



*William Brookes Academy Trust*

# Quality Assurance Policy

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October 2016



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This policy is due for review in two years

The purpose of the Quality Assurance Policy is to ensure all students receive a high quality education throughout their time at William Brookes School.

## **1. Aims**

William Brookes School will ensure:

- that its students receive a high standard of education that meets or exceeds the needs and expectations of interested parties
- that 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 students
- a coherent structure for monitoring, evaluating and reviewing standards across the school

## **2. 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 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
- Governors are informed of the outcomes of quality assurance through regular reports to the full governing body

### **Head teacher**

- The Head teacher 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 Head teacher will use the outcomes of school and subject self-evaluation together with external evaluations to identify areas of strength and weakness and plan for future school improvement

### **Senior Leadership Team**

- Each member of the Senior Leadership Team is accountable to the Head teacher 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
- The Senior Leadership Team will undertake subject reviews
- The Senior Leadership Team will undertake regular reviews of students work and teachers assessments

### **Subject Leaders**

- Subject 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
- Subject Leaders will keep records of their monitoring on HTG Manager so these records are available to the Senior Leadership Team
- Subject Leaders will support the Senior Leadership Team with review of their subject areas
- Subject Leaders will undertake a review of students' work and teachers' assessments by sampling sets of books from each member of their team as required by the QA cycle. Evidence from this monitoring should be available on HTG Manager to support both subject and school self-review and evaluation
- Subject Leaders should, on an annual basis, see each member of their team teach on at least one occasion
- Subject 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. This will be data led using the KS3 Assessment Tracker, 4Matrix at KS4 and Headstart at KS5
- Subject Leaders have a role in identifying:
  - Inconsistencies in practice between different groups of students within their subjects
  - Improvements in quality between and for all staff