

# *Stepney Primary School*



*A Small School With Great Expectations*

## **Roles and Responsibilities of Curriculum Co-ordinators' Policy**

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff.

## **1. THE PURPOSE OF THIS DOCUMENT**

This document aims to be a guide to the role of a subject co-ordinator and is designed to guide the professional development of teachers aiming to increase their effectiveness as subject leaders or of those aspiring to take on the role of a subject teacher.

## **2. THE PURPOSE OF SUBJECT LEADERSHIP AT STEPNEY PRIMARY**

Our aim is for each curriculum co-ordinator or team of co-ordinators to provide 'professional leadership and management' for their subject in order to secure high quality teaching, effective use of resources and appropriate or improving standards of learning and achievement for all pupils.

## **3. KEY AREAS OF SUBJECT CO-ORDINATORS' ROLES**

### **3.1 Strategic direction and development of the subject**

- develop and implement policies and practices which reflect the school's aims and commitment to teaching and learning;
- periodically audit the development of the subject and produce an annual subject development plan;
- maintain files, records etc reflecting developments in the subject;
- ensure new developments in the national curriculum are addressed and reflected in the subject development plan; long term plans and pacing grids;
- monitor and evaluate the implementation and effectiveness of the policy or practices throughout the school;
- analyse and interpret relevant data, inspection evidence and research about the subject;
- establish with the support of relevant staff a clear scheme of work which addresses coverage, progression and continuity;
- periodically provide reports to the SLT and/or Governing Body on the development of their subject;
- influence and monitor medium and short term planning for their subject.

### **3.2 Teaching and Learning**

- they ensure that teachers are clear about learning objectives and understand the sequence of teaching and learning in that subject;
- they are able to provide advice on the teaching and learning methods appropriate to the subject;
- they set expectations and targets for staff and pupils in relation to standards of pupil achievement;
- they evaluate the teaching of their subject in our school; identifying strengths and areas for improvement.

### **3.3 Leading and Managing Staff**

- they should inspire other staff with their enthusiasm for the subject;
- they should audit staff training needs in their subject;
- they should plan, lead or access professional development for the whole

- school staff;
- they should aim for all staff to achieve expertise in their subject; beginning with themselves.

### **3.4 Resource Management**

- subject leaders identify appropriate resources for the subject and ensure that they are efficiently, effectively and safely used;
- they establish resource needs, inform Senior Leadership Team/Head and prioritise;
- maintain an up to date inventory of resources available;
- become aware of the local/community resources available to enhance teaching and learning in this subject.

At Stepney it is the responsibility of each subject co-ordinator or subject team to provide evidence and documentation of the developments being undertaken in each subject. This will take the form of a subject file.

We are committed to developing the effectiveness of subject leaders within the constraints of the school's available resources.

## **4. PUBLIC SECTOR EQUALITY DUTY**

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6<sup>th</sup> April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

## **5. PERSON RESPONSIBLE**

This policy has been updated by Mr P Browning  
Summer 2015  
To be reviewed annually.