

MONITORING AND EVALUATION POLICY

All subject managers share in the responsibility for monitoring and evaluating the provision of their subject area and the progress made by the children within their subject area. Managers may offer model lessons to support staff development; they may team teach a lesson with another member of staff; they may observe teaching without participation.

Core Subjects:

All core subjects will be monitored each term. APP grids are to be used for English, Maths and Science; and work must be evidenced and annotated for three children in the class – one HA, one MA and one LA. (Not G&T or SEN)

English:

Work sample – one upper, one middle and one lower levelled copy of a piece of work is to be given to the Subject Leader once each term following the moderation meeting.

Over the course of the year each year group must provide exemplification of narrative, non-narrative and cross curricular writing.

Units of work sheet should be annotated to show which order in the term they are being taught.

Over the course of the year, a minimum of three lessons will be observed across the school, one from each key stage and one other.

Maths:

Work sample – one upper, one middle and one lower levelled copy of a piece of work is to be given to the Subject Leader once each term following the moderation meeting.

Over the course of the year three different areas of teaching must be evidenced.

Over the course of the year, a minimum of three lessons will be observed across the school, one from each key stage and one other.

Science:

Work sample – one upper, one middle and one lower levelled copy of a piece of work is to be given to the Subject Leader once each term.

Over the year these should cover AT2, 3, and 4.

One exemplar of AT1 levelled work must be given to the co-ordinator during the year.

Over the course of the year, a minimum of three lessons will be observed across the school, one from each key stage and one other.

ICT:

Work sample – one upper, one middle and one lower levelled copy of a piece of work is to be given to the Subject Leader once each term.

Over the course of the year, a minimum of three lessons will be observed across the school, one from each key stage and one other.

Foundation Subjects:

The following areas are to be undertaken by managers according to the rota for Foundation subjects:

Curriculum planning:

- Manager to collect the class teachers annotated term planning from the Head Teacher. (These should tally with the curriculum map for your subject.)
- The planning should be checked: are learning objectives clearly identified? Are outcomes clearly identified?
- Do the plans show progression throughout the school?

Lesson Observation:

- Over the course of the term, two lessons should be observed, one from each Key stage. (No teacher should be observed more than once per academic year for Foundation subjects.)
- Use the observation sheet provided, and give staff feedback by highlighting the sheet.
- It would be appropriate to visit reception class to see the EYFS aspect of your subject in action. This would not be an observation of the reception teacher, but an understanding of the foundations of the learning.

Work Sampling:

- Class teachers will provide an upper, middle and lower book/folder sample.
- You may wish to focus on one aspect and may wish the work to have an accompanying plan.
- All work sampling should include an element of checking for progression across the school, and expected KS levels.

Policy reviewed: Autumn 2017

Date of next review: Autumn 2020