

Ysgol Bryn Gwalia



Curriculum Leadership Policy

Last Review Date	July 2022
Date to be reviewed by Senior Management Team	September 24
Date Adopted by Governing Body	September 23
Head Teacher – Mrs Lorraine Dalton	
Chair of Governors – Mrs Janiene Davies	



Introduction

At Ysgol Bryn Gwalia, it is the role of the Curriculum [AoLE (Area of Learning and Experience)] Leader to implement the vision and values of the school through their AoLE.

Core purpose of the Curriculum Leader

To provide professional leadership and management for a subject/ subjects to secure a high standard of teaching, effective use of resources and improved standards of learning and achievement for all pupils.

An AoLE Leader provides leadership and direction for the AoLE and ensures that it is managed and organised to meet the aims and objectives of the school and the subject. While the head teacher and governors carry overall responsibility for school improvement, an AoLE Leader has responsibility for securing high standards of teaching and learning in their subject/s as well as playing a major role in the development of school policy and practice. Throughout their work, an AoLE Leader ensures that practices improve the quality of education provided, meet the needs and aspirations of all pupils, and raise standards of achievement in the school.

An AoLE Leader plays a key role in supporting, guiding and motivating teachers in their subject areas. AoLE Leaders evaluate the effectiveness of learning, the curriculum and progress towards targets for pupils and staff, to inform future priorities and targets for the AoLE. AoLE Leaders identify needs in their own subject areas and recognise that these must be considered in relation to the overall needs of the school. It is important that an AoLE Leader has an understanding of how their subject areas contribute to school priorities (school development plan) and to the overall education and achievement of all pupils.

Every AoLE Leader has access to a copy of the School Development Plan.

Strategic direction and development of the AoLE

Within the context of the school's aims and policies, AoLE leaders develop and implement AoLE policies, non-negotiables, plans, targets and practices, which reflect the school's commitment to high achievement, effective teaching and learning. This can be written as a policy/ vision statement and needs to be updated if there is a development or change in the AoLE. The policy/ vision statement should be reviewed on an annual basis during AoLE leadership time. It will then be agreed and put on the school website.

Standards and Progress

AoLE leaders evaluate practice and develop an acceptance of accountability. They monitor the progress made in their AoLE, including adherence to the non-negotiables. They evaluate the effects on teaching and learning, and use this analysis to guide further improvement, using a variety of AoLE Leader tools:

- *Book scrutiny*
- *Learning walks*
- *Planning sampling*
- *Teacher discussion*
- *Pupil interviews/ Pupil voice*

Once an AoLE has been monitored, the findings are acted upon by the AoLE Leader:

- A report would usually be written for Governing Body
- Feedback is given to head teacher and to colleagues
- Any areas for development are fed into the AoLE Action Plan and acted upon.
- A Standardisation File is kept in school for Language, Literacy and Communication, Mathematics and Numeracy, Science and Technology and also Health & Wellbeing.

Curriculum for Wales

AoLE Leaders will;

- Establish, with the involvement of relevant staff, short, medium and long term plans for the development of the AoLE. They ensure that plans and schemes of work are understood by all those involved in putting the plans into practice, including staff who are new to the school. AoLE leaders check teacher's plans to ensure that plans are in line with school procedures and that the plans meet the needs of the class, providing appropriate differentiation, levels of progress and challenge and are pitched to meet the needs of all the children.
- Ensure that teachers are clear about the Learning Intentions used in lessons, understand the sequence of teaching and learning in the AoLE, and communicate such information to pupils.
- Establish a clear, shared understanding of the importance and role of the AoLE in contributing to pupils' spiritual, moral, social, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life. - Ensure curriculum coverage, continuity and progression in their AoLE for all pupils, including those in receipt of PP and those with special educational or linguistic needs;
- Use data effectively, where appropriate to identify pupils who are underachieving in the AoLE and, where necessary, create and implement effective plans of action to support those pupils;

In School Improvement AoLE Leaders should:

- Create a climate which enables other staff to develop and maintain positive attitudes towards the AoLE and confidence in teaching it.
- Review the AoLE action plan annually. AoLE leaders are clear about action to be taken, timescales and criteria for success and how it relates to the SDP.

AoLE leaders develop a cycle of monitoring, relevant to the SDP throughout the school for the academic year (Monitoring & Evaluation Schedule in School Development Plan), ensuring that they are able to make judgements about the standards within their AoLE, through using a variety of AoLE Leader Tools. Evidence of the monitoring is kept and a summary completed. Any findings which cause concern are acted upon by AoLE leaders.

Resources

AoLE leaders ensure the effective and efficient management and organisation of learning resources, including information and communications technology to meet the objectives of the school and AoLE plans and to achieve value for money. Resources need to be stored appropriately and all staff need to have access to them.

They will be kept up-to-date and are relevant to the themes covered in the AoLE. Where new resources are needed, these need to be identified on an action plan and a request made, along with costings, to the head teacher, for consideration. AoLE Leaders will make bids for resources annually (usually in February in time for the setting of the new budget).

Staff Professional Learning

AoLE Leaders:

- Audit training needs of staff regularly and lead professional development of staff through example and support, and co-ordinate the provision of high-quality professional development by methods such as coaching, drawing on other sources of expertise as necessary.
- Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the AoLE and of different pupils.
- Provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- Establish clear expectations and constructive working relationships among staff through team working and mutual support.
- Ensure that the head teacher, senior managers and governors are well informed about AoLE policies/ vision statements, plans and priorities, the success in meeting objectives and targets, and AoLE-related professional development plans through meetings and reports report to the Governor curriculum lead person.
- Requests for Professional Learning opportunities that will incur a cost to the school are made to the Headteacher giving details of the training and how it will impact upon pupil's learning.

Evaluation & Review

This policy will be reviewed by the Senior Management Team and Governing Body and adopted by the Governing Body as per the schedule on the front page.

Appendix A: AoLE Leader File Contents

Section 1 - Policy

- *AoLE specific policy/ vision statement with the date of next review*

Section 2 - Standards and Progress

- *Annual AoLE report*

Section 3 - Curriculum

- *Agreed long term plans*
- *School Development Plan*

Section 4 – School Improvement

- *Action Plan*
- *Reviewed action plans- including learning walks linked to the SDP*
- *Monitoring and Evaluation Schedule*
- *Evidence of planning scrutiny carried out*
- *Records of discussions with pupils and staff*
- *Evaluation of children’s work/book scrutiny*

Section 5 - Resources

- *Any key information recorded e.g website log ins, specific items etc.*

Section 6 – Staff CPD

- *Record CPD*

Section 7 – Securing Accountability

- *Reports to Governors*

Appendix B

AoLE Tasks and Timetable	Task	Accountability
Summer Term	<ul style="list-style-type: none"> ➤ Review and write vision statement ➤ Share updated vision statement with staff ➤ Add vision statement to school website/prospectus ➤ Add vision statement to subject policy ➤ Review and rewrite (if necessary) the AoLE policy ➤ Share with staff 	<ul style="list-style-type: none"> ➤ Vision is agreed and in the school prospectus
Autumn Term	<ul style="list-style-type: none"> ➤ Monitor the vision in the AoLE through some of the following: <ul style="list-style-type: none"> o planning scrutiny o work scrutiny o learning walk o observation o pupil voice o pupil assessment workshops <ul style="list-style-type: none"> ➤ Communicate any areas for development from the AoLE that need to be a focus on next year's SDP 	<ul style="list-style-type: none"> ➤ Carry out a range of monitoring procedures and write a brief report to governors based on your findings.
Spring Term	<ul style="list-style-type: none"> ➤ Ensure the resources promote the AoLE vision ➤ Organise and maintain resources, including network files. Network locations should include folders for each the following: <ul style="list-style-type: none"> o Resources o Information from training o Cluster meetings o Assessment o Staff Meetings <ul style="list-style-type: none"> ➤ Collect, and store on the network, evidence that shows the vision in action across the school 	<ul style="list-style-type: none"> ➤ Resources, including those online, are well organised, support the vision and are easy to access ➤ There is a range of evidence stored on the network to show the AoLE vision in action

	<p>and moderated work</p> <ul style="list-style-type: none"> ➤ Create and maintain an online AoLE file to include: <ul style="list-style-type: none"> o Policy o Reports written o SDP and linking work and actions o Evidence o Moderated work 	
Ongoing	<ul style="list-style-type: none"> ➤ Attend relevant cluster meetings and training ➤ Engage in School Improvement Service Professional Learning activities. 	<ul style="list-style-type: none"> ➤ Feedback to staff (usually in the weekly staff meeting)