**Line Management of Department**

Guidance:

*The guidance set out below should be followed by every member of the Senior Leadership Team in the Secondary school. This will help create a cohesive and effective line management system. The guidance system will be reviewed annually by the SLT and HOFs. Updated xx/xx/xxxx.*

* A formal line management meet should take place at least once per half term.
* Action Points from the meeting are the responsibility of the Line Manager and should be formalised and distributed to the HOF, Line Manager, and Head of School.
* Action points must be clearly stated with specific deadlines listed and may be required to feed into the department improvement plan.

Line Management Agenda

***(All areas may not be covered in one single meeting)***

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|  | **Item** | **Guidance notes** |
| **1** | **Review of previous action points** |  |
| **2** | **Learner Progress of Learning in department** |  |
| **3** | **Learning observations** |  |
| **4** | **Curriculum Development** |  |
| **5** | **Review of Exam Strategy**  **(10-13)** |  |
| **6** | **Department Deadlines, Exams and Assignments** |  |
| **7** | **Professional Learning** |  |
| **8** | **Communication** |  |
| **9** | **Showcase/Projects/Developments** |  |
| **10** | **Pupil issues** |  |
| **11** | **Staffing issues** |  |
| **12** | **Budget and resources** |  |
| **13** | **Action Points to improve learning** |  |