



## Planning Expectations

At Bethania Lutheran School we value the professionalism of our teachers and the highest possible standard of education for our students. With this in mind staff are to adhere to the following planning expectations:

- Apply appropriate knowledge to plan and prepare learning and teaching programs which meet the diverse characteristics, needs and learning styles of our students and are consistent with national curriculum requirements, school programs and educational trends
- Apply appropriate knowledge of, and implement effective and inclusive learning and teaching processes to establish an engaging and challenging learning environment in which students are encouraged and supported to work towards attainment of their potential
- Reflect critically on professional practice, establish learning and development needs and goals, engage in collaborative planning and participate in extended professional learning communities

## Programming Requirements

### Year Overview

This overview is to provide the structure for the smooth running of the teaching year, ensure efficient curriculum coverage and guide other staff who may have to take the class for any reason. This overview should be reviewed at the beginning of each term to reflect any changes that needed to be made to allow for unforeseen class needs and ensure that it remains a true reflection of the year's programme. A Proforma for this overview is available on the school server in the 'Curriculum' folder under 'Curriculum Resources', 'Planning Proforma'. The completed overview should be placed in the 'Curriculum' folder in 'Unit Plans' on the school server by the second week of the commencement of the year.

## **Unit Plans**

Detailed unit plans provide a record of the teaching that has occurred in each unit throughout the term. Detailed unit plans provide a historical record to guide future teaching and learning and may also be used as a resource for future years.

A unit plan for English, Maths, Christian Studies and Integrated Studies provides an overview of the units to be taught each term and guides the implementation of these units. Proformas for these plans are available on the school server in the 'Curriculum' folder under 'Curriculum Resources', 'Planning Proforma'. Completed overviews should be placed in the 'Curriculum' folder in 'Unit Plans' on the school server by Week 9 of each term.

## **Daily Work Programmes**

These are to be completed in such a way as to provide sufficient detail for each day's lessons. If a teacher is absent from school, the daily work programme must be provided, either in hard copy or emailed to a colleague for distribution to a relief teacher.

## **Emergency Work Programme**

Each teacher must prepare an emergency program for one day which can be implemented by a substitute teacher. This emergency program needs to be labelled and stored in the relief teacher folder, conspicuously stored in the teacher's work area.

strong in **values**  
strength in **character** *living hope*