

Curriculum Policy

inlingua Leeds's curriculum policy is based on the following aims to:

- Develop a good learning environment and rapport with all students.
- Have a curriculum that is fit for purpose, offering differentiation and personalisation.
- Our General English curriculum is based on Oxford University Press's English File series, which has clear aims and objectives in line with CEFR.
- For university preparation courses, this curriculum is set by NCC Education.
- Use technology in a way that supports learning and makes the best use of the students' time.
- Be a centre of excellence in learning and teaching.
- Develop the students' skills at an appropriate pace and level.
- Continually strive to excel in achievement, attainment and progression.
- Be committed to excellence and continuous improvement.
- Be in a learning environment that inspires, stimulates and encourages all to prepare our students for the future.
- Treat students as learning partners, contributing to the design of their learning plan so their individual needs are addressed.
- Develop a feeling of well-being and "can-do" attitude to cultivate independent thinking and learning.
- Help students develop personal moral values, respect for religious values and tolerance of other races' beliefs and ways of life.
- Promote the achievement of aims against the CEFR framework in English language improvement.
- Teach academic skills that will help students at university.

Roles and responsibilities

inlingua Leeds management will ensure that:

- All necessary elements of the curriculum have aims and objectives which reflect the aims of the academy and indicate how the needs of individual students will be met. This will include how the course will be taught and assessed. The assessment is based on each level's *Quick Tests, Files Tests, Progress Tests* and *End-of-course Tests*.

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- Ensure all staff are aware of NCC Education curriculum guidelines in order to best prepare students for assessments, but also that teachers are empowered to give a rounded education away from tests.
- Syllabus is in place and is used by all staff delivering a particular course.
- Course materials are regularly reviewed to ensure that they are the best fit for our cohorts.
- The procedures and support to aid planning are fit for purpose and useful, and are reviewed frequently.
- The procedures for assessment meet all school requirements and students receive information to show how much progress they are making and what is required to help them improve.
- Ensure that teachers are supported to deliver high quality and useful lessons that prepare students for university.
- Ensure that teachers are matched with courses based on their experience and qualifications.
- Regular observations to support teacher progression and best practice, and regular appraisals to encourage a positive atmosphere.
- Oversee CPD needs with regard to curriculum planning and delivery and help develop teachers as professionals.
- To ensure that aims and objectives line up against the CEFR framework in English language courses.

Teaching staff will ensure that:

- The College curriculum is implemented in accordance with this policy.
- They plan in accordance with NCC Education curriculum guidelines to ensure students are prepared for assessments and exams.
- To ensure fair and equal assessment practices in the classroom.
- A regular attendance is recorded for each student.
- Relevant individual learning plans, tutorials and progress reports are up to date and discussed regularly with the student.
- Assessment is appropriate to the course, and the students. There should be consistency of approach towards assessment.
- Student performance data is reviewed on a regular basis to ensure that any necessary changes in terms of lesson delivery are planned and carried out in a timely fashion.

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- Information about best practice is shared amongst their colleagues to create a stimulating learning environment.
- Regular class time is devoted to questions and ensuring students are gaining confidence in their ability.
- The CEFR framework informs their lesson aims and objectives in English language classes.
- Ensure that students are aware of university expectations and the UK HE environment.
- Comments on any concerns about their teaching, materials, teaching procedures and so forth are to be discussed with the Academic Manager and a suitable course of action to be agreed on, with the consent of the CEO.

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