

Teaching and Learning Policy



Leytonstone School

Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 18/3/15

Date to be Reviewed by Governors: 28/3/17

Teaching and Learning policy

Aim of the policy is to:

Provide young people with the skills, knowledge and confidence to be effective learners at Leytonstone School

- Support and ensure outstanding student progress
- Encourage creative approaches to Teaching and Learning
- Provide consistency
- Clarify the role of teachers, students, support staff, parents and governors
- Identify all current policies relating to Teaching and Learning
- Encourage a lifelong love of learning

Roles and Responsibilities:

Teachers will:

- Seek to create enjoyable lessons that actively involve the students
- Plan and deliver effective, challenging, differentiated and creative lessons, sharing outstanding practise with colleagues through peer observation, mentoring and coaching.
- Assess pupils' progress and use assessment data to inform planning and keep accessible records
- Use student feedback to develop and improve planning
- Keep up to date with developments in pedagogy
- Consider the needs of specific groups and individuals, ensuring that lesson planning meets the needs of all
- Follow up poor behaviour and liaise with all stakeholders as necessary including support staff, pastoral teams and parents
- Acknowledge and reward outstanding achievement and effort
- Set appropriate homework and ensure all homework is marked and returned
- Report to parents as required
- Monitor student diaries if also a tutor
- Use questioning to extend students' learning

Students will:

Take responsibility for their learning and behaviour

- Attend every lesson and arrive on time
- Sit in a designated place where necessary and follow the school Code of Conduct
- Complete all tasks to the best of their ability
- Share their learning experiences with parents/carers
- Participate effectively and work with both teachers and support staff in order to understand and realise learning objectives
- Ask for help and guidance if needed
- Work independently and in partnerships, self-manage
- be creative and reflective learners
- Be rewarded for outstanding achievement and effort

Support Staff will:

- Be engaged in both the planning and teaching of lessons
- Use expertise to support and guide teachers wherever possible including the writing of Schemes of Work
- Share strategies with class teachers enabling targeted students to engage fully, access the curriculum and take on increasing independence
- Work with teachers to promote a positive learning environment
- Liaise with pastoral staff relating to specific students and their needs

Heads of Departments, Heads of Years and TLR holders will:

- Ensure that the Teaching and Learning policy is implemented across their Department or year group
- Support and guide teachers in all areas relating to Teaching and Learning ensuring that lessons are constantly effective, challenging and engaging
- Ensure Schemes of learning are up to date and of a high quality
- Model outstanding practise and encourage a culture of peer observation and the sharing of valuable outcomes
- Acknowledge and praise colleagues
- Monitor and evaluate according to related policies and schedule on calendar, both acknowledging and addressing underperformance and offering support strategies
- Ensure colleagues are offered CPD relating to Teaching and Learning and Performance Management guidelines
- Ensure that the School and Department Development Plans are used to raise standards across every Key Stage
- Effectively manage resources for Teaching and Learning
- Monitor the setting and quality of homework (refer to homework policy for further guidance)
- Lead on the progress of target groups in their Department or year group

Senior Leaders will:

- Monitor and evaluate Teaching and Learning across the school
- Recognise and acknowledge outstanding practise and use it to drive standards
- Adopt an open-door approach to Teaching and Learning, encouraging all staff to observe their lessons in order to model good practise
- Support Middle Leaders with student underperformance if required
- Support Middle Leaders with staff underperformance if required
- Use Performance Management to identify CPD needs relating to Teaching and Learning
- Monitor and evaluate according to related policies both acknowledging and addressing underperformance and offering support strategies
- Create whole-school homework overview and publish on website and Show My Homework

Parents and carers will:

- Support and implement the School Code
- Check and sign student diaries
- Provide a suitable place for homework to be completed and support your child in effectively completing their homework
- Provide academic and emotional guidance for students
- Liaise with teaching and support staff to discuss progress and concerns
- Attend parents' evenings and support groups as communicated through the newsletter, letters, text messages, emails and website
- Ensure that students attend every day, are punctual, in correct uniform and ready to learn
- Read all school publications to promote better communication
- Encourage students to take advantage of extra-curricular and support activities