

Quality Assurance POLICY

Date:

Review date:

Quality Assurance

The role of Quality Assurance policy is to ensure **all** pupils receive a high quality education throughout their time in school

Aims

- The school will ensure that its pupils receive a high standard of education that meets or exceeds the needs and expectations of interested parties.
- The standard of education provided and the methods of its deployment will be consistent and effective throughout the school and have at their core, the values of raising the aspirations and achievements of its pupils.
- The school will provide a coherent structure for monitoring, evaluating and reviewing standards across the school.

Responsibilities

All members of staff have a responsibility for ensuring pupils receive an education of the highest quality. However some staff have specific responsibilities for aspects of quality assurance as set out below.

Governors

- The governing body is expected to hold the school to account for both its statutory and non-statutory obligations.
- One purpose of quality assurance is to inform the governing body about the performance of the school and its strengths and weaknesses.
- This enables Governors to participate fully in the strategic thinking and planning of the school.
- Governors are informed of the outcomes of quality assurance through regular reports to the full governing body and its various sub-committees.

Headteacher

- The headteacher is accountable to the governors for ensuring that all areas of the school are engaged in systematic and rigorous quality assurance and self-evaluation.
- The headteacher will use the outcomes of school and team self evaluation together with external evaluations to identify areas of strength and weakness and plan for future school improvement.

SLT

- The assistant headteacher (quality assurance) is accountable to the headteacher for setting up and maintaining systems for quality assurance.
- Each member of SLT is accountable to the headteacher for QA in the areas for which they have strategic responsibility. The role includes reviewing progress on improvement plans, evaluating and analysing the standards reached and setting targets for future improvement.
- SLT will undertake departmental reviews
- SLT will undertake termly reviews of pupils' work and teachers' assessments.

Curriculum Leaders

- Curriculum leaders are accountable to their line manager for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Curriculum leaders will keep records of their monitoring and make these records available to SLT as required.
- Curriculum leaders will support SLT in departmental reviews
- Curriculum leaders will undertake a review of pupils' work and teachers' assessment by sampling sets of books from each member of their team as required by the QA cycle. Evidence from this monitoring should be available to support both departmental and school self-review and evaluation.
- Curriculum leaders should on an annual basis see each member of his or her team teach on at least one occasion.
- Curriculum leaders will undertake a review of teachers' planning and record keeping by reviewing the lesson plans and mark books/ teacher records of each member of their team at least once a term.
- Curriculum leaders will undertake a review of the outcomes of progress monitoring for each year group (once a term). This review should be used to plan and implement interventions with teachers and/or pupils.
- Curriculum leaders have a role in identifying inconsistencies in practice between different groups of pupils within their subjects.