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Altri autori (Persone)	HarrisonMike (Mike A.)
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Nota di contenuto	Cover; Half-Title; Title Page; Copyright Page; Contents; List of figures; Series editor's preface; Introduction; Part one Your role as subject coordinator; Chapter 1 The development of the role and the inspection framework; The development of the role; The coordinator's role and the inspection schedule; Chapter 2 Your role in your school; Range of tasks; Possible constraints; Organising the coordinator's tasks; Conclusion; Chapter 3 The primary coordinator as middle manager; Gaining expertise; Time wasters; Solutions; Personal qualities; Effective communication INSET for yourself and your colleagues Gaining and managing a budget; Part two How the inspection process works; Chapter 4 Your role before and after the inspection; The inspection team; Before the inspection; After the inspection; Chapter 5 The inspection team in your school; Discussions with coordinators; Subject summary forms; Inspection

data; Part three Developing quality in your subject; Chapter 6 Curriculum policy and policy formation; The nature and purpose of the policy; Developing your policy; Chapter 7 Resource management and staff development; Resources  
Staff development and training  
Communication; Part four Monitoring your subject or area; Chapter 8 Monitoring and evaluation; Examining colleagues' planning documentation; Looking at pupils' work; Analysing assessment information; Direct observation of teaching and learning; Chapter 9 Action planning and setting targets; Action planning; The process of action planning; Success criteria; Target setting; School improvement; Using assessment information for school improvement; A process for setting targets from assessment data; Action plans - examples; Bibliography; Index

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### Sommario/riassunto

Specifically designed for busy teachers who have responsibility for coordinating a subject area within their primary school. Each volume in the series conforms to a concise style, while providing a wealth of tips, case studies and photocopiable material that teachers can use immediately. subject they are called on to co-ordinate, these books provide guidance and examples to tackle the job.; There are special volumes dedicated to dealing with OFSTED, creating whole school policy and the demands of co-ordinating several subjects within a small school.; The entire set of 16 volumes is available.

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