

## LPDS SECONDARY CONSULTANT SUBJECT REVIEWS – EXAMPLE SCHEDULES

### 1. FULL DAY

School to provide relevant documentation e.g. long-term and relevant medium term plans the week prior to the review

Suggested timings		PROGRAMME OF THE DAY	FOCUS
15 mins	8.30 – 8.45	Meeting with head of school/ SLT line manager of subject/ curriculum leader	<p>Discussion of the context of the department.</p> <p>Discussion of the day ahead and possible lines of enquiry.</p> <p>Brief discussion around senior leaders’ knowledge/evaluation of the subject intent, implementation and impact.</p>
1-2 hrs as apt.	8.45- 10.00	<p>Meeting with subject leader/s</p> <p>Subject leader to bring along documentation they feel is necessary to help them discuss their curriculum plan.</p>	<p>Foci for discussion:</p> <ol style="list-style-type: none"> <li>1. The context of the department.</li> <li>2. Curriculum: long and medium-term overviews/planning, including the rationale for content choices and curriculum sequencing.</li> <li>3. Areas of strength in the curriculum and areas for development.</li> <li>4. The context for the lessons that will be observed during the day.</li> </ol>
Approx 1.5 hrs	10.00 - 12.00	<p>Learning walk (5 min minimum per teacher) or lesson observations (20 min minimum per teacher) – according to requirements of the school/department. Ideally, observations of a number of classes following the same curriculum plan, or observations of classes from different key stages and a range of different teachers to occur, if no specific line of enquiry is to be explored.</p> <p>Where possible, observations to take place with the subject leader.</p>	<p>Foci:</p> <ol style="list-style-type: none"> <li>1. Implementation of the curriculum – how it is delivered.</li> <li>2. Where applicable, the exploration of a particular element as identified in the initial meeting with leaders at the start of the day.</li> </ol>
30 mins	12.30 - 2.30	<p>Work scrutiny</p> <p>Copy of relevant medium term plan/s and/or SoW to be available.</p>	<p>Work sampled to be from the lessons observed.</p> <p>A minimum of 6 books or other kinds of work produced by pupils who are part of classes that have also been (or will also be) observed.</p>
1 hour		<p>Pupil voice</p> <p>Pupils to have access to their books during discussion.</p>	<p>Discussion with a group of pupils from across the lessons observed and whose books have been part of the work scrutiny.</p>
30 mins		<p>Meeting with department</p>	<p>Focus: 'shared mental model' of curriculum, progress, pedagogy and assessment.</p>
30 mins	2.30- 3.00	<p>Consultant to review and evaluate - to begin to summarise findings, ready for informal feedback.</p>	
30 mins	3.00 – 3.30	<p>Meeting with subject leader, SL line manager and HT.</p>	<p>Verbal feedback - informal overview of findings.</p>

\*Written report summarising findings to follow within 5 days of visit.

## 2. HALF DAY

School to provide relevant documentation e.g. long-term and relevant medium term plans the week prior to the review

Suggested timings		PROGRAMME OF THE DAY	FOCUS
15 mins	8.45 – 9.00	Meeting with head of school/ SLT line manager of subject/ curriculum leader	<p>Discussion of the context of the department.</p> <p>Discussion of the session ahead and possible lines of enquiry.</p> <p>Brief discussion around senior leaders' knowledge/evaluation of the subject intent, implementation and impact.</p>
2 – 2.5 hrs as apt.	9.00- 11.30	<p>Meeting with subject leader/s</p> <p>Subject leader/s to bring along documentation they feel is necessary to help them discuss their curriculum plan.</p>	<p>Foci for discussion:</p> <ol style="list-style-type: none"> <li>1. The context of the department.</li> <li>2. Curriculum: long and medium-term overviews/ planning, including the rationale for content choices and curriculum sequencing.</li> <li>3. Website documentation</li> <li>4. Areas of strength in the curriculum and areas for development.</li> </ol>
30 mins	11.30 –12.00	Meeting with subject leader, SL line manager and HT.	Verbal feedback - informal overview of findings.

\*Written report summarising findings to follow within 5 days of visit.

If you would like to find out more or to book a subject review, please email [secondary.consultants@lancashire.gov.uk](mailto:secondary.consultants@lancashire.gov.uk).