

The English Martyrs School and Sixth Form College



QUALITY ASSURANCE POLICY

Policy Reviewed and Adopted by Governing Body: 23rd March 2016

Version1:1

Date of Next Review: March 2019

Responsible Officer: Mr S Hammond

Quality Assurance Policy

As a self-improving school, we are fully committed to continuously reflecting, reviewing and evaluating all of our practices and procedures to ensure we provide the highest quality of education possible for all the young people in our care.

This policy is based on our core values:

Determination:

Our commitment to reflect on and to review and evaluate all of our practices enables us to constantly monitor the quality of support, training and continued professional development (CPD) that we offer the staff at The English Martyrs School and Sixth Form College.

CPD should always be focused on improving the quality of provision and outcomes for our students in the School and College.

Care:

Self-evaluation processes enable us to gain knowledge of our current strengths, as well as highlighting areas for further development – but the process does not end there. We are committed to developing strategies and structures that support staff to develop their skills and knowledge in order to have an impact on and to ensure the constant improvement of teaching, learning and high-quality educational provision.

Aspiration:

The English Martyrs School and Sixth Form College will regularly review its practices in order to continually improve its effectiveness at all levels.

We have the highest of aspirations for both staff and students.

Respect:

Quality assurance and self-evaluation procedures will operate at an individual, team and whole school level and will always frame review processes within a simple structure:

- How well am I/are we doing?
- How do I/we know?
- What are my/our strengths or weaknesses?
- What should I/we do to improve?
- How can I/we improve and what support can be provided?

Who does this policy apply to?

This policy applies to all the staff at The English Martyrs School and Sixth Form College; to the Directors of English Martyrs Education Trust; to the members of the Local Governing Body; to students through student councils and the more general student voice; to parents and community members as users of the school's services.

Who is responsible for carrying out this policy?

The implementation of this policy will be monitored by the Directors of the Academy and remain under constant, systematic review by the Headteacher, Deputy Headteacher and the Leadership Team.

Procedures:

Review and Evaluation at Whole school level:

The Directors will regularly review and evaluate The English Martyrs School and Sixth Form College's practice through:

- annual feedback from the Academy S.I.P, or equivalent external advisor(s);
- termly Directors' meetings;
- termly Local Governing Body meetings;
- regular liaison with the Headteacher/Deputy Headteacher and the Leadership Team;
- regular involvement in 'Open Events'.

The Headteacher/Deputy Headteacher will regularly review and evaluate The English Martyrs School and Sixth Form College's practice through:

- a programme of support provided by the S.I.P. or equivalent external advisor(s);
- the evaluation of relevant data including census points;
- weekly strategy meetings with the Senior Leadership Team;
- a regular programme of line management meetings with members of the Senior Leadership Team;
- Appraisal/ Performance Management Meetings with members of the Middle/Senior Leadership Team – including lesson observations;
- implementation of the Whole School Development and Strategy Plan.

The Senior Leadership Team will regularly review and evaluate The English Martyrs School and Sixth Form College's practice through:

- regular HoD/SLT Link meetings with middle leaders, where appropriate joint lesson observations;
- the evaluation of relevant data including census points;
- leading examination review meetings;
- monitoring visits to all learning areas during term 1;
- Appraisal/ Performance Management Meetings with middle Leaders – including lesson observations;
- implementation of relevant areas of the Whole School Development and Strategy Plan.

Review and Evaluation at Team level (Teaching & Learning):

Middle leaders will regularly review and evaluate their team's practice through:

- regular line management meetings with team members;
- the evaluation of relevant data including census points;
- feeding back to Examination Review meetings;
- leading and participating in monitoring visits [term 1];
- Performance management meetings with team members – including lesson observation;
- implementation of the Department Improvement and Strategy Plan that will form part of the Whole School Development and Strategy Plan.

Review and Evaluation at Team level (Administration and Support Staff):

Team leaders will regularly review and evaluate their team's practice through:

- regular line management meetings with team members;
- the evaluation of relevant data;
- Performance management meetings with team members.

Review and Evaluation at Individual level (Teaching and Learning):

All classroom staff will regularly review and evaluate their practice through:

- continual day to day reflection on the effectiveness of their practice;
- the evaluation of relevant data including census points;
- line management meetings with their team leader;
- Performance management meetings with their team leader.

Additional Quality Assurance procedures:

Additional specific procedures that are part of the above generic list might include:

- additional observations of colleagues at work;
- the sampling of students' work;
- reviews of teams or individuals by external consultants/professionals;
- team, thematic or whole school inspections carried out by OFSTED or HMI, SIP or leadership team;
- Student Voice;
- Staff and Parental Questionnaires;
- Community Liaison.

Regular statutory Quality Assurance procedures;

Additional statutory annual procedures are followed to ensure we meet agreed national standards in:

- Health and Safety (Including fire safety);
- Academy Financial Regulations;
- Safeguarding Children.