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**Subject Leader Policy**

In caring about excellence and each other, and in promoting enjoyment and happiness through fulfilment, the members of Longton Primary School community believe in

**CARE through respect, support and togetherness**

**GROW through choice, opportunity and imagination**

**SHINE through challenge, achievement and celebration**

SUBJECT LEADER POLICY

Longton Primary School

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.

**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:

1. Leading the development of their subject throughout school
2. Reviewing policies and schemes of work
3. 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
4. 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.
5. Reporting back to staff on curriculum developments and standards within the subject
6. 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**

The Subject Leader is responsible for leading the development of and monitoring of their curriculum area. The curriculum plan 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
* 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
* Writing policy
* Developing and enhancing resources
* Planning assessment opportunities
* Planning staff INSET and development opportunities

**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
* Complete an audit of children’s learning
* Conduct pupil voice interviews
* Ensure that there is progression within the subject across the school
* Liaise with feeder high schools 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

This policy will be reviewed in line with the policy cycle.

Signed:

Date: