

# CHINTHURST SCHOOL



## Monitoring Teaching and Learning Policy

TB WB SN February 2016 (REVIEW DATE February 2017)

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## MONITORING TEACHING AND LEARNING

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### WHOLE SCHOOL POLICY

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#### Teaching

Monitoring the teaching that takes place is an essential process for ensuring that high standards of teaching are maintained throughout the school. A number of procedures are being implemented at Chinthurst to assist this process:

- **School Performance Management System** – all teachers are appraised under the school performance management programme. (See 'Performance Management Policy'.)
- **Head of Department** – it is the responsibility of the Head of Department to monitor all the teaching within his/her Department: observing lessons / examining lesson preparation / inspecting pupils' work / marking / examination setting / assessing test and examination results etc... This can take place both formally and informally.
- **Shadowing** – 'shadowing' lessons is a useful method for exchanging and learning other teaching ideas and styles. It is the responsibility of the Head of Department to ensure that 'shadowing' does take place within his/her Department. Every teacher should aim to shadow at least one lesson per term. This will need to be planned carefully as it may require lesson cover to be arranged.

#### Learning

Effective teaching cannot take place in isolation without effective learning occurring. Learning can be monitored in a number of ways:

- **Lesson Observations** – seeing how pupils respond in class and how motivated and challenged they are. Ask them questions etc...
- **Pupils' Work** – looking at pupils' exercise books and files to see the standard of their work and the short and long-term progress they have made.
- **Results** – assess pupils test and exam performances to see individual and group progress and standards

It is the responsibility of the Head of Department to monitor the 'learning' that takes place throughout his/her Department. This may be done both formally and informally.

Each Head of Department will meet annually with the Deputy Headmaster to discuss the Teaching and Learning in his / her department.

### **Suggested programme for HoD monitoring:**

- (1) HoD observe every teacher in Department at least once during the year.

Brief feedback / record meeting and observations.

- (2) Collect selection of 'exercise books / files' (approx. 6) for each group, before autumn half term and spring half term. Meet with each teacher to discuss.

- (3) Assess results of 'standardised tests ' and internal / external exams. Compare with any 'targets' set for improvement or any 'predicted / expected' grades.

Maintain records of these departmental results / records for easy instant reference. Record briefly that meeting took place.

At the end of each academic year as part of the 'End-of-Year Departmental Review', the Head of Department will report on the 'Teaching and Learning' in his/her Department. A copy of this review is then given to the Deputy Headmaster.