

*'...those who hope in the LORD will renew their strength.
They will soar on wings like eagles; they will run and not grow weary,
they will walk and not be faint.'* Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

Reculver Church of England Primary School



Subject Leadership Policy

Date adopted by Local Governing Body:

Date of next Review: May 2020

Purpose

The work of a subject leader expands across the whole school and the effectiveness of development builds on existing practice. The purpose of this role is to improve the quality of the learning experience for all pupils within the subject and to raise and maintain the standards of achievement for all pupils, in line with the Christian Distinctiveness of the school.

Principles of Subject Leadership

OFSTED state that the subject leader should, 'Monitor and evaluate the curriculum content and standards achieved in order to ensure the overall effectiveness of the quality of education provided within their subject.'

Subject leaders have a responsibility to ensure that the school's curriculum promotes and sustains a thirst for knowledge, embedding a love for learning amongst the pupils. Subjects taught within school must develop opportunities for academic achievement, excellence and have a positive impact on pupil's behaviour and safety as well as developing their physical well-being, their spiritual, moral, social and cultural development.

Summary of Subject Leader Role

Subject Leaders should have a clear picture of their subject area and standards through:

1. Leading the development of their subject throughout school
2. Reviewing policies and schemes of work
3. Ensuring that planning and policies are put into practice i.e. review taught objectives through planning termly, monitoring samples of children's work termly to ensure that there is a progression of skills throughout the school.
4. Evaluating the effectiveness of teaching to enhance pupils' learning and improve standards of achievement: i.e. observe and monitor teaching and learning annually or more frequently as decided appropriate by the head teacher.
5. Reporting back to staff on curriculum developments and standards within the subject
6. Analysing SATs, and other assessment results, look for trends and feed this back into future development planning

The Role of the Subject Leader

Leading Development

Subject Leaders are required to provide the expertise needed to lead the development of their subject within school. This includes:

- Keeping up to date with specialist knowledge/developments i.e. research/courses at a local and national level. Attend network meetings as part of the Aquila Multi Academy Trust and Coastal Alliance of schools
- Ensuring the needs of teaching the subject are represented by cascading information i.e. delivering/organising staff in-service to enhance the quality of teaching and learning throughout the subject
- Ensuring the actions described in the school improvement plan or action plan are implemented
- Updating curriculum policies and schemes of work.
- Advising on assessment.
- Making presentations to meetings of governors or parents.
- Meeting with line manager at least annually as part of the Appraisal Cycle. This meeting will include a review and looking forward to ensure the subject continues to make a significant impact on standards being achieved at the school.

Subject Curriculum Policy

- Subject Leaders should ensure that all policies fully support the schools aims.
- Subject Leaders should review curriculum area/policy annually by completing a curriculum audit. This will inform the school development plan and a subsequent subject action plan will be formulated
- Feed back reviews and policies to interested parties such as the management team and the governing body
- Subject Leaders need to be fully aware of all the non-curriculum policies e.g. health and safety, school visits, behaviour and discipline, as these may have direct relevance to particular curriculum areas.
- National Curriculum and other guidelines must be referred to as they set down agreed practice and levels of safety.

Leading Teaching and Learning – Scheme of work

The Subject Leader is responsible for leading the development of schemes of work for their subject area. The scheme of work must focus on:

- National Curriculum requirements and guidelines
- The school's curriculum aims
- Key skills for development and how these progress across the school
- Activities to enhance teaching and learning and resources to enhance teaching and learning
- Assessment procedures
- Advise staff on how technology can support development in their curriculum area.
- Ensure that cross-curricular themes are included within the scheme of work.
- Ensure that the policy builds on the values and Christian Distinctiveness of the school

Leading Teaching and Learning – Resources

The Subject Leader has overall responsibility for the resources that are needed to enhance the teaching and learning within their subject. They have a responsibility to:

- Audit the resources within their subject
- Organise resource storage and upkeep
- Organise resource purchases and loan
- Manage the budget for their subject
- Review annually the effectiveness of the resources used and update as and when necessary
- Ensure technological resources or software packages are advised and used effectively to enhance the quality of teaching and learning

Monitoring and Evaluation

Subject Leaders have a responsibility to ensure that planning and policies are put into practice and support and guide staff in preparation for teaching by:

- Supporting staff in the teaching of the subject
- Support staff in the teaching of the subject to pupils of all abilities
- Organise Staff development within the school
- Monitoring teaching objectives through reviewing termly planning
- Assist/ advise on the teaching and delivery of curriculum objectives
- Monitoring samples of children's work termly or as deemed appropriate by the head teacher
- Writing policies, schemes of work and guidelines
- Developing and enhancing resources
- Planning assessment opportunities
- Planning staff INSET and development opportunities

Medium and Short Term Planning

The Subject Leader should ensure that planning:

- Is consistent in standards throughout the school.
- Establishes continuity in the teaching and learning throughout the school.
- Corresponds to policies and schemes of work.
- Establishes clear learning objectives.
- Matches the children's needs.
- Clearly links with the work children undertake in the classrooms.
- Supports and guides teaching.
- Can be used to monitor what is taught.
- Is a manageable task.

Each term all Subject Leaders will collect samples of written/recorded work from each year group. At times short term planning will be required to assist with monitoring outcomes.

Once the Subject Leader has obtained information from monitoring their subject, they will need to analyse it so that they can decide on where the priorities lie for future development and action. The Head teacher and governors will be informed of these priorities via a written summary.

Evaluating the effectiveness of teaching to enhance pupils' learning and improve standards of achievement

Subject Leaders have a responsibility to ensure that teaching and learning is effective and improves the standards of achievement by:

- Conducting lesson learning walks regularly, providing feedback which will enhance pupil's learning or improve the standards of attainment within the subject
- Conduct pupil voice
- Ensure that there is progression within the subject across the school
- Liaise with feeder high schools and nurseries over subject continuity
- Ensure the school follows statutory and school advice regarding the teaching of the subject
- Ensure that purchases are effectively used
- Leading staff in developing high standards within the subject
- Have clear methods of assessment and ensure data received is fed back to staff to develop and enhance attainment and progress
- Use data, where available, to look for trends over time and report these to SLT and governors

Appendix 1: Content of a Subject Leader's file at Reculver CE Primary School.

	Date	✓
Leadership Section		
Up to date copy of the subject policy		
Copy of the School Plan with relevant sections highlighted		
Copy of SEF summary with relevant sections highlighted		
Last Ofsted Report with relevant sections highlighted		
Subject Action Plan		
Subject Self Evaluation		
Reports prepared for SLT and / or Governors		
Notes of Visit or reports from external sources e.g. LA/MAT		
Evidence of collaboration with other schools		
Learning & Teaching Section		
Profile of teaching within the subject		
Audit of needs of staff		
Professional Development plan for teachers and support staff e.g. INSET, courses, mentoring & coaching, visits to other schools etc.		
Professional Development impact reviews		
Planning examples		
Monitoring Section		
Monitoring timetable		
Lesson Observations		
Pupil Voice interviews		
Planning scrutiny		
Pupils work scrutiny		

Learning walks including behaviours for learning		
Environment monitoring		
Monitoring of impact of CPD		
Moderation evidence (internal & external)		
Achievement & Standards Section		
Raise Online		
Making Figures Speak		
End of Previous Year Attainment and Progress Data (cohorts & vulnerable groups)		
In Year Attainment & Progress Data (cohorts & vulnerable groups)		
Targets and projected outcomes		
Data evaluations / analysis		
Curriculum and Provision Section		
Long Term Plan		
Medium Term Plan		
Progression of skills, knowledge and understanding across the school		
Outline of the organisation and systems to deliver the curriculum – how is the subject taught?		
Interventions and provision for Pupil Premium with impact data		
Interventions and provision for SEND with impact data		
Interventions and provision for other vulnerable groups with impact data		
Provision for Gifted & Talented		
Examples of case studies for individual children and groups		
Relevant section of the National Curriculum for reference		
Details of any wider curriculum activities to promote the subject e.g. clubs, events etc.		

Management Section		
Budget records; expenditure and impact		
Resources audit		
Pro-formas of all forms used in subject for consistency across the school		