

## **MONITORING AND EVALUATION POLICY**

### **AIM/PURPOSE**

The purpose of the policy is to ensure that the school has rigorous and effective systems for quality control. The aim is not to check on teachers, but to make sure that education is delivered in the best possible way; that teaching and learning is excellent, that the opportunities of all our students are maximised and that staff are given appropriate guidance and training to deliver their professional responsibilities to the highest standards.

### **GENERAL PRINCIPLES**

Throughout the school year, we need to ensure that individuals and teams are working to best effect; that areas of strength are highlighted, that good practice is shared and that professional support is provided to colleagues in order to improve effectiveness. Monitoring and evaluating is intended to achieve these outcomes. The systems outlined will enable the middle and senior managers to better understand the strengths and weaknesses of their teams and to become involved in the necessary support, advice and guidance to bring about continued school improvement.

### **MONITORING AND EVALUATION POLICY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL**

1. The annual SEF, RAISE On-line and School Profile will be evaluated by the Leadership Team, Subject Leaders and Governors. This will allow all parties to appreciate the school's context and to be aware of school performance and trends. Such meetings will also consider data produced by the Local Authority, and progress towards agreed targets. The School Evaluation Form (SEF) will be updated annually by the Head during the October half term.
2. During the final ten days of the first half term of each of our three terms, each Subject Leader (SL) will monitor teachers within their department. Each teacher will receive a feedback sheet and a hard copy will be kept in the SL's monitoring file. The SL will be expected to make the file available to the Curriculum Deputy on request. It is not expected that the process should be unnecessarily onerous and it is anticipated that it can be carried out within the normal course of SL's visiting lessons within their department.

Monitoring may take place during a lesson and through individual conversations as appropriate. Although the method of monitoring can be flexible and tailored to meet the needs of individual members of staff and different departments, there should be rigour and accountability in the process. Any comments and/or points for action will be recorded on the monitoring sheet.

The areas for monitoring will be lesson planning, classwork and homework. Lesson planning will be monitored in a lesson and by looking at teachers' planners. The SL will look for evidence that department schemes of work are followed, that there are clear learning objectives, that the lesson is well structured and that tasks are in line with students levels or target grades. Classwork can be monitored in a lesson but a SL may prefer to take in a sample of pupils' work. Evidence that work has recently been marked and that the mark scheme is being followed will be sought. Homework should be

monitored within the lesson by looking at students' planners and their work. The SL should look for evidence that homework is being set on a regular basis in line with the school homework timetable. This will be followed up by January and April/May reports written in a common format covering the following issues: quality of teaching and learning, successful events, issues affecting progress and main priorities.

3. Performance Management lesson observations will take place during the second term, January to April. Each teacher will arrange two observations with his/her line manager, ideally one at KS3 and one at KS4. Confidential feedback, in writing and received within 24 hours, will identify areas of strength as well as areas for development. At the beginning of the academic year in September, a Performance Management Review will take place. At the meeting, a minimum of three targets will be agreed for the current school year. One will be linked, where possible, to student progress at KS4.
4. Each subject will have a formal curriculum link with a member of the Leadership Team. The purpose of the "link" is:
  - To assess the typical lesson by lesson experiences of the students, not lessons and classes chosen in advance by teachers.
  - To identify good or outstanding practise, to promote such practises within the department and across the school, thereby improving learning and encouraging professional development.
  - To use the observation time to scrutinise between 3-5 examples of students' work. The presentation of students' work will also be commented on (see Marking and Feedback Policy).
  - To identify how the department has developed since the previous years monitoring and is responding to whole school issues.

Between October and December, the LT colleague will spend time monitoring the Department as follows:

- (a) A pre-monitoring meeting of the Department to 'set the scene', discuss and answer questions. Any whole school emphasis will be made known in advance, e.g. AfL, literacy.
- (b) An assessment with the Subject Leader of whether recommendations from the previous year's monitoring have been acted on and to confirm that priorities identified in the Department's current Development Plan are being addressed.
- (c) Within a defined 2 day period during the period of monitoring, two observations of each teacher, each a minimum of 30 minutes duration. Ideally, written or verbal feedback will be provided to the teacher within 48 hours. Lessons/teachers graded as "requiring improvement" will receive appropriate support and be re-observed by the same observer as part of "quality control".
- (d) During the observations, a scrutiny of students' books to be undertaken and recorded. (See point 4 above).
- (e) Observation to focus on the following whole school priorities identified in the 2015-16 leadership team monitoring:  
i.e. marking and, in particular, assessment for learning.

- (f) At the end of the process, a report for the department will be produced summarising the monitoring outcomes and identifying priorities for the forthcoming year. The report will be based purely on the observation of lessons and scrutiny of work. The report will be circulated and discussed at a post-monitoring department meeting.
  - (g) The subject leader will meet with the relevant member of the Leadership Team for a six month review of progress.
  - (h) KS5 will be incorporated into the process.
5. Senior Tutors are to complete an interim report by the end of the first term and full report by the start of the third term. The reports will cover student behaviour, attitude, academic progress, attendance and punctuality. A follow up meeting between the Senior Tutor, Head of School and Deputy Head (Student Support) will be arranged between January and mid February and before the end of the school year to discuss the reports. The reports will be used to identify students who require additional intervention and provide documentary support where staffing changes are implemented. The Deputy Head (Student Support) will provide a common template for each of these reports.
  6. At appropriate times of the year, parents and students will be invited to complete questionnaires on key aspects of school life; for example, homework, extra-curricular, etc. Half-termly meetings with the Student Council by the Deputy Head (Student Support) will also be arranged. The Student Council will, in turn, report back to other students through their form Tutorial Groups.
  7. Observations of the progress of year groups will be carried out by members of the Leadership Team at particular times of the year. For example, Y11: following the mock examinations, Y7: the Sept to Oct 'settling in' period, Y10: second part of the first term. This is in addition to the daily P3 and P5 monitoring of lessons by the Leadership Team.
  8. External examination results will be discussed by the Head and Deputy Head (Curriculum) and reported on at the autumn meeting of the Full Governing Body.

### MONITORING AND EVALUATION

The policy will be discussed by the Leadership Team in conjunction with staff, recommendations considered by the Standing Committee and changes ratified by the Full Governing Body.