



UTC PLYMOUTH

Quality Assurance Policy

Quality Assurance

The role of Quality Assurance policy is to ensure all students receive a high quality education throughout their time in college

Aims

- The college will ensure that its students 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 college and have at their core, the values of raising the aspirations and achievements of its students.
- The college will provide a coherent structure for monitoring, evaluating and reviewing standards across the college.

Responsibilities

All members of staff have a responsibility for ensuring students 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 college 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 college and its strengths and weaknesses.

- This enables Governors to participate fully in the strategic thinking and planning of the college.
- Governors are informed of the outcomes of quality assurance through regular reports to the full governing body and its various sub-committees.

Principal

- The Principal is accountable to the governors for ensuring that all areas of the college are engaged in systematic and rigorous quality assurance and self-evaluation.
- The Principal will use the outcomes of college and team self-evaluation together with external evaluations to identify areas of strength and weakness and plan for future college improvement.
- The Principal is accountable for setting up and maintaining systems for quality assurance across curriculum areas
- Each member of SLT is accountable to the Principal 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.

- Leadership will undertake departmental reviews
- Leadership will undertake termly reviews of students' 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 Leadership as required.
- Curriculum leaders will support Leadership in departmental reviews
- Curriculum leaders will undertake a review of students' 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 college 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 students.
- Curriculum leaders have a role in identifying inconsistencies in practice between different groups of students within their subjects.

Head OF Key STAGE 4 AND 5

Head OF Key STAGE 4 AND 5 will Quality assure the services offered by other services in relation to student intervention.

Head OF Key STAGE 4 AND 5 are accountable to their line manager for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.

- Head OF Key STAGE 4 AND 5 will ensure Intervention Protocols are consistently adhered to.

Quality assurance purposes.

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

VERSION CONTROL SHEET

POLICY NAME: Quality Assurance Policy

Policy Prepared by: Polly Lovell

| Document date | Filename | Mtg submitted | Summary of changes required |
|---------------|----------|---------------|-----------------------------|
| June 19 | | | Policy reviewed |
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