



Quality Assurance Policy

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| Version | Author | Date | Changes |
| 0.1 | SLT | 5-10-2016 | Pre-Edited Document |
| 1.0 | FHB | 6-10-2016 | Remover senior Past manager. Amended exams officer details to reflect invigilator role. Clarified FL in monitoring section |
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Achieving excellence together

Aldridge School An Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, students and volunteers to share in this commitment.

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

- 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 Faculty reviews
- SLT will undertake reviews of pupils' work and teachers' assessments.

Faculty Leaders

- Faculty 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.

- Faculty leaders will keep records of their monitoring and make these records available to SLT as required.
- Faculty leaders will support SLT in Faculty reviews
- Faculty 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 faculty and school self-review and evaluation.
- Faculty leaders should on an annual basis see each member of his or her team teach on at least one occasion.
- Faculty leaders will undertake a review of teachers' planning and record keeping by reviewing the learning file of each member of their team at least once a term.
- Faculty leaders will regularly undertake a review of the outcomes of progress monitoring for each year group. This review should be used to plan and implement interventions with teachers and/or pupils.
- Faculty leaders have a role in identifying inconsistencies in practice between different groups of pupils within their subjects.

Heads of House

- Heads of House are accountable to their line manager for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Heads of House will keep records of their monitoring and make these records available as required
- Heads of House will see each tutor teach a PSHCE lesson on at least one occasion each year.
- Heads of House should observe each tutor working with his or her tutor group during registration at least once each term.
- Heads of House will undertake a review of the outcomes of progress monitoring for each form in their house communicating with parents and pupils, implementing intervention protocols.
- Heads of House will monitor the attendance of pupils in their house by ensuring that the correct procedures are being followed by all pupils, tutor groups and tutors.

Examinations Officer

- The Examinations Officer will ensure that all new invigilators are observed conducting their first examination to ensure that regulations are followed.
- The Examinations Officer will observe existing invigilators conducting an examination at least once a year.
- The Examinations Officer will provide training on an annual basis to invigilators, ensuring they are kept up to date with changes in regulations.
- The Examinations Officer will ensure that information from the awarding bodies is promptly disseminated to all members of staff involved in exams.

We have an Annual Self Evaluation Calendar to support Quality Assurance.

