Edwalton Primary School – Monitoring and Evaluation Timetable 2015-16 – September 16 update

	Autumn	Spring	Summer
Continuous: **By HT; DHT; SLT;** **All staff for area** **of responsibility.**	Maintaining an overview of standards through random sampling of work, gaining views of stakeholders including pupil conferencing, planning scrutiny. Moderation of assessments. Review and analysis of assessment data; identifying gaps & barriers to learning. Agreeing strategies with teams to "close the gaps". Implementing those strategies. Identifying training needs for staff and providing a programme of continuous professional development to meet priority training needs. Evaluate planning by Key Stages & Year teams. OFSTED foci: Pace. Independent learning. Raise standards and Report to SLT Key Stage meetings & GB.		
Head	• Performance Management Review for all staff – setting targets for the new school year – new team leaders inducted • Induction of new staff & • CPD provision with TSA Trust	• Mid –year Performance management review for all staff – progress towards targets • Maintaining overview of pupil progress via termly meetings with class teachers • Evaluating success of SIP via feedback from subject Leaders & SLT.	• End of year Performance Management review for all staff – progress towards targets - evaluation • Maintaining overview of pupil progress via termly meetings with class teachers • Evaluating success of SIP via Curriculum Audit by subject Leaders & SLT.
Head/SLT/HLTA	• PM observations of Teaching Assistants (TAs) • Performance management review for TAs – setting targets for the new school year	• Mid –year Performance management review for TAs – progress towards targets • Other Resp - Key Stage, SLT & Core Subject Leader	• End of year Performance Management review for TAs – progress towards targets - evaluation • Final sign off in early Autumn
SLT	• Collate School Improvement Plan for new year • Analysis External data via RAISE online, FFT, PP & O Track • Learning walks, book scan, planning scrutiny and lesson study moderation.	• Analysis of data across the school – Big Picture • Gathering the views of stakeholders through cycle of questionnaires-Parent Ev Q.	• Evaluation success of School Improvement Plan • Collate feedback from SL Curriculum Audits – trends? • Establish priorities for coming year for new SIP over summer
Key Stage Leaders/TLR	• Monitoring teaching and learning, establishing & monitoring consistency across the Key Stage. Focused observations of teaching and learning across Key Stage • Maintaining overview of pupil progress across the school. Impact . Review. Monitor SEN & other interventions across Key Stage & review strategies		
SENCO	• Focused observations of TAs and SEN Pupils Monitoring and sampling of work of SEN pupils Monitor impact of Provision Maps for personalised learning & intervention folders in FS • Termly analysis of value-added progress of all groups, including FSM, LAC, EAL, Pupil Premium, Vulnerable Children and G/T – to report to SLT & Governing Body Monitor VA by TAs		
Core subject Leaders: Numeracy, Literacy Science Computing EYFS/KS1	• Meeting curriculum governor – write & share new Action Plan – identify key areas for development in subject • Analysis of data for value-added progress in subject using O track – across the whole school • Focused observations of teaching and learning in subject. Identify training needs of staff; provide CPD • Regular work sampling to evaluate written outcomes (an hour once a fortnight – random sampling	• Review Action Plan and progress in subject & priorities. • Monitor progress in subject . O track data analysis • Termly work sampling to evaluate written outcomes • Monitor – focus within subject- views of stakeholders, via pupil conferencing, questionnaire, etc • Moderation of assessments in subject • work sampling to evaluate written outcomes (an hour once a fortnight – random sampling	• Curriculum Audit to evaluate progress in subject • Identify areas of improvement for new school improvement plan. • Review SIP Action plan. Meeting with curriculum governor discuss priorities for the school for next year • Evaluate written outcomes through work scrutiny • Moderation of assessments in subject
Foundation	• Collecting evidence of strengths & development points in subject using subject leader folder, observations, work sampling – across the whole school		
Class Teachers	• Continuous monitoring of planning for own class/team/groups – Literacy, Numeracy, Weekly planning – annotating / highlighting / evaluating • Continuous review and reflection on own pedagogy – striving to improve own practice and personal professional challenges • Continuous assessment for learning of own pupils – setting & sharing learning targets, monitoring & review of next steps for learning. • Regular analysis of pupil attainment & progress, via O Track. Termly feedback to Head via Pupil Progress meetings. • Termly reporting to parents; 3 Parents Meetings– September November & March and written Report in July. Liaise with SLT/ SENCO KS Leader re: need closing the gap/Pupil Premium		
Support Staff	• Continuous assessment for learning of supported SEN pupils – identifying next steps for learning and supporting to achieve in collaboration with the teachers • Establishing a baseline and measuring value added progress for all supported pupils – continuous feeding back of progress to the class teachers & Senco • Reviewing and evaluating measured value-added progress of supported pupils and own professional development at Performance Management Reviews .		

12.11.15

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