

New Subject Leader Checklist

Your role is to:

- ☐ Develop a clear understanding of your subject across the school
- ☐ Support colleagues
- ☐ Plan for future improvements
- ☐ Manage resources
- ☐ Tell your subject's story with confidence, showing the difference that your leadership is making for staff and pupils
- ☐ Promote your subject

First Half-Term Actions (Build a Clear Picture)

- ☐ Read the National Curriculum requirements across the primary age range
- ☐ Review your school's progression documents and long-term plans
- ☐ Locate and review any development plan relating to your subject
- ☐ Understand how your school assesses your subject
- ☐ Examine recent progress and attainment information
- ☐ Identify the pupil groups that are a wider school priority, so that any future monitoring considers their experiences and outcomes
- ☐ Check your school's priorities for the year and where your subject fits within them

Second Half-Term Priorities (Monitoring)

- ☐ Look at pupils' work across different year groups
- ☐ Review teachers' planning and curriculum coverage
- ☐ Complete learning walks to see your subject in action
- ☐ Talk to pupils about what they have learned and what they enjoy
- ☐ Seek colleagues' views about strengths, challenges and support needs
- ☐ Review the quality, accessibility and organisation of resources
- ☐ Consider how your subject is experienced by all groups of pupils, including those who are a particular focus within your school

Following Terms (Identify & Address Priorities)

- ☐ Identify the key issue and between 1 and 4 actions to address this concern
- ☐ Write action plan (who is responsible, when and action – how you will measure impact, and the impact)
- ☐ Complete actions identified and plan how you will know the impact of these actions
- ☐ Approximately 6 weeks after the action, monitor the impact on teaching / learning
- ☐ Check pupil data and moderate judgements
- ☐ Consider a whole-school event in an aspect of your subject
- ☐ Report on your subject to governors and or Ofsted
- ☐ Continue to monitor
- ☐ Review your curriculum maps in light of the changes to the curriculum

