

# Queen Elizabeth's Grammar, Alford

## A Selective Academy



### Monitoring Policy

#### Purpose

- To ensure that the implementation of the policies of the academy is upheld consistently across all areas of the academy
- To ensure that curriculum delivery is effective, efficient and consistent
- To ensure that learning and teaching exhibit both continuity and progression
- To ensure the provision of effective pastoral support
- To encourage, identify, recognise, and share good practice

#### Guidelines

##### *Subject Leaders*

Book checks are to be carried out on a termly (new) basis (ie 6 times a year) to recognise and acknowledge good practice and to ensure standards (as exemplified in the departmental documentation and elsewhere) and policies (ie Written English) are maintained, in particular:

- Work is set according to the Home Learning timetable and marked at least every two weeks (to help with which, all work should be dated)
- There is an appropriate frequency of teacher marking (as opposed to pupil marking)
- Formative comments (not just grades and marks) are used either in the body or at the end of every piece of work and detailed comments outlining strengths and areas for improvement are given on a termly basis (ie approximately once every six weeks)
- There is ample evidence of pupils responding to advice given using purple pens
- The academy's grading policy is being followed (OGSU)
- The work standard is acceptable
- The work's presentation (including tidiness, legibility, neatness) is acceptable
- Marks and comments do not obliterate the pupil's work and are legible
- Appropriate material is being covered.

In addition, within their areas of responsibility, Subject Leaders should:

- Ensure that academy and departmental policies are implemented as intended
- Be aware of the work of each department member in the classroom, through regular lesson observations
- Identify and implement useful improvements to classroom practice and departmental administrative practice
- Talk to pupils about their work and concerns
- Ensure that the teaching environment, text books and teaching materials are stimulating, interesting and relevant
- Check reports to ensure they are accurately completed and that constructive comments are made. There must be mention of what is being done well and what can be improved.

Formal departmental meetings must be held according to the calendar and minutes (word-processed) sent to the Headteacher.



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### *Heads of School*

Heads of School should:

- Oversee the work of their tutors
- Meet monthly with tutors, to ensure that policies are communicated effectively and to discuss practice
- Observe tutorial and registration periods to check consistency of practice, the effectiveness of the tutor (see 'Role of the Tutor') and the implementation of the Tutorial Programme
- Monitor student progress, behaviour, dress and use of form bases
- Check interim and end of year reports.

### *SLT*

The members of SLT should:

- Oversee the work of the Subject Leaders and Heads of School, meeting with them monthly, or more frequently if required, to ensure the effective monitoring of departmental/pastoral practice
- Monitor consistency of practice around the school in all matters
- Support, acknowledge and encourage good practice
- Carry out book checks every two terms and talk to pupils about their work and concerns
- Monitor rooms and the general environment, general ambience, display and tidiness
- Develop an overview of the academy's classroom-based work by observing lessons, carrying out 'drop-ins' and monitoring pupils' work across all subjects and years.

**Monitoring of newly appointed staff is in accordance with the Induction of New Staff Policy.**

### *Governing Body*

The Governing Body should:

- Monitor the work of the academy through its monthly meetings and subcommittees, with regular presentations being given at governors' meetings by Subject Leaders
- Through Link Governors, liaise regularly with Subject Leaders and arrange periodic visits to the academy.

