



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.

Week Beginning	Department	Form of SLT Monitoring
13/11/23	Science, Humanities, DT	Learning walks (no more than 15 minutes) and teacher deep dive
20/11/23	Maths, PE, Performing Arts,	Learning walks (no more than 15 minutes) and teacher deep dive
27/11/23	English, MFL, Computing/Business Studies, PSHCE	Learning walks (no more than 15 minutes) and teacher deep dive
4/3/24	Maths, PE, Performing Arts, DT	Lesson observations (30 minutes) Feedback given to staff.
11/3/24	Science, MFL, Computing/Business Studies	Lesson observations (30 minutes) Feedback given to staff.
18/3/24	English, Humanities, PSHCE (learning walk)	Lesson observations (30 minutes) Feedback given to staff.
3/6/24	Science, MFL, Computing/Business Studies	Lesson drop in (10-15 minutes)
10/6/24	English, Humanities, DT	Lesson drop in (10-15 minutes)
17/6/24	Maths, PE, Performing Arts, PSHCE	Lesson drop in (10-15 minutes)

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.

Departmental Review	CL Monitoring (week beginning)	Date Due
1	27/11/23 and 4/12/23	15/12/23
2	26/2/24 and 4/3/24	25/3/24
3	13/5/24 and 20/5/24	Department Development Plan 2024-2025 due 5/7/24

Learning and Teaching Documents used for Monitoring and Evaluating:

V:\a.DEPARTMENTS\TEACHING AND LEARNING\QA Documents

Ruskin Lesson expectations

Quality First Teaching at Ruskin expectations

Lesson observation feedback proforma

Book trawl feedback proforma