

Subject Co-ordination

Responsibilities

- Keep abreast of current good practice from subject agencies/associations/suppliers/government/Ofsted.
- Be aware of/feed into any subject-relevant school development plans.
- Make clear *legal* requirement: produce what National Curriculum is to be covered each academic year (if the subject can be broken down in such a way).
- Produce what National Curriculum is to be covered each half term (if the subject can be broken down in such a way).
- Create specific, simple guidance notes. Create a helipad situation: somewhere to take off and land from: a flying platform for activity.
- Teachers use this information to create half-term brainstorms/mind maps/learning journey overviews and learning activity plans. *N.B. Discrete subject teaching follows existing scheme planning/external input i.e. most maths/musical instrument lessons/Roman Catholic or other religious education.*
- View teachers' planning/assessment to see what they are doing. Teachers put them on a shared viewing platform so co-ordinators can see.
- Give verbal/practical support and encouragement through personal example when requested by staff or when it is thought necessary (Vygotsky: master-apprentice model).
- Provide some CPD in staff meetings.
- Keep a basic inventory of related resources/equipment – manage purchase/distribution/shared storage/upkeep and replacement. Enlist teaching assistant support for resource-heavy subjects like art and design.
- Termly/annual conversations: how have the teachers got on with the subject that term/year? What help do they need, if any?