



# CASTILION PRIMARY SCHOOL

Engage, Enthuse, Empower

## Amadeus

Primary Academies Trust



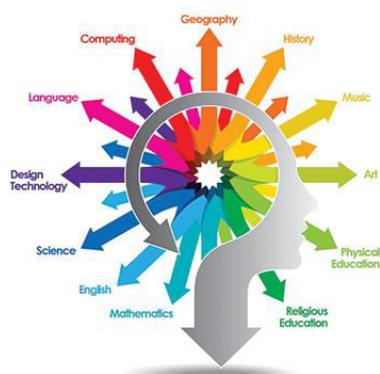
Limitless Learning Together

Reviewed	Agreed by Staff	Review Date	Committee responsible for review
September 2020	September 2020	When necessary	Learning and Achievement

## SUBJECT LEADER POLICY

### 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.



# Subject Leaders

### Leadership Pathway

At Castilion, each member of staff follows a structured leadership pathway. This enables all members of staff to gain the necessary leadership skills to enable them to be effective subject leaders. Full details are contained within the school's Leadership Pathway document.

### Leadership Pathway Summary (specific to subject leadership)

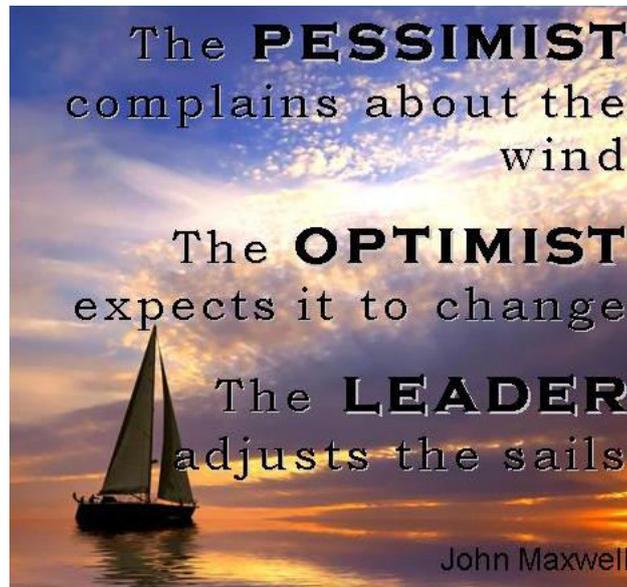
Timescale	Opportunities	Support
NQT	<ul style="list-style-type: none"> <li>Shadow subject leader</li> <li>Termly report to Governing Body</li> </ul>	<ul style="list-style-type: none"> <li>Appraisal process (NQT induction)</li> <li>Termly feedback following Leadership team review</li> </ul>
NQT+1	<ul style="list-style-type: none"> <li>Subject leader or shadow subject leader</li> <li>NQT+ 1 programme includes subject leadership training</li> </ul>	<ul style="list-style-type: none"> <li>Coaching pairs</li> <li>Appraisal process</li> <li>Termly feedback following Leadership</li> </ul>

	<ul style="list-style-type: none"> <li>• Coaching pairs</li> <li>• Termly report to Governing Body</li> <li>• Partnership subject leader meetings</li> <li>• Moderation file used to support accurate assessment</li> <li>• Subject Leader's Work Plan</li> <li>• Provide staff training</li> <li>• School visits</li> </ul>	<p>team review</p>
Middle Leadership	<ul style="list-style-type: none"> <li>• Subject leader</li> <li>• NPQML or bespoke partnership training</li> <li>• Coaching pairs</li> <li>• Termly report to Governing Body</li> <li>• Partnership subject leader meetings</li> <li>• Moderation file used to support accurate assessment</li> <li>• Subject Leader's Work Plan</li> <li>• Provide staff training</li> <li>• School visits</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors subject leader</li> <li>• Coaching pairs</li> <li>• Appraisal process</li> <li>• Termly feedback following Leadership team review</li> </ul>
Senior Leadership	<ul style="list-style-type: none"> <li>• Strategic overview of subject effectiveness</li> <li>• Subject leader</li> <li>• NPQSL or bespoke partnership training</li> <li>• Coaching pairs</li> <li>• Termly report to Governing Body</li> <li>• Partnership subject leader meetings</li> <li>• Moderation file used to support accurate assessment</li> <li>• Subject Leader's Work Plan</li> <li>• Provide staff training</li> <li>• School visits</li> </ul>	<ul style="list-style-type: none"> <li>• Mentors subject leader</li> <li>• Coaching pairs</li> <li>• Appraisal process</li> <li>• Termly feedback following Leadership team review</li> </ul>

## 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:

- Leading the development of their subject throughout school
- Reviewing policies and schemes of work
- Ensuring that planning and policies are put into practice i.e. review taught objectives through planning termly, monitoring samples of children's work termly or as deemed appropriate by the head teacher
- 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.
- Reporting back to staff on curriculum developments and standards within the subject
- Analysing SATs, and other assessment results 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
- 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 the head teacher at least annually as part of the Performance Management Cycle. This meeting will include 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 curriculum audits. This will inform the school development plan and a subsequent action plan will be formulated
- Feedback 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 or producing curriculum grids 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
- 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.

#### 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**

- Medium term plans are half termly– usually longer than four weeks
- Short term plans are weekly

Each Subject Leader should receive from each teacher (stored on server), at the beginning of each half term a copy of their medium term plan indicating which curriculum objectives are being taught, making links to schemes if necessary, and identify any assessment opportunities.

The Subject Leader should ensure that the 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.

## **Moderation folder**

Each term all Subject Leaders will collect samples of written/recorded work (top, middle and bottom), from each class. This is followed by a report to the teacher. 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 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 teaching and learning is effective and improves the standards of achievement by:

- Conducting lesson observation, 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 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 feedback to staff to develop and enhance attainment and progress

### **Subject Leaders Planning File**

- Subject leaders keep a file. The contents are standardised. See 'Subject Leaders Planning File CPS'.
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Signed: Head Teacher

Date:

Signed: Chair of Governors

Date: