

Our Vision is to produce outstanding teachers who will ensure their students, whatever their starting point, thrive in all aspects of education. Our trainee teachers will value developing the whole person equally to the achievement of academic success.

Policies and Procedures

Quality Assurance Policy

Adopted: March 2019

Review Date: March 2021

Reviewers: RDv/GCr

Aims and Values:

North Wiltshire SCITT understands and recognises the need to establish and maintain a high-quality training programme that produces excellent teachers. Our QA procedures underpin and support our drive for excellence. Rigorous monitoring, coupled with honest and open evaluation, ensures that there is no complacency and that standards are set and maintained at a high level.

The training programme has been designed to ensure that there is compliance with the DfE requirements for ITT providers. Regular review of the training course through the QA systems ensures that compliance is maintained.

Leadership and Management:

The Management Board is responsible for:

- Ensuring the policy is working in practice
- Overall responsibility for compliance with the requirements for ITT
- Development of a strategic plan which supports future compliance with the requirements for ITT
- Monitoring compliance
- Directing the work of the Programme Manager to provide evidence of compliance and other QA issues

The Accounting Officer is responsible for:

- Direct line management of the Programme Manager
- Direct line management of the Finance Manager
- Chairing the Management Board, which reviews all SCITT policies, procedures and practices
- Providing updates to the Governing Board on all aspects of the SCITT including financial and compliance matters

The Programme Manager is responsible for:

- Providing updates to the Management Board on compliance
- 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 Board throughout the year. Results from monitoring and evaluation will also be fed back. This will inform strategic planning.

Monitoring:

The training course has been evaluated against the Ofsted Framework (SED). The Self-Evaluation Document is presented to the Management Board.

The Management board will maintain overall responsibility for compliance with the requirements for ITT. Monitoring will be through regular reports from the Programme Manager. The Management Board will use data collated from:

- Evaluations of training sessions from trainees
- Written evidence/feedback from partner schools
- Written evidence from external sources including Ofsted reports, External Moderator report
- Outcome data

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

Training and Development:

Training needs related to QA issues will be identified by the Management Board.

Procedures:

Our QA procedures ensure that our strategic planning builds upon our strengths and supports the development of other areas. A self-evaluation document is produced (with input from partnership staff as appropriate) for use by the Management Board and is available for all Partnership schools to view.

Course aspect	QA Procedure	Frequency	Person/s Responsible
Trainees (Teaching)	Continuous observations of trainees with feedback given. A minimum of 1 formal lesson observation . Mentor meetings (identified on the trainee timetable).	Weekly	Mentors
	Joint observation of trainees	For each Placement	Professional Tutors
	Moderation visits	Termly	SCITT/Subject Leads/LT from Lead School/ Headteachers from Partnership schools
	School visits – observation of lesson, Evidence against Teachers Standards and Teaching file checked	Annually	External Moderator
	External examiner validates final awards of QTS and the final grading awarded	Annually	External examiner
Mentors (reliability and accuracy of assessment of trainees)	Mentors attend Mentor training	Twice a year (Before placements) or by school visits if unable to attend	SCITT
	Joint observation of trainee is carried out with the Mentor	Placements	Professional Tutors
	Moderation visits	Termly	SCITT/Subject Leads/LT from Lead School/ Headteachers from Partnership schools
	School visits – joint observation of trainee with the mentor and observation of the feedback given by the mentor to the trainee	Annually	External Moderator
	External examiner scrutinizes the trainees evidence against the Teachers Standards and validates final awards of QTS and the final grading awarded.	Annually	External Examiner
	Feedback from trainees on their school experiences and the support received.	Placements	Trainees
Professional Tutors (reliability and accuracy of assessment of trainees)	Professional Tutors attend central Training	Twice a year (Before Placements) or by school visits if unable to attend	SCITT
	School visits and meetings with Professional Tutors	Annually	External Moderator
	Feedback from trainees on their school experiences and the support received.	Placements	Trainees
	School visits where it is deemed appropriate/necessary	On-going	SCITT

Subject/ Phase Leads (reliability and accuracy of assessment of trainees)	Subject Lead Tutor meetings allow for sharing of good practice	Termly	SCITT
	Formal observations of Subject sessions	Annually	SCITT/LT of Lead School
	Quality Assurance Learning Walks		
	Phase/Subject Leads carry out Moderation visit 2 on a trainee/trainees in a different subject/phase to their own. This allows for cross moderation.	Annually	Subject and Phase Leads
	Feedback from trainees on Subject sessions supported by the review of Subject Audits	Termly	Trainees
	QA of moderation visit	Annually	Central team
Placement schools	Trainee Teachers evaluate placements and these are summarised and shared	Placements/ Annually	Trainees
	Selection and de-selection criteria as outlined within the Partnership Agreement	On-going (Reviewed Annually)	SCITT
	Moderation Visits provide excellent opportunities for Quality Assurance of the placement schools.	Termly	SCITT/Subject and Phase Leads/LT from Lead School/ Headteachers from Partnership schools
	School visits are arranged either where there are concerns around placements or to gather aspects of good practice.	On-going	SCITT
	Quality Assurance visits of Partnership Schools	Rolling programme (each school visited approximately once every 3 years).	SCITT
Central Training	Observations of Central training sessions	New sessions and periodically	SCITT
	Feedback of sessions	Each Session	Trainees
	Facilitators either collate their own feedback or the SCITT collates feedback from trainees and this is shared with those involved as well as reported to the Management Board.	Each session	Facilitators/ SCITT
	An on going review of the Central training Programme takes place and changes implemented where appropriate.	Annually	Management Board/ Programme Manager
PGCE	BSU have their own moderation procedures and the SCITT pays for a sample moderation of all 3 assignments.	At each assignment point	BSU
	Trainees provide feedback on all aspects of the programme including the PGCE	Termly	Trainees

Recruitment and Selection	<p>Application checked by SCITT administrator, Programme Manager and Accounting Officer. If invited to interview, applicant is sent a standard letter explaining the interview process and the teaching task.</p> <p>Qualifications checked by Administrator. Copies of original certificates taken. Identity of applicant checked by Administrator for DBS, copies of documents taken. Phase/Subject specialist involved in interview procedure. Standard interview questions used. Teaching task/Story time observed.</p> <p>At least one member of the panel is safer-recruitment trained.</p>	On-going	SCITT
NQTs	<p>Regular reports from Mentors will be collated on the progress of all NQTs at various points across the year.</p> <p>NQT reports will be requested with the consent of the NQT. Reports analysed as a whole and by each NQT.</p> <p>NQTs will be asked to summarise their NQT year.</p> <p>The results of these will be carefully analysed by the SCITT and used for benchmarking data regarding the quality of training and to inform placement with respect to developing the course to meet the needs of NQTs more effectively.</p> <p>The SCITT will also obtain information from previous trainees, relating to the training provided and their teaching careers. This information will be used to monitor the progress of ex SCITT trainees and consider possible implications with respect to the quality of training and the continuing relevance of our course.</p>	On-going	SCITT
Policy and Procedures	<p>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.</p>	At each review date	Management Board