# A Whole-School Guide to Curriculum Planning





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The Department of Education and Training acknowledges and pays respect to Elders and all Victorian Aboriginal communities. We honour and respect Traditional Owners, past and present, and value the rich culture and history of the First Peoples of this land. Throughout this document the term Koorie is used to refer to both Aboriginal and Torres Strait Islander people. Use of the terms Aboriginal, Aboriginal and Torres Strait Islander and Indigenous are retained in the names of programs and initiatives and unless noted otherwise are inclusive of all Aboriginal and Torres Strait Islander peoples.

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# Curriculum planning is essential to student learning growth

# Effective teaching is the single biggest determinant of student improvement in schools.

The Framework for Improving Student Outcomes (FISO) uses contemporary research to help schools focus their efforts on key areas that are known to have the greatest impact on improved student outcomes. FISO identifies that effective teaching is the single biggest determinant of student improvement in schools. Effective teaching and learning takes place in schools where teachers:

- have a deep knowledge of the curriculum
- are prepared with strong content knowledge in key learning areas
- have the skills to utilise high-impact pedagogical strategies, suited to the curriculum content, to improve student learning.

Leading research has reinforced the powerful and positive impact of high-quality curriculum on student learning.

The <u>Victorian Curriculum F-10</u> sets out what every student should have the opportunity to learn during their first eleven years of schooling. Incorporating the Australian Curriculum, it reflects Victorian standards and priorities and is the curriculum for all Victorian government schools.

Students and their needs are at the centre of curriculum planning. Schools design, plan and implement the curriculum to equip their students with the knowledge, skills and attributes they need to complete their schooling and to make a successful transition to work, training or further education.

The Education and Training Reform Regulations 2017 require all registered schools to have a curriculum framework in place:

- a. for the organisation and implementation of the school's curriculum and teaching practices
- b. to ensure that, taken as a whole, eight key learning areas are substantially addressed
- c. to provide for the review of the curriculum and teaching practices.

This Guide has been developed to support schools to adopt an effective whole-school approach to curriculum planning.

While the Guide focuses on the Victorian Curriculum F-10 (which includes Levels A-D), schools can also use the Guide to support planning of the senior secondary curriculum, or the Victorian Early Years Learning and Development Framework.

#### "Great teachers don't rely just on textbooks or materials as is, but can adapt curriculum for the needs of the students and based on their knowledge of the subject."

(Marzano et al., 2005)



## How this guide can help you

The purpose of the Whole-School Guide to Curriculum Planning is to provide practical support for teachers, instructional leaders and school leaders to plan and implement the curriculum at every layer of the school.

Using the FISO Improvement Cycle, the Guide presents a series of guiding questions and key actions to support planning for the whole school, for a curriculum area or year level, and for units and lessons.

The purpose of the Guide is not to present an exhaustive list of actions for schools, nor to provide a checklist for curriculum coverage. Rather, guiding questions invite reflection and self-assessment, to encourage teachers, instructional leaders and school leaders to build collective efficacy and plan for the implementation of the curriculum throughout the school to improve learning for all students.

#### Curriculum planning at every layer of the school



The Guide also provides links to an extensive range of resources, case studies and templates that teachers, instructional leaders and school leaders can draw upon when they are doing this work.

Responsibility for the different layers of curriculum planning will vary across schools. Part of the role of school leaders is to establish the systems and processes for effective planning throughout the school. For example, in some schools:



whole-school curriculum planning may be led by School Improvement Teams



planning for curriculum areas or year levels may be undertaken by teams of teachers including an instructional leader, working in professional learning communities.



planning for units and lessons may also be undertaken in teams, or by individual teachers.

Many schools will already have in place many features of effective whole-school curriculum planning. The FISO Improvement Cycle emphasises that the planning and implementation of the curriculum is an ongoing process, subject to monitoring, evaluation and adaption. Schools can use the Guide to identify and implement strategies to build teachers' knowledge and capability, and to ensure that the school's teaching and learning program continues to meet the evolving learning needs of all students, including English as an Additional Language learners, students with learning difficulties, Koorie students and high-ability students.

Every school is unique and schools are invited to tailor the application of the Guide depending on the context of their schools, students and communities.

### Framework for Improving Student Outcomes

#### FISO Improvement Model



#### To improve student outcomes, the **FISO Essential Elements for School Improvement** need to be present.

The Essential Elements underpin FISO and are present across all Priority Areas. This Guide directly supports schools to implement FISO Essential Element 1:

# Documented curriculum plan, assessment and shared pedagogical approaches.

The school's documented curriculum plan is informed by strategic and annual implementation planning. It is regularly reviewed and updated by teams of teachers. The school allocates time and resources for teachers to share pedagogical content knowledge about the curriculum, the implementation and monitoring of effective learning programs, and the planning of content-specific instruction. The assessment plan includes formative and summative assessment.

Curriculum planning and assessment is also one of the six high-impact improvement initiatives in the **FISO Improvement Model**. These initiatives have been prioritised because they have the highest impact on improving student outcomes.

The FISO **Continua of Practice** describe a range of practices across proficiency levels (Emerging, Evolving, Embedding and Excelling), including for Curriculum planning and assessment. School leaders and teachers can use the Continua to self-evaluate their current practice, locate their performance on an improvement-focused continuum, and understand what improved practice looks like.

"What you teach is as important as how you teach it, and the better your teaching craft, the greater the benefits resulting from a choice of rigorous content."

(Lemov 2015)

# Victorian Teaching and Learning Model

Curriculum planning is also a feature of the Victorian Teaching and Learning Model, which includes the Practice Principles for Excellence in Teaching and Learning.

The Practice Principles are signature pedagogies which 'make the difference', and research has explicitly linked them to improved student achievement and motivation. The fourth Practice Principle is 'Curriculum planning and assessment engages and challenges all students'.

When learning plans integrate the Victorian Curriculum, instructional practices and assessment strategies into coherent, sequential and contextually relevant programs, they can address the learning needs of all students.



#### Victorian Teaching and Learning Model

Vision for Learning											
All students are empowered to learn and achieve, experiencing high quality teaching practice and the best conditions for learning which equip them with the knowledge, skills and dispositions for lifelong learning and shaping the world around them											
Practice Principles											
1. High expectations for every student promote intellectual engagement and self- awareness	2. A supportiv and productiv learning environment promotes inclusion and collaboration	e voice, agenc and leadershi empower students and build school	p implemen engage challeng	g and g ntation s s and co ges all o	d challenges assessment on students to practices and d construct and feedback inform		ba strateg profe pro	dence- ised gies drive issional ictice vement	8. Global citizenship is fostered through real world contexts for learning	9. Partnerships with parents and carers enhance student learning	
				Peaago	ogical I	моа	el				
Engage		Explo	Explore		Explain		E	Elaborate		Evaluate	
High Impact Teaching Strategies											
1. Setting Goals	2. Structuring Lessons	3. Explicit Teaching	4. Worked Examples	5. Collaborati Learning	ive 6. Mult Exposi	iple	?. Question	ing	8. Feedback	9. Metacognitive Strategies	<b>نٹ</b> 10. Differentiated teaching



# Victorian Curriculum F-10: An overview

# The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling.

The curriculum provides a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, assess and report on the learning achievement of every student. The Victorian Curriculum F-10 now includes the new **English as an Additional Language** curriculum.

The Victorian Curriculum F–10 includes knowledge and skills, which are organised under eight **learning areas** and four **capabilities**. The capabilities are a set of discrete knowledge and skills that can and should be taught explicitly in and through the learning areas, but are not fully defined by any of the learning areas.

Each learning area and capability includes:

- **an introduction** setting out the rationale and aims; structure; scope and sequence; glossary; and learning in that curriculum area.
- **content descriptions** which identify what teachers are expected to teach and what students are expected to learn.
- **achievement standards** which describe what students are typically able to understand and do, and are the basis for assessment and reporting of student achievement and progress.
- **level/band descriptions** an overview of the content descriptions and achievement standard within a given level or band.

The Victorian Curriculum F–10 includes opportunities for students to learn about the **cross-curriculum priorities** of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia, and Sustainability. These are embedded in the relevant curriculum areas of the Victorian Curriculum F–10, with summaries of curriculum content available on the Victorian Curriculum website's <u>Overview</u> page.

All Victorian government schools must provide students with access to the content set out in the Victorian Curriculum F–10, and report against the achievement standards. Schools have considerable flexibility to design a teaching and learning program that develops areas of specialisation and innovation in ways that reflect and use local resources, expertise and contexts, while also providing the content set out in the Victorian Curriculum F–10 and enabling the reporting of progress against the achievement standards.

Further information is available at the <u>Victorian Curriculum F-10 website</u>. The VCAA also publishes a range of <u>advice and resources</u> for implementing the curriculum.



# Why a whole-school approach?

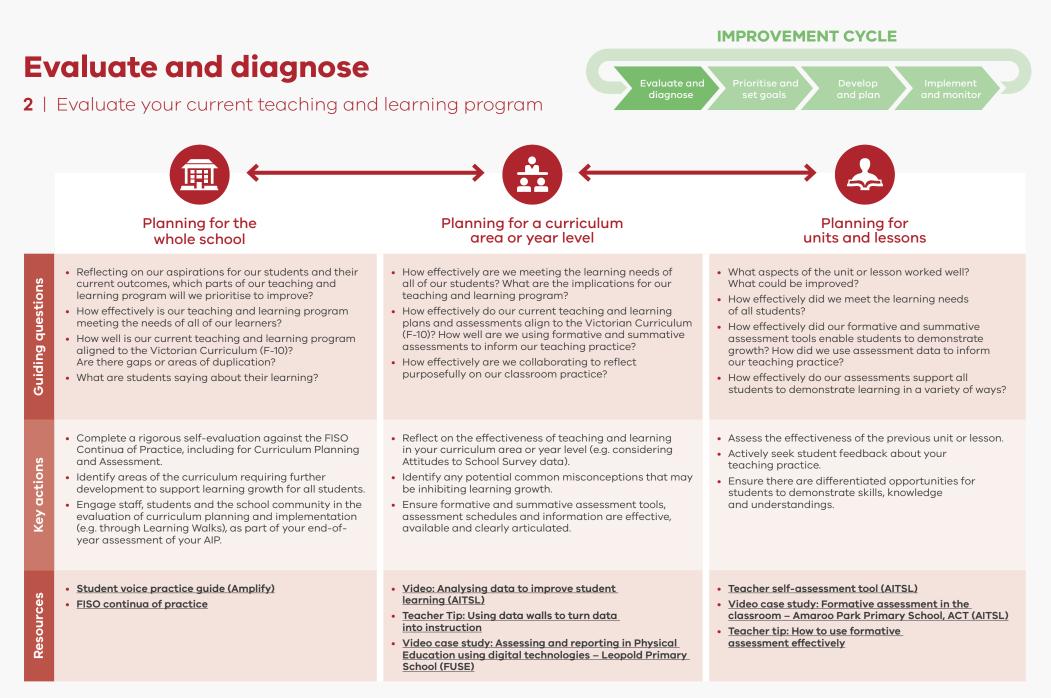
A whole-school approach to curriculum planning ensures that all staff have a shared vision, common language and a shared understanding of the school's processes for curriculum planning, monitoring, evaluation and review.

A whole-school approach enables schools to plan a teaching and learning program that is sequential across year levels and integrated across curriculum areas. This planning is crucial to ensuring that learning progress is maximised for every student. The role of school leadership is essential in guiding and supporting effective whole-school curriculum practices. Leaders ensure common models of learning and teaching underpin all classroom practice, and that curriculum, pedagogy, assessment and reporting are aligned.

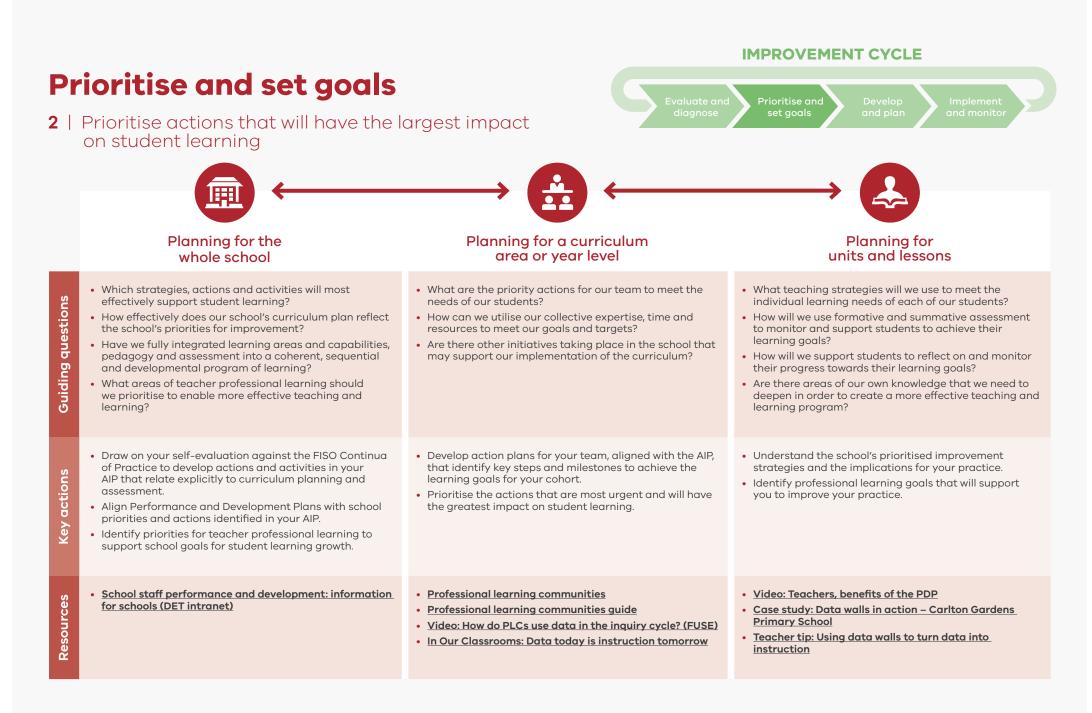
Whole-school curriculum planning is most effective when systems and processes are in place to enable all staff to contribute to the planning and implementation of the school's teaching and learning program, and to access key planning documents. These systems, processes, shared understandings and common language enable teachers and school leaders to participate in the professional discussions that are required to develop a sense of collective efficacy in curriculum planning.

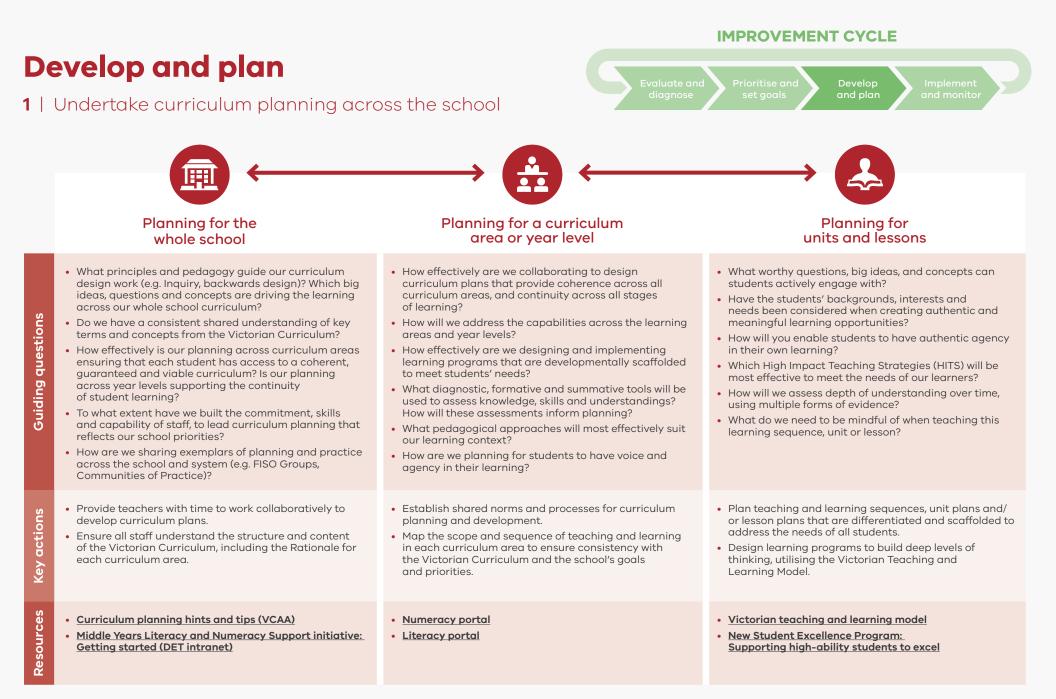
Layers of curriculum planning	Key considerations
The whole school	<ul> <li>Enables planning of the teaching and learning program for all year levels or bands and across curriculum areas, including the learning areas and capabilities.</li> <li>Essential to ensuring that all students receive the benefit of a guaranteed and viable curriculum.</li> <li>Establishes the foundations for the other layers of curriculum planning.</li> </ul>
Curriculum areas	<ul> <li>Enables planning of a sequential and cumulative progression of student learning across the years of schooling.</li> <li>Encourages teachers to plan and document the big ideas that a curriculum area will contribute to a student's overall education over the course of their schooling.</li> <li>Minimises the risk of repetition or serious gaps occurring when the units or sequences of lessons are developed.</li> </ul>
Year levels	<ul> <li>Enables sequencing of student learning and assessment for a cohort of students.</li> <li>Supports teachers to make connections between topics and units in different curriculum areas, including the capabilities. This can highlight opportunities for integrated or interdisciplinary learning, or to make links with co-curricular activities.</li> <li>Identifies potential areas of duplication or overlap in the teaching and learning program, which should be removed.</li> </ul>
Units and lessons	<ul> <li>Involves the development of rich and engaging teaching and learning activities and associated assessment tasks that address content descriptions and achievement standards from the curriculum.</li> <li>Supports delivery of differentiated and scaffolded learning activities to address the needs of all students.</li> <li>Reflects the context of the whole-school curriculum plan, and decisions made at the curriculum area and year level layers.</li> </ul>

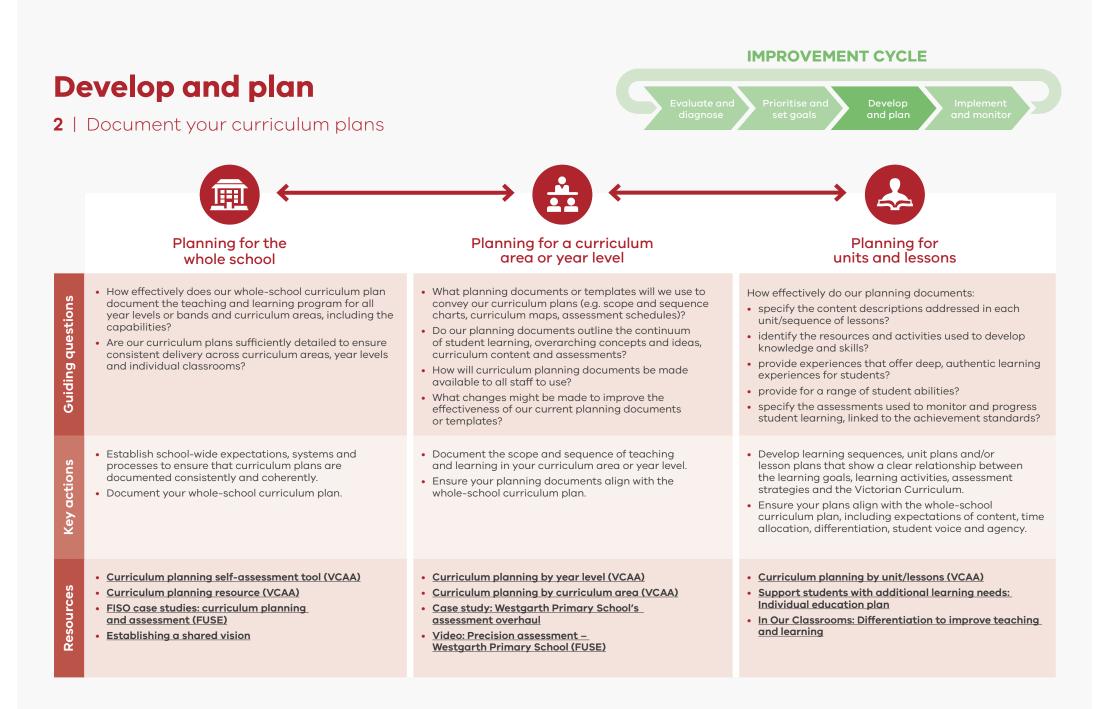
	<b>valuate and diagnose</b> Assess student learning needs	Evaluate and diagnose	Prioritise and set goals       Develop and plan       Implement and monitor
	Planning for the whole school	Planning for a curriculum area or year level	Planning for units and lessons
Guiding questions	<ul> <li>Who are our students? What do we know about them?</li> <li>What are the skills, knowledge, attitudes, understandings and behaviours that we want our students to develop – as articulated in the Victorian Curriculum?</li> <li>What are the aspirations of our students and their families?</li> <li>What are the current learning outcomes for our students? What are the patterns and trends?</li> </ul>	<ul> <li>What are the skills, knowledge, attitudes and understandings that we would like our students to attain?</li> <li>What are the current learning outcomes for our students? Are some students progressing well while others are not?</li> <li>How effectively are students progressing across different aspects of the Victorian Curriculum?</li> <li>How well are students progressing at different year levels and cohorts?</li> </ul>	<ul> <li>What do our students know and understand? What can they do? What are their skills and capabilities?</li> <li>What are our students' learning dispositions? What are their interests, passions and wonderings?</li> <li>What content from the Victorian Curriculum is important for our students to learn next? How will we know?</li> <li>Do we have all the data we need to inform our planning and teaching? What is our evidence for this?</li> </ul>
Key actions	<ul> <li>Determine which data, evidence and artefacts will inform your work (e.g. NAPLAN, Student Attitudes to School, Panorama, English and Maths Online, student work samples and moderation samples).</li> <li>Undertake a comprehensive analysis of student achievement data to identify patterns and trends across cohorts and curriculum areas.</li> <li>Review progress against School Strategic Plan (SSP) targets, and Annual Implementation Plan (AIP) 12-month targets.</li> </ul>	<ul> <li>Identify the data you will use to assess student learning, considering all diagnostic, formative and summative assessments (e.g. NAPLAN Relative Growth and Item Analysis).</li> <li>Analyse current learning of students in your cohort, including the distribution of achievement levels and learning growth, to inform areas of focus for your teaching and learning program.</li> <li>Consider students' backgrounds, interests and needs in relation to their learning progress.</li> </ul>	<ul> <li>Determine which student-level data you will use to inform planning and practice.</li> <li>Use student-level data to evaluate student growth and identify learning needs for individuals and selected cohorts.</li> <li>Establish students' prior knowledge and interests (e.g. through pre-assessments and student focus groups).</li> </ul>
Resources	<ul> <li>School performance information</li> <li>Student mapping tool</li> <li>Attitudes to school survey</li> </ul>	<ul> <li>Formative assessment resources (VCAA)</li> <li>Assess the capabilities and skills of your students</li> <li>How to create a Guttman chart and find zones of personal development (FUSE)</li> <li>Video: Using data to improve learning programs (AITSL)</li> </ul>	<ul> <li>Insight Assessment Platform (VCAA)</li> <li>Teacher Tip: How to use formative assessment effectively</li> <li>Videos: Curriculum planning in schools</li> <li>Case study: Using moderation to identify and support student learning needs – Hume Central Secondary College</li> </ul>

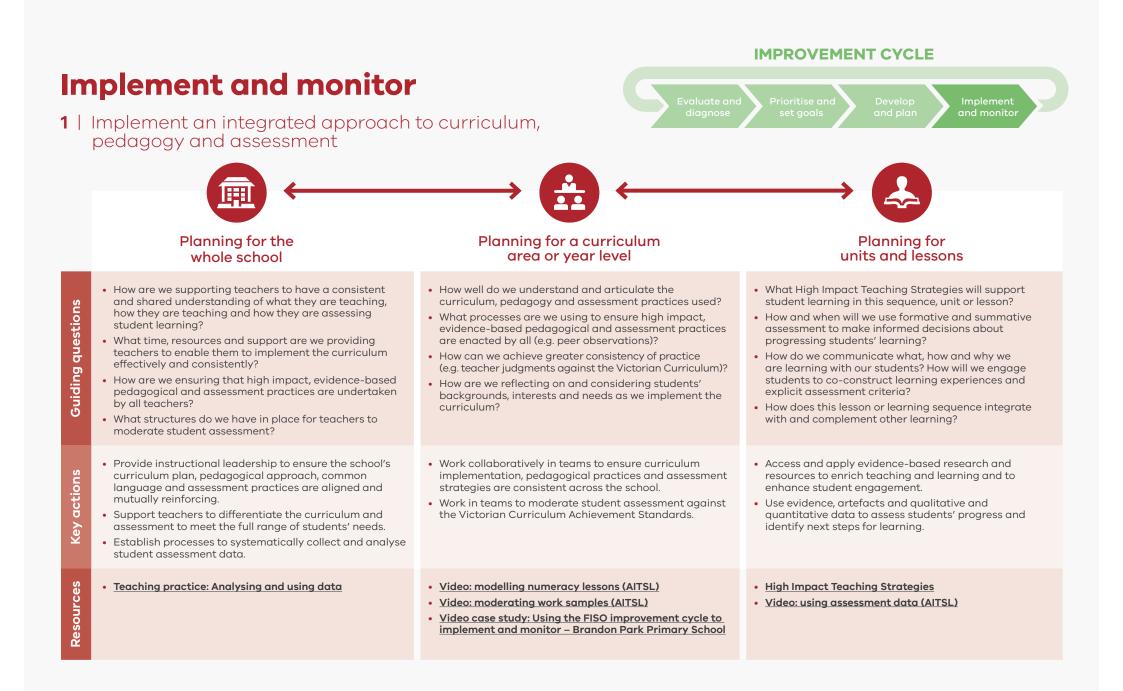












2	Dependent and monitor Monitor and adapt the teaching and learning program	Evaluate and diagnose	Evaluate and diagnose       Prioritise and set goals       Develop and plan       Implement and monitor			
	Planning for the whole school	Planning for a curriculum area or year level	Planning for units and lessons			
Guiding questions	<ul> <li>Are students demonstrating learning growth in line with goals and targets in the SSP and AIP?</li> <li>How will we ensure that our documented curriculum (i.e. what is on paper) is also our lived curriculum (i.e. what is actually being taught in classrooms)?</li> <li>What is our cycle of review for ongoing monitoring and modification of our curriculum plans? How is student data used in this process?</li> <li>What opportunities exist for staff, students and the school community to collaborate, reflect and provide feedback on curriculum planning, teaching and assessment?</li> </ul>	<ul> <li>How do we use evidence to regularly monitor the effectiveness of the teaching and learning program?</li> <li>How effectively does our teaching and learning program support student progress and enable the development of appropriate and challenging learning goals for all students?</li> <li>How do we analyse student assessments to inform curriculum development and monitor the effectiveness of teaching practice?</li> <li>What might we need to adapt as we continually consider our students' needs and aspirations?</li> </ul>	<ul> <li>Which students are demonstrating learning growth and which students are not? How do we know? What are the implications for our teaching and learning program?</li> <li>How have our students demonstrated voice and agency in their learning? How do we know and how might we respond?</li> <li>How are our teaching practices influencing student learning outcomes? What is the feedback and evidence?</li> </ul>			
Key actions	<ul> <li>Regularly monitor progress against the goals, targets and KIS set out in the SSP and AIP.</li> <li>Support and empower teachers to adapt their plans to meet the needs of all students.</li> </ul>	<ul> <li>Plan for specific times of year to review the teaching and learning program against the Victorian Curriculum.</li> <li>Monitor student progress against the curriculum plan.</li> </ul>	<ul> <li>Regularly monitor the effectiveness of the teaching and learning program in meeting student learning needs, using student assessment data and collegiate reflective processes.</li> <li>Adapt the curriculum plan and teaching practices to respond to students' learning needs.</li> </ul>			
Resources	Using data, conversations and observations for school improvement (ACER)	Practice principles for excellence in teaching and learning	<u>Assess the knowledge and understanding of</u> your students			

