


Monitoring of Teaching and Learning policy	
DATE OF REVIEW: Spring 2024	
DATE OF NEXT REVIEW: Spring 2026	
TO BE REVIEWED BY: Teaching & Learning committee	

Hatherleigh Community Primary School has developed a system of monitoring to ensure that our learning and teaching meets the needs of all our pupils, ensures good progress and provides them with an appropriate balance of subjects across the curriculum.

The monitoring of learning and teaching is planned within the framework of our whole curriculum. Subject leaders will have main responsibility for monitoring their own curriculum areas with the support of the headteacher, leadership team and governors.

Aims

Through the process of monitoring it is our aim to:

- Plan and review collaboratively so that pupils can achieve their potential
- Use our own strengths to support and develop others on the team
- Gather evidence of teachers' practice and its impact on pupil progress to inform our self-evaluation
- Gather evidence of professional development and its impact on pupil progress
- Use the strengths of external agencies to further our own professional development
- Know when we have achieved our goals
- Have a clear understanding of what future developments the school will need to undertake

The Development of Skills in Monitoring Learning and Teaching

As a team, which seeks to develop its strengths by using the expertise available within it, we will work together to:

- Recognise and use each others' strengths
- Know how to give and receive encouraging and positive feedback which also promotes and enables development to improve pupil progress
- Use agreed pro-forma for recording monitoring and giving feedback, verbal or written
- Refer to the most recent framework for inspection when monitoring
- Refer to the schools' Teaching and Learning Policy, SDP and SEF when monitoring
- Use information gained through monitoring to analyse pupil's needs
- Use information gained to measure the impact on outcomes for pupils of actions taken
- Use information gained to set targets for further improvement

Management of Monitoring and Evaluation

The person with overall responsibility for monitoring in Hatherleigh Community Primary School is the Headteacher. Their role is to oversee monitoring to ensure that it provides enough information to measure progress and set clear and attainable targets for further

development. The Headteacher, supported by the Leadership Team, is also responsible for ensuring that all staff receive support and advice on learning and teaching issues where necessary, and that links with external agencies and organisations are maintained.

Monitoring Timetable

As part of our annual monitoring cycle we will ensure that:

- Every teacher is observed regularly
- Teachers are informed when monitoring will take place and are clear about the focus of and purpose for monitoring. A professional dialogue following any monitoring activity takes place within one working day and development points are clearly stated in written feedback and signed off.
- Teachers regularly carry out a scrutiny of work to identify the impact of their practice on pupil progress. This will include the impact of target setting, planning, marking and teaching on pupil progress. This will be fed back in staff meetings.
- Teachers have opportunities in staff meetings to monitor aspects of their work, problem solve and share good practice.
- Subject leaders will monitor and contribute to all medium and long term plans for their curriculum areas.
- Subject leaders will monitor the effectiveness of resources in their curriculum area to enable planned teaching.

The process, analysis and impact of monitoring will be reported to governors through the relevant committees.

Resources

Teachers will be supported with release time where appropriate to undertake their subject leader monitoring roles by consultation with the Headteacher at a time which creates minimum disruption and expense.