on the planning documentation to ensure breadth, balance and progression

Ensure effective implementation of the curriculum by:

- Working alongside other teachers to support staff in the classroom to inform their practice
- Model good teaching and learning, demonstrating their particular expertise in their subject
- Planning and delivering school based CPD or INSET in their curriculum area
- Keeping up to date on current thinking and research and share significant developments with staff
- Being proactive in their subject leader role by identifying priorities, assessing possibilities and recommending available courses of action
- Working with the Senior Leadership Team to convene meetings for staff to discuss, explain and agree work in their curriculum area. This will involve drawing up agendas, keeping minutes and notes of actions to take

Develop appropriate resources by:

- Developing a knowledge of the resources that are available nationally, regionally and locally e.g. resource centres, museums, area support groups, places of interest and visiting speakers Acquiring resources for the school
- Managing the resources within the school ensuring that they anticipate and reflect the planned curriculum
- Providing guidance to the staff on the resources available and the ways in which they can be used
- Maintaining resources and monitoring their proper use and storage
- Alerting staff to any health and safety issues relating to any specific items of equipment

Key elements of monitoring:

The subject leaders will undertake a regular programme of monitoring which will inform and provide evidence of standards and areas of improvement within their subject area.

The following activities will be built into an annual programme of monitoring:

Lesson observation/drop ins:

Once a term, the subject leader will 'drop in' to each class to gather evidence for their subject trail.

The key areas that will be explored will focus around aspects of learning and how resourceful, resilient and reflective they are, as well as how the classroom environment supports learning. These drop in sessions will be recorded on a set proforma and fed back to staff individually. Suggestions identified for improvement will become the focus for the following drop in session. Whole school areas for celebration and development will be the focus of a follow up staff meeting.

Work scrutiny:

Termly staff meeting time will be set aside for work scrutiny in order to gain an overview of teaching and learning standards and curriculum coverage for the subject. A selection of books from across the ability range in each year group will be scrutinised alongside the teachers planning. The focus may be subject specific if necessary but a general proforma (appendix a) will be used to ensure a consistency of approach, with key areas explored.

The work scrutiny will be carried out with the class teacher allowing for a professional discussion around aspects of provision.

Targeted focus for development will be formulated as a result of the work scrutiny which will be used to inform action plans. These will be revisited with staff each term to ensure accountability.

A celebration of strengths and good practice will be shared with staff.

Pupil interview

Pupil interviews will occur twice yearly to gather evidence of impact of teaching and learning on children and their attitudes to learning within each subject. The discussions will enable children to take responsibility for their learning and to understand progress and next steps.

The discussions will be videoed and notes taken for evidence on proforma. (see appendix b)

The outcomes will be fed back to teachers and staff at a subsequent staff meeting and the findings will be used to inform action plans.

The subject leader's file

The subject leader will collect a wide range of evidence. To enable it to be managed efficiently and effectively it will be stored in a subject leader file. It has been agreed that the subject leaders will keep a subject leaders file which should include such documents as subject policy, action planning, any external reports, relevant data, any monitoring carried out by the subject leader, CPD notes and budget information.

These folders will be shared with link governors and form part of a discussion on subject specific action, improvement and impact.