

## **Teaching & Learning Policy**

The major purpose of teaching is to facilitate learning. Teaching and learning, although inter-related, indeed are separate from one another, although a teacher may say that something has been taught it does not mean that it has been learnt by any individual. For learning to become a distinct focus form of teaching, it has to be supported, a learning environment created. Common aspects of good teaching directly influence learning and so these aspects are common to both good teaching and learning.

### ***Effective Learning and Teaching***

Children learn best when:

- The organisation of teaching groups matches the needs of both individual pupils and the curriculum.
- The room is arranged appropriately for the lesson or a specialist room is used.
- There is easy access to relevant resources.
- There are stimulating displays which value all students' work.
- There are clear expectations and consistent routines for working.
- Classroom support is appropriately targeted at pupils needs.
- The curriculum is broad, balanced and inclusive.
- The curriculum is lively, stimulating and interesting.
- There is continuity and progression of learning.
- There is regular departmental oversight of teaching and learning.
- Staff implement the school polices.
- There is a variety of teaching and learning styles employed within a course of study and/or within an individual lesson.

***Before lessons start:***

- a. For each class - Prepare well in advance, using a thorough set of lesson plans (with aims and objectives) that fit into the department's scheme of work. Plans should be appropriate in content and detail, and have considered safety measures.
- b. Consideration should be given to the pace of the lesson and the intellectual and practical demands that will be made upon the students.
- c. Lessons need to be structured and well differentiated, including a variety of activities and teaching styles.
- d. Arrive at the teaching area, not only before the pupils, but also in ample time to prepare the teaching area and the materials, equipment and resources required.

***During Lessons:***

- a. Begin and end on time.
- b. Ensure pace is maintained and minimum amount of time is spent on class administration and control.
- c. The 'aim' of the lesson should be clearly stated.
- d. Set high expectations for the students.
- e. Strive to attract attention by employing a variety of different styles.
- f. Be involved in the learning of the pupils at all times.
- g. Regularly rehearse existing knowledge and skills to keep the students fresh and familiar.
- h. Pay careful attention to the structured incremental development of vocabulary and the use of correct terminology and notation.
- i. Give clear instructions.
- j. Enforce the schools code of behaviour.
- k. Encourage involvement in class discussions.

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- l. Regularly and systematically assess students' work so as to set appropriate targets and inform future planning.
- m. Have a structured orderly conclusion to the lesson.

### ***After the lessons:***

Evaluate the lesson and note down necessary points for future planning.

Complete the assessment, marking and recording for which you are responsible, punctually, efficiently and in accordance with departmental, whole school and/or external requirements.

Be in a position to provide quality feedback to students on their individual strengths and how to improve. Encourage students to discuss and evaluate their own work and the work of others.

### ***Teaching and Learning Check List***

- ✓ Arrive on time.
- ✓ Have all equipment and resources ready.
- ✓ Ensure that the students have all the necessary stationery present.
- ✓ Take the register.
- ✓ Write the learning aim of the lesson on the board.
- ✓ Recap what was learnt in previous lesson.
- ✓ Ensure that students undertake a variety of tasks in the lesson (speaking and listening, whole class/pairs/small group work, some reading and writing and some practical tasks where appropriate). Lessons should never just consist of 'teacher talk'.
- ✓ Engage with students whilst they are working.
- ✓ Maintain a good pace.
- ✓ Ensure all students work is marked.

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- ✓ Finish lessons in good time with a summary of what has been learnt.
- ✓ Ensure homework is handed out in good time and that all students write it into their planners / homework diaries.
- ✓ Dismiss the class in an organised way.
- ✓ Ensure that lesson plans link to existing departmental schemes of work.
- ✓ Ensure that the teaching room looks stimulating.
- ✓ Ensure that students' work is regularly displayed.

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