**Quality Assurance Policy**

**Our Vision**

To train teachers who develop into resilient, creative and reflective professionals able to secure the very best for all children and young people.

**Aims and Values**

West Midlands Consortium understands and recognises the need to establish and maintain a high-quality training programme that produces excellent teachers.

Our Quality Assurance procedures underpin and support our drive for excellence. Rigorous monitoring coupled with honest and open evaluation ensures that there is no room for complacency and that standards are set and maintained at a high level.

Our training programmes have been designed to ensure that there is compliance with the DfE requirements for ITT providers. Regular reviews of our courses through the QA systems ensures that compliance is maintained.

**Leadership and Management**

The Management Committee is responsible for:

* Ensuring that the policy is working in practice
* Overall responsibility for compliance with the requirements for ITT
* Overseeing the development of a strategic plan which supports future compliance with the requirements of ITT
* Monitoring compliance
* Overseeing the work of the Director of ITT to provide evidence of compliance and other QA issues

The Accounting Officer is responsible for:

* Direct line management of the Finance Manager
* Providing updates to the Governing Board on all aspects of the SCITT including financial and compliance matters

The Director of ITT is responsible for:

* Providing updates to the Management Committee and Governing Board on compliance
* The implementation of systems that will facilitate the collection of data as required
* Providing evidence of data collected
* Providing opportunities and evidence for benchmarking activities

**Compliance**

Compliance updates will be presented to the Management Committee and Governing Board when requested. Results from monitoring and evaluation will be shared on a termly basis and this will inform strategic planning.

**Monitoring**

Our training programmes have been evaluated against the Ofsted Framework and our development plan is shared with the Management Committee and Governing Body.

The Management Committee will maintain overall responsibility for compliance with the requirements for ITT through regular reports from the Director of ITT. The Management Committee will use data collected from:

* Evaluations of training sessions from Associate Teachers
* Evaluations of training sessions from Subject Leaders
* Evaluations of processes e.g. interview process
* Written evidence and feedback from partner schools
* Written evidence and feedback from external sources including Ofsted reports, External Moderator reports
* Outcome data
* Application and Associate Teacher data

Data collected through analysis of Associate Teachers, applications and evaluation forms will be used to inform the planned review of this policy.

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.

**Training and Development**

Training needs related to Quality Assurance issues will be identified by the Management Committee.

**Procedures**

Our Quality Assurance procedures ensure that our strategic planning builds upon our strengths and supports the development of other areas. A development plan is produced (with input from partnership colleagues as appropriate) for use by the Management Committee and is shared with all Partnership schools.

**Publishing the Policy**

This policy will be available on the West Midlands Consortium website

**Review of the Policy**

This policy will be reviewed and presented to the Management Committee as part of the 2023 – 2024 meetings cycle.

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| **Course Aspect** | **QA Procedure** | **Frequency** | **Additional Information** | **Person/s Responsible** |
| **Associate Teachers**  **(Teaching)** | Continuous observations of ATs  with feedback given – a minimum of 1 formal lesson observation  Mentor meetings – identified on  the AT overview | Weekly | A summary of the standard of Associate Teachers teaching  and progress is presented to the Management Committee and Governing Board | Mentors |
| Joint observation of ATs | Twice per placement | Course Leaders |
| Quality Assurance Visits (SD) | Each half term | QA Officers |
| School visits – observation of lessons,  Evidence checked | Annually | External Moderator |
| School visits – observation of lessons,  Evidence checked | Three  yearly cycle | External  Examiner |
| Validation of final award of QTS  (PGCE) | Annually | Staffordshire  University |
| **Mentors**  **(Reliability and**  **accuracy of assessment**  **of ATs)** | Mentor Training – dependent  on course | At least termly | Mentors are provided with additional training and support  if necessary | Course Leaders |
| Joint observation of ATs | Twice per placement | Course Leaders |
| Quality Assurance Visits (SD) | Each half term | QA Officers |
| Observation of the feedback given  by the mentor to the AT | At least  twice per year | Course Leaders and QA Officers |
| Lesson Observation and scrutiny of  AT evidence | Annually | External Moderator |
| Lesson Observation and scrutiny of  AT evidence | Three  yearly cycle | External  Examiner |
| Feedback from ATs on their  school experience and  support received | Annually  Termly  Reps’ Meetings | ATs |
| **Professional Tutors**  **(Reliability and**  **accuracy of assessment**  **of ATs)** | Professional Tutor Training - SD | Termly |  | Course Leader |
| School visits and meetings with PTs | Every half term | QA Officers |
| School visits if deemed necessary | On-going | Director of ITT |
| **Subject-Specific**  **Training** | Objective and intended  learning outcomes for each  session identified | Each  Session | Summary of evaluations collated  by course Leaders  Any significant issues identified and added to development plan | Subject Leads |
| All subject leads identified as experts in their field | On-going | Course Leaders |
| ATs’ subject knowledge audits are monitored and tracked and emerging issues identified and acted upon | On-going | Course Leaders  Mentors  QA Officers |
| Evaluations programmes of  pedagogy and recommendations arising from evaluations  incorporated into course design | Annually  Termly  Reps’ Meetings | ATs  Course Leaders |
| Evaluation of impact of subject specific training by mentors | Each half term | QA Officers |
| Feedback on impact of subject specific training | Annually | External Moderator |
| **Placement**  **Schools** | ATs evaluate placements | Annually | Summary of evaluations shared with Partner Schools and Governing Body as appropriate | ATs |
| Evaluations summarised and shared with Management Committee | Annually | Course Leaders |
| Selection and de-selection criteria as outlined within the Partnership Agreement | On-going  (Reviewed Annually) | Director of ITT |
| Regular visits provide excellent opportunities for QA of placement schools | Each half term | QA Officers |
| Quality Assurance visits to partner schools | Annually | External Moderator |
| **Central Training** | Objectives and intended learning outcomes for each training session shared with ATs | Each  Session | Any significant issues identified and addressed through course design | Course Leader  Session Lead |
| All trainers identified as experts within their field – either within their own school or as an external consultant | Each  session | Course Leaders |
| On-going review of central training programme – changes implemented where necessary | annually | Course Leaders |
| Feedback on sessions | On-going  Annually | ATs |
| Evaluations summarised and shared with Management Committee | Annually | Course Leaders |
| Observation of central training sessions | Periodically | Course Leaders |
| **PGCE** | Staffordshire University have their  own procedures and moderate samples of each assignment | Each assignment point |  | Staffs Uni |
| ATs provide feedback on all aspects of the programme including the  PGCE | Annually | ATs |
| **Application Process** | Applications checked for qualifications compliancy | On-going | Decision whether to invite for interview made by Director of ITT with guidance from Course Leaders and partner schools  Summary of application data collated by Administrator | Director of ITT  Course Leaders  Administrator |
| If invited to interview, applicant is sent a standard email explaining the interview process together with any tasks | On-going | Course Leaders  Administrator |
| **Interview Process** | Qualifications checked and copies of original certificates taken | On-going | Summary of application data shared with  Governing Board  All application information available including interview notes | Administrator |
| Identify of applicant checked for DBS and copies of documents taken | Administrator |
| At least one member of the panel is safer-recruitment trained | Director of ITT  Course Leaders |
| Standard interview questions used | Director of ITT  Course Leaders |
| **Overall**  **Course**  **Design** | Courses are mapped against the  Core Content Framework, QTS standards and checked against the requirements for ITT | Annually | ATs complete end of year evaluations. This information is  collated by Course Leaders.  Additional AT feedback through student reps | Course Leaders |
| Recommendations arising from evaluations have been incorporated into course programmes |
| **Policy and Procedures** | All policies and procedures are reviewed as part of a cycle.  Each policy has an identified review date and any failure of policy is examined | At each review date |  | Director of ITT  Management Committee |