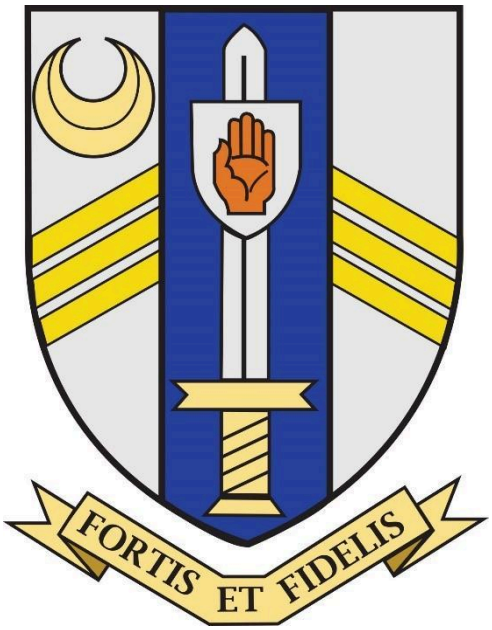
# Sir John Nelthorpe School




# Schemes of Work Policy

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|---|---|
| Author | Mrs R Peck |
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| Consultations/Training | SLT, Governors, Middle Leaders, Subject Teachers |

# Scheme of Work Policy

Every teacher is responsible for the planning and preparation of their individual lessons.

> The **scheme of work** of each faculty should provide the framework for the teacher (including teachers in their first year of teaching and student teachers) to work from. Also, it should inform other staff in the faculty, teaching assistants, the staff of other faculties (to highlight common areas of the curriculum and avoid unnecessary overlap), SLT and Governors, of the content and methods being used to deliver the curriculum. It should enable all staff to plan and prepare what will be covered during the course/year/unit/week/lesson to **ensure progression and continuity and effective management of learning**.

**A scheme of work should be a working document, which is continually being reviewed and updated to suit the current needs of the pupils and the school.**

Each faculty will set out their scheme of work in a way that is most useful to them in the management of the learning situation. National Curriculum subjects may use the on-line schemes of work, but they must pay due regard to this policy and provide additional information. Therefore the format of each scheme of work will vary, however, **the following should be identifiable in each faculty scheme**:-

- A statement of the **faculty's** general **philosophy** including a **curriculum intent**, related and cross referenced to the School's more general educational aims

- The aims translated into objectives, which are expressed in terms of the skills, processes and attitudes associated with the subject/faculty

- A statement of the **purpose of the unit/course** and its **relationship to other units/courses** and:

- **objectives** of course/unit including reference to **cross curricular themes and skills** to be included – with clear references to **any health and safety issues, literacy, numeracy, the use of information and communication technology** and if relevant **work and enterprise related learning**

- **order** or **plan** of course/unit

- **content** – programme of study

- reference to **attainment targets covered** for all National Curriculum subjects

- **resources** available

- reference to **possible approaches to the teaching** of the course/unit/lesson and how they are designed to ensure progression and continuity in pupils' learning experiences while allowing for different rates of development according to pupils' needs and abilities i.e. how differentiation could be achieved both for pupils with learning difficulties and most able.

**Linked policies**
Assessment, Recording and Reporting