

 <b>Kingsmead</b>	<b>POLICY TITLE:</b>	<b>Quality Assurance</b>
<b>Kingsmead Academy T/A Kingsmead School</b>		
<b>Committee/Person Responsible for Policy:</b>	Headteacher Personnel & Teaching for Learning	
<b>Date Approved by Governing Body:</b>	March 2017	
<b>Date of Last Review:</b>	Spring 2017	
<b>Next Review Due:</b>	Spring 2018	

### Policy Statement

As a self-improving school, we are fully committed to continuously reviewing and evaluating all our practices and procedures to ensure we provide the highest quality of education possible for all our learners. This policy is based on our core values:

#### Determination

Our commitment to review and evaluate all our practices enables us to constantly monitor the quality of support, training and continued professional development (CPD) that we offer the staff at Kingsmead School. CPD should always be focussed on improving the quality of provision at Kingsmead.

#### 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 impact on the constant improvement of teaching, learning and high quality educational provision.

#### Aspiration

Kingsmead School will regularly review its practices in order to continually improve its effectiveness at all levels.

#### 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?

## **Who does this policy apply to?**

This policy applies to all Kingsmead School Staff, to the governing body as consultees; 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 governing body and remain under constant review by the headteacher and the senior leadership team.

## **Procedures**

### **Review and Evaluation at Whole school level**

**The Governing Body** will regularly review and evaluate Kingsmead School's practice through:

- Annual feedback from the School's S.I.P, or equivalent external advisor(s)
- Termly Full Governor's meetings
- Termly Governor Sub-Committee meetings
- Regular liaison with the headteacher and senior leadership team
- Regular involvement in 'Governor's Open Days.'

**The Headteacher** will regularly review and evaluate Kingsmead School'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 senior leadership team – including lesson observations.
- Implementation of the Whole School Development Plan

**The Senior Leadership Team** will regularly review and evaluate Kingsmead School's practice through:

- Regular line management meetings with Team leaders and joint lesson observations
- The evaluation of relevant data including census points
- Leading Examination Review meetings
- Monitoring visits to all learning teams during term 1
- Appraisal/ Performance Management Meetings with Team Leaders – including lesson observations
- Implementation of relevant areas of the Whole School Development Plan.

### **Review and Evaluation at Team level (Teaching & Learning)**

**Team 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 observations

- Implementation of the Team Learning Plan that will be part of the Whole School Development 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.
- Student Voice
- 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