



Ark Charter
Academy

Teaching and Learning Policy

Last reviewed: August 2017

Next review: July 2018



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Rationale

At Ark Charter Academy, we have high expectations of all members of our learning community: students, staff and parents/carers.

Our vision is for all Ark Charter Academy students to be confident young people who embody **justice** in their words and in their actions, **respecting** the importance of learning and demonstrating **courage** in order to achieve their potential. At Ark Charter Academy we know that effective teaching and learning is the key to unlocking our students' ability and potential and we all support each other and strive to improve our daily practice.

This policy should be read with reference to the following documents:

- Annual Academy Calendar
- Behaviour and Rewards Policy
- Marking and Use of Books Policy

Aims

The aims of this policy are:

- Ensure that our Academy values and expectations are upheld by all.
- Promote the view of learning as a shared responsibility.
- Ensure that teaching supports substantial and sustained progress for all students.
- Plan opportunities for students to develop their personal potential.
- Meet the needs and aspirations of all students.
- To provide an inclusive education for all students regardless of their starting points.
- To value and respect all cultures and use opportunities within learning to promote SMSC.
- Identify underperforming students and plan appropriate interventions to enhance their progress.
- Establish an agreed range of practices in respect of teaching and learning.
- Involve all staff in developing and improving the quality of teaching and learning.
- Provide all staff with developmental opportunities to extend and enhance their teaching skills set.
- Ensure that the Teachers' Standards are being fully met by all.



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Roles and Responsibilities

The Principal and Leadership Team are proactive in ensuring that teaching across the Academy is consistently good or better by:

- Working with the Governors, Senior Leadership and Middle Leader teams to embed and sustain effective teaching and learning throughout the Academy.
- All Academy leaders will monitor and evaluate the quality of teaching and standards of student progress and achievement through benchmarking and target setting.

The Principal will work with the Assistant Vice Principal with responsibility for Teaching and Learning and the Leadership Team to:

- Create and maintain an environment and code of behaviour which promote and secure good teaching, effective learning, high standards of achievement and good behaviour and discipline.
- Determine, organise and implement a full, broad and balanced curriculum.
- Ensure that effective and appropriate support is available and planned for all students.
- Monitor and evaluate the quality of teaching and learning and achievement of all students, including those with additional needs.
- Promote positive strategies which encourage respect for all members of the Academy community.
- Develop links with the community, including business and industry to extend the curriculum and enhance teaching and learning.
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement, personal development and well-being.
- Ensure regular celebration of student achievement – sporting, cultural and academic.
- Ensure that all Middle Leaders are held to account for the development of teaching and learning within their department areas through line management meetings, Department Improvement Plans and Department Reviews.

Middle Leaders are pro-active in ensuring that all teaching and learning within their departments is graded consistently good or better by:



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- Keeping records of Learning Walks and Observations and how they have supported and developed teaching and learning within their department or subject.
- Be accountable for the standards of learning and teaching within their department or subject.
- Lead by example and set high standards that can be sustained.
- Participate in appropriate CPD and disseminate information to staff efficiently, effectively and promptly.
- Ensure that new staff are inducted well and that all training programme requirements for staff in training within their department areas are fully met (e.g. NQTs and the use of Ark Portal).
- Ensure assessment procedures provide information to inform future planning. Tracking should be central to informing teaching and learning and follow Academy expectations.
- Set priorities and targets for the department (Department Improvement Plan) within the context of the Academy Improvement Plan.
- Have a clear overview of the department and have in place long, medium and short-term plans which will provide a sound basis for the assessment of students and the evaluation of learning and teaching within the subject(s) area.
- Regularly review schemes of work to ensure the knowledge and skills are appropriate to each teaching group and that all schemes are available on the teachers' area in the relevant folder.
- To ensure that we work with the Ark Network and Hub Leads to develop schemes of work that are fit for purpose.
- Complete regular book looks – a combination of announced and unannounced and ensure that the findings of these are recorded and that agreed actions have impact.
- To use the termly Ark Assessment Plus KS3 Tests as directed to ensure an unseen, standardised test is used.
- To ensure that homework is being set by all teachers within the department in line with Academy policy and is clearly evident in students' work and planners.
- Ensure that all teachers embed reading, writing and communication (and where appropriate mathematics) in their subject areas equipping pupils with the necessary skills to be successful learners.
- Attend all Ark Hub Days and moderation meetings as necessary.



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- Ensure that all staff within the department are aware of and follow Academy policy and procedures.

Classroom Teachers to deliver consistently good or better lessons by:

- Planning effectively and deliver lessons appropriate to the teaching group ensuring substantial and sustained progress is made by all groups (both in class and over time).
- Monitor students' progress and maintain effective records, providing targeted intervention where the student is not making the progress.
- Create a secure, stimulating classroom climate that will motivate students to learn and to perform to the best of their ability.
- Systematically check student understanding during the lesson and take appropriate actions to address misconceptions.
- Embed reading, writing and communication (and where appropriate mathematics) in their subject areas equipping pupils with the necessary skills to be successful learners.
- Support students in their learning and help them to become confident, independent learners.
- Use ICT selectively and appropriately to enhance the teaching process and motivate students towards positive attitudes to learning enabling them to take more responsibility for their own learning.
- To set, mark and record the results of all termly assessments, using them to monitor student progress and support their further progress.
- Set regular homework (See Homework Policy).

Support Staff ensure the inclusion of all students by:

- Working collaboratively with the class teacher in planning for learning and teaching.
- Support students in specific aspects of their learning as agreed with the class teacher.

Ark Charter Academy Students all persevere to achieve their goals and meet targets and respect the right of others to do the same by:

- Following all Academy rules and ensure that their behaviour is focused on their own learning.
- Taking responsibility for their own learning and being proactive in using self-assessment



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techniques and redraft work where needed.

- Take responsibility for their work by bringing their exercise book to every lesson.
- Prepare appropriately for each lesson and maintain high expectations of themselves.
- Respond to teachers' comments in their work in red pen.
- Prepare effectively for all class or termly assessments.
- Attend any intervention sessions that have been timetabled to aid your progress.
- Complete all set homework.
- Seek every opportunity to develop the Academy values of Justice, Courage and Respect.

Parents and Carers work in partnership with the Academy to ensure that their child meets their target grades by:

- Encouraging and supporting their child to work hard to persevere and achieve their potential.
- Attend all Parents' evenings and/or meetings to discuss their child's progress.
- Support completion of homework.

Monitoring and Evaluation

The quality of teaching and learning will be monitored in the following ways:

- Learning Walks – Senior and Middle Leaders will conduct learning walks on a daily basis. Feedback will be passed to Line Managers.
- Formal Lesson Observations – these will happen each term.
- Book looks and work scrutiny – these will be announced and unannounced.