

The Abbey

MONITORING POLICY

1. Policy Statement

Teachers responsible for subjects will, as part of their job description, attend and evaluate lessons, as will, the Director of Studies and the Master.

Teachers should not regard monitoring as threatening, but as a means by which the teacher responsible for the subject gathers information so that the learning taking place in the subject, the teaching taking place and the pupils' attitude to the subject can be evaluated to identify good practice and aspects where improvements can be made.

2. Procedure

2.1 An important part of monitoring is lesson observation. It is expected that the teacher responsible for the subject will observe one lesson per year group per academic year. This will be supplemented by the Director of Studies and the Master observing lessons. When observing a lesson, the teacher responsible for the subject will focus on:

- How the lesson relates to the scheme of work.
- The quality of the teachers' planning.
- The effectiveness of the teaching, eg does the teacher fulfil his/her aim?
- The pupils' attitude in the lesson, eg are the pupils stimulated and what do the pupils learn?

Following a lesson, feedback should be given by the teacher responsible for the subject as soon as possible. A written record of this feedback should be provided for the Director of Studies who will, in turn, send a copy to the Master. When the Director of Studies or the Master observe a lesson, again feedback will be provided and a written record will be sent to the teacher responsible for the subject.

2.2 Observation of Pupils' Written Work.

In order for teachers responsible for subjects to have a balanced view of the teaching and learning taking place in their subject, in addition to observing lessons, they must also review pupils' exercise books. Therefore it is expected that the teacher responsible for the subject will review exercise books from each year group in their subject per academic year. When reviewing the exercise books, the teacher responsible for the subject will focus on the following questions:

- Is the work in line with the scheme of work?
- Have the learning objectives been covered?

- Is there evidence of progress present?
- Is there evidence of effective assessment taking place?
- Is there evidence of a contribution to broader education, eg use of ICT, literacy skills, numeracy skills, cross curricular links and SMSC development?

Again, feedback should be given by the teacher responsible for the subject as soon as possible. A written record of this feedback should be provided for the Director of Studies, who will in turn send a copy to the Master.

The Master and Director of Studies will set dates when they will review year group exercise books (usually over a weekend). Books are to be handed in on the Friday and will be returned on the Monday. Following these reviews, year group teacher meetings will be organized and feedback will be provided.

2.3 Conclusion

It is hoped that by having this policy in place the quality of teaching and learning will always be of a high standard, teachers responsible for subjects will be effective managers and each subject will be well organized and stimulating.

Author: NJG

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