

| Co-ordinator questionnaire | |
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| Role as co-ordinator/subject leader | <i>Discussion, detail, comment</i> |
| What is your job description? | |
| How do you see your role as co-ordinator? | |
| Do you co-ordinate history, geography, both – other? | |
| Do you co-ordinate both key stages 1 & 2? Early Years too? | |
| Policy/schemes of work | |
| What policy documents do you have? | |
| When and how were policies & schemes of work drawn up? Who was involved? (if you know) | |
| Resourcing | |
| What budget allocation do you have? How do you access it? | |
| Do you feel that the school is well resourced for your subject/s? | |
| How effectively do you consider available resources are used? | |
| Do you have dedicated co-ordinator time? | |
| Planning | |
| Do plans exist for long-term, medium and short-term? | |
| Do you give any specialist support to your colleagues at the planning stage? | |
| Assessment, record keeping and reporting | |
| How do teachers assess and record pupils' work? How is it currently reported? | |
| How are the assessments used in the planning of future work? | |
| Staff expertise/INSET | |
| Do all teachers feel confident about teaching this/these subjects? | |

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| What scope is there to help those lacking confidence? | |
| How secure do you feel in your role as co-ordinator? What needs do you consider you have? | |
| What INSET plans are there? | |
| Is there any in-class support for teachers to develop their teaching in this curriculum area? | |
| Is there any provision for supporting learning assistants? | |
| Monitoring and Evaluation | |
| What mechanism exists to check that the NC in this/these subject/s is being effectively covered? | |
| How do you ensure that the skills specific to the subject/s are taught progressively across the key stages? | |
| T & L, continuity and progression | |
| To what extent is/are this/these subject/s taught through topics and to what extent discretely? | |
| To what extent and how are literacy and numeracy taught through history and geography? | |
| What teaching approaches are you aware of? How much is through 'enquiry'? What is the incidence of fieldwork? | |
| Do you feel that there is continuity and progression across the school? | |
| Special Educational (&other) Needs | |
| How are SEN needs met in this/these subjects? | |
| How are other needs addressed e.g EAL, gender, G&T? | |
| Primary-secondary liaison | |
| What curriculum links are there with secondary schools in your area? | |
| Other issues | |
| Are there any other issues to discuss? | |