

COMPLETION OF CURRICULUM DOCUMENTATION POLICY

Rationale

At Wallan Secondary College we have a Guaranteed and Viable Curriculum (G+VC). As a part of this G+VC all staff are required, under the direction of their Learning Area Manager, to complete detailed and accurate documentation of the curriculum, prior to it being taught. Timely completion of curriculum documentation is required to ensure our students and their families are informed of the teaching occurring at the College and to ensure a consistent approach to all teaching.

Definition

Curriculum documentation is to be completed on the WSC Curriculum Planner, located on the Resource Drive.

Aims

- To ensure a fully documented curriculum across all year levels of the College
- To share the workload amongst all staff in documenting curriculum
- To ensure the work completed in all classes is consistent
- To ensure that teaching is well planned and prepared for, including assessment

Guidelines for Implementation

- All staff should include the writing of curriculum documentation in their Performance and Development Plan (PDP)
- From the beginning of the year, due dates for curriculum documentation will be published on the school calendar. These dates include: due dates for curriculum documentation to be sent to LAMs and due dates for curriculum documentation to be sent to Leading Teacher - Curriculum.
- Learning Area Managers (LAMs) will allocate staff to complete documentation for a particular year level of their learning area. LAMs are to take into consideration the workload of staff when making these decisions, eg. a staff member should not be writing curriculum documentation for more than two learning areas at one time.
- Staff members are to communicate with their LAM regarding any difficulties in completing the expected task. If a staff member is unlikely to meet the due date this must be communicated to their LAM at least two weeks prior to the due date.
- The documentation is considered complete once all sections have been completed. That is: Goals and outcomes (including vocabulary), Domains and Strands from AusVELs (including ways students will demonstrate each outcome), what pre-assessment will be completed, key knowledge students will gain from the unit, formative and summative assessment tasks, and the weekly overview.
- Any staff member who does not meet the required due date for curriculum documentation will be spoken to by their LAM and a new due date negotiated.
- On the second occasion a due date is not met, the Leading Teacher - Curriculum is to be informed and they will speak with the staff member.
- Any subsequent times a staff member fails to meet a due date, the principal class will speak to that staff member and it will be considered a performance issue.

At all times:

- All staff are expected to follow the documented curriculum. This ensures a consistent approach to teaching at the College and that students are well prepared for any assessment.

Evaluation

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Date of next review: June 2018

This policy was ratified by the Wallan Secondary College Council on...

12 May 2015

Wallan Secondary College is committed to the protection and wellbeing of all students whilst participating in school activities both during and outside school hours. Staff have responsibility for building and maintaining a child safe environment. This responsibility extends to the identification and timely response to all concerns with regard the safety of any student of our College.
