Learning and Teaching Monitoring and Evaluating Calendar 2022 – 2023

SLT Monitoring

Alongside Departmental Reviews, CL book trawls, lesson observations etc, SLT will complete termly Learning and Teaching monitoring. This monitoring will focus on different focus areas over the three terms. The foci will be shared with all staff prior to the monitoring taking place.

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| Week Beginning | Department | Form of SLT Monitoring |
| 14/11/22QFT and use of retrieval | English, Humanities, PSHCE (subject to change due to TT) | Learning walks (20 minutes) and book trawls |
| 21/11/22QFT and use of retrieval | Maths, PE, Performing Arts, DT | Learning walks (20 minutes) and book trawls |
| 28/11/22QFT and use of retrieval | Science, MFL, Computing/Business Studies | Learning walks (20 minutes) and book trawls |
| 27/2/23Assessment, marking and feedback | Maths, PE, Performing Arts, DT | Lesson observations (30 minutes) and teacher deep dive. Feedback given to staff. |
| 6/3/23Assessment, marking and feedback | Science, MFL, Computing/Business Studies | Lesson observations (30 minutes) and teacher deep dive. Feedback given to staff. |
| 13/3/23Assessment, marking and feedback | English, Humanities, PSHCE (subject to change due to TT) | Lesson observations (30 minutes) and teacher deep dive. Feedback given to staff. |
| 5/6/23Challenge for All | Science, MFL, Computing/Business Studies | Lesson drop in (10-15 minutes) and student deep dive |
| 12/6/23Challenge for All | English, Humanities, PSHCE (subject to change due to TT) | Lesson drop in (10-15 minutes) and student deep dive |
| 19/6/23Challenge for All | Maths, PE, Performing Arts, DT | Lesson drop in (10-15 minutes) and student deep dive |

Departmental Monitoring/Reviews

At three points throughout the year, CLs are to complete a Departmental Review using the attached proforma. Preparation for the monitoring can take different forms, e.g.

* Evaluation of SoW/monitoring that SoW are being followed
* Marking and Feedback – Book trawls
* Lesson drop ins and lesson observations
* Assessment marking/grading moderation
* Student voice/deep dive
* Homework (completion, engagement, evaluation etc)
* Intervention (in class and records etc)
* Peer/reciprocal observations

CLs should follow the calendar below to inform when certain monitoring should take place, and evidence from this monitoring, along with feedback from SLT monitoring, should be used to write the Departmental Review. Where applicable, Seconds in Department should be encouraged to be part of the Departmental Review.

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| Departmental Review | CL Monitoring (week beginning) | Date Due |
| 1QFT and use of retrieval | 29th November 2022 and 6th December 2022 | 16th December 2022 |
| 2Assessment, marking and feedback | 9th February 2023 and 13th February 2023 | 31st March 2023 |
| 3Challenge for All | 15th May 2023 and 22nd May 2023 | 30th June 2023 |

Learning and Teaching Documents used for Monitoring and Evaluating (all to be updated for the start of September 2023):

Ruskin lesson expectations

Quality First Teaching at Ruskin expectations

Lesson observation feedback proforma

Book trawl feedback proforma