



ARDROSSAN ACADEMY

Policy on Monitoring and Evaluation of Learning and Teaching

December 2007

This policy statement has been revised in line with HGIOS 3, and reflects current Local Authority and national requirements.

Rationale

*In Ardrossan Academy **all staff** have a responsibility to monitor and evaluate their own performance to ensure effective learning and teaching, leading to improved attainment and achievement.*

Central to this is the philosophy that monitoring and evaluation should operate within a climate of mutual trust, respect, support and professionalism.

Furthermore, the monitoring and evaluation process should assist in developing a culture of reflective practice, but should be directed principally to benefiting pupils.

Peer observation is a useful tool for the sharing of good practice.

Within this policy, the following definitions apply:

- *Monitoring: to observe or record teaching and learning activity, to gain information about it*
- *Evaluating: to assess the effectiveness of the teaching and learning activity*
- *Analysing: to examine the teaching and learning process in detail to discover its essential features*

Department Planning and Evaluation,

North Ayrshire Council's Standard Circular E16, suggests that in the process of monitoring and evaluating, the following should apply:

- *Effective use of departmental meetings to gather information; to monitor progress in implementing the departmental plan; to promote focused discussion about learning and teaching and to agree strategies to raise attainment and achievement*
- *Use of agreed surveys and questionnaires to elicit the views of pupils, parents and staff*
- *Use of a range of information such as formative assessments, 5-14 National Assessments and SQA results*
- *Observation of pupil learning*
- *Discussion with pupils*

Within these, we would propose the use of:

Departmental Analysis and Evaluation

- *A central system within departments for recording pupil attainment*
- *Analysis of performance data at all levels*
- *Analysis of predicted and actual attainment, using CAT scores and agreed targets*
- *Analysis of subject uptake*

Self-evaluation

(Please note that Principal Teachers will be expected to evaluate aspects of the departmental plan as well as whole school issues in a similar way.)

- *Use of suitable departmental methods to assess progress [eg via pro formae or written minutes]*
- *Use of pupil questionnaires based on HGIOS or NAC wording. The Head Teacher may in appropriate cases consult staff about wording of questionnaires*
- *Professional Development and Review discussions*

Methods of ensuring consistency across departments

- *Cross-marking and internal moderation*
- *Sampling of class work and homework*
- *Systems to ensure that school and departmental policies are put into practice as outlined in staff and departmental handbooks*

Principles

- *The school's Standards and Quality Report, available on the school intranet and website and the Development Plan, will illustrate the improvement process by providing evidence and information on:*
 - *How we are doing: self-evaluation and monitoring process*
 - *How do we know: evidence for the above*
 - *What we are going to do now: planning for improvement*
- *Monitoring and Evaluation processes will be planned within the 3-year school planning cycle, and in conjunction with North Ayrshire Council's Quality Improvement Service*
- *Any points for action identified will inform the consultation process leading to the setting of agreed targets for subsequent development plans*
- *Mindful of the principle of collegiality, Monitoring and Evaluation processes will be developed in consultation with all staff, including union representatives.*

Procedures

This policy sets out the procedures we require to adopt to ensure consistency of approach across the school. The words in italics are lifted from a level 5 illustration of HGIOS 3, Quality Indicator 5.9, Improvement through Self-Evaluation.

Departmental Self- evaluation

- *The Principal Teacher discusses with the department the agreed area of focus from the school's monitoring and evaluation calendar or the departmental plan, making reference to a level 5 illustration to highlight the extent to which the department matches the illustration "Focus on continuing improvements to learning and teaching and the achievement of all learners; management of self-evaluation"*
- *Each member of the department self evaluates with reference to the agreed area of focus. This forms an agenda item for discussion at an agreed time at a DM. "Commitment to self-evaluation; reflective practitioners to make improvements"*
- *Classroom observation takes place within the context of learning and teaching in the classroom "identify clearly strengths and areas for improvement"*
 - *Any arrangement for a visit is agreed with the classroom teacher. This should involve the observer interacting with the class*
 - *There is discussion between observer and teacher both prior to and after an observation taking place*
 - *Faculty Link SMT and PTs Subject, at their monthly meetings, use feedback from observation pro formae as the basis for planning tasks within the subsequent School or Departmental Plan*
 - *Individual teachers have the right to retain or destroy pro formae and the right to have them retained or destroyed by the observer*

Questionnaires and Surveys for use with pupils, parents and staff

- *Questionnaires and surveys will focus on pupils' learning experiences. They will be worded to avoid situations in which adverse comments can be made about specific members of staff*
- *Examples of good practice will be gathered from departments and will be shared via the intranet*

Recommendations

- *The School Plan Group should devise the monitoring and evaluation calendar by mid-May of each session*
- *Principal Teachers should devise a monitoring and evaluation calendar to reflect their own departmental plan*
- *Consideration should be given to standardised pro formae across the school for monitoring and evaluation e.g jotter audits, gathering pupils' views*
- *This policy should be implemented with immediate effect and reviewed and amended as appropriate by June 2008*