

1. The Monitoring of Teaching and Learning by Subject Leaders and Co-ordinators

Purpose:

- To monitor your subject across the school
- To provide any specialist subject support needed
- To promote high standards
- To prepare an overview report on the subject
- To evaluate the progress that pupils make

Remit:

To visit the classrooms of colleagues to help promote and evaluate the subject and to report back to senior managers, governors and other staff.

Date and time arranged – by agreement

- see checklists to understand the task

nb. The purpose is not to formally write up the lesson as an inspector or senior staff member would when formally monitoring performance – it is to monitor the subject, provide help where needed and celebrate success, so the subject leader has an overview.

2. Subject Leaders' Monitoring Teaching and Learning

Name of subject leader/co-ordinator: _____

Name of class visited: _____

Staff present: _____

Pupils present: _____ No: _____ Age: _____ Boys: _____ Girls: _____

Topic of lesson: _____ Date of visit: _____

Time visited: _____ Length of visit: _____ Time of feedback: _____

Feedback/discussion afterwards: YES / NO

ASK Is the checklist completed as evidence? YES / NO

YES/NO		
	1	Was the scheme of work being followed?
	2	Was the teacher aware of what was expected re curriculum?
	3	Was the medium-term plan in place?
	4	Were resources used adequate?
	5	Were resources appropriate for age and ability?
	6	Was work looked at? Comments?
	7	Was work levelled? From _____ to _____ Range? Moderation needed? Marked and annotated?
	8	Was there a display of the subject? Photographed?
	9	Was there evidence of contribution to SMSC (spiritual, moral, social and cultural development plus personal development)
	10	Was ICT used in the subject – any evidence?
	11	Evidence of Literacy?
	12	If appropriate, evidence of Numeracy in the subject?
	13	If appropriate working towards accreditation/recognition certificates?
	14	Any training needs identified?
	15	How does teacher plan from medium to short-term plan?
	16	Was the teacher confident in the subject?
	17	Were the pupils learning?
	18	How is progress tracked/assessed – seen? Explained?
	19	Any issues that arose?
	20	Feedback to SMT/SLT/HT