**Action Plan 1 September 2013 – June 2014**

(Priorities)

**Issue: Embedding new Teaching and Learning Policy throughout the School**

**Present Situation**

* New outline for Learning and Teaching Policy was shared with staff at SDDs throughout the spring term 2013
* Principal has observed all teaching staff during 2012-13 school year and feedback has focused on the key areas discussed and agreed during staff training
* The focus of the last two years on AfL has helped establish the principle and practice of sharing best practice throughout and across departments
* Focus on AfL over the last two years has helped staff to embed formative assessment practices (such as effective questioning, sharing learning intentions, feedback for improvement and peer and self-assessment) more meaningfully into routine classroom practice
* A few areas have now been identified as being in need of further development throughout the school. These include: meeting individual needs; effective teaching approaches; collaboration; differentiation; Gifted and Talented. These will be the focus for the next few years.

**Outcomes:**

* All staff will be familiar with new Teaching and Learning Policy
* New lesson plan template will be in place for lesson observations
* Agreed review sheet will be in place for all lesson observations
* Vast majority of all lessons observed will be in the good to outstanding category
* HoDs, as well as line managers and the Principal, will be involved in departmental observations
* Staff will receive prompt formative feedback on lesson observations
* Staff training sessions will be held to introduce new Teaching and Learning policy and to share best practice regarding effective learning approaches, meeting individual needs etc
* Departmental schemes of work will be reviewed and revised in light of the new Teaching and Learning Policy

**Actions to bring about development:**

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| **What has to be done** | **Who will do it** | **Date** |
| Existing Teaching and Learning Policy to be revised in light of recent staff training On-going. To be reviewed in future SDD sessions | CMC/SLT | Aug 2013 |
| New Teaching and Learning Policy to be shared with all staff  This has been shared on SDDs and in Twilight sessions and with pupils. Twilight agenda and school powerpoint. | CMC/SLT | Aug 2013 |
| Staff training will focus on aspects of T&L policy which require further embedding eg meeting individual needs, active learning approaches. Major focus on plenaries autumn 2013. Observation sheets and HoD notes. | CMC/SLT | 2013-14 |
| Staff will be given time during newly established twilight sessions to audit, revise and update schemes of work in light of new Teaching and Learning policy; support and help to be offered by SLT/Line Managers. On-going | SLT/HoDs | 2013-14 |
| Lesson observations will be used to evaluate progress and to enable staff to reflect on their own practice. HoDs observe departments formally and informally. Head observing all departments from November 2013. Observation feedback sheets. | HoDs/line managers | Twice a year |
| Departmental agendas to include sharing of best practice in Teaching and Learning. On-going | HoDs | 2013-14 |
| Teaching and Learning Policy summary diagram to be displayed in all classrooms. Finalised by staff and with Printer | CMC/HoDs | August 2013 |
| Examples of best practice to be collated, shared and reviewed across departments during Twilight sessions. Best practice being shared see Staff Training Evaluation document | SLT/HoDs | Twilight sessions 2013-14 |
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**Resource Implications/Costings:**

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| --- | --- |
| **Resources** | **Cost £** |
| Inset time on SDDs/twilight sessions for all staff | N/A |
| Inset time for line managers | N/A |
| Departmental time to focus on good practice in teaching and learning | N/A |
| Staff cover to allow for lesson observations | 1000? |

**Success Criteria:**

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| Lesson observations will show that teaching staff are following the new Teaching and Learning policy and that lessons are in the good to outstanding category |
| New lesson plan template will focus teaching appropriately |
| Formative feedback from lesson observations will support staff in their professional development |
| Revised schemes of work will reflect renewed focus on active learning and range of learning styles as a result of staff training and sharing of good practice |

**Strategies for Monitoring & Evaluation:**

SMT Agenda and Minutes

Departmental Agenda, Minutes and Schemes of Work

Meetings with newly appointed line managers

Formative feedback from lesson observations

PRSD

To be Reviewed June 2014 Interim Review Dec 2013