

Quality Assurance Policy

Adopted: March 2019

Reviewed Date: January 2023

Date of next review: 24 Months

Committee Reviewed: NWSCITT Management Board

Date Ratified: 23 May 2023

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.

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:

- Chairing the Management Board, which reviews all SCITT policies, procedures and practices
- Providing updates to Ascend Learning Trust Board of Trustees 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
- Line Management of the Assistant Programme Manager who leads on QA
- 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:

Our self-evaluation document assesses the quality of our provision and 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 ITT taught curriculum training and of placement schools 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.

See addendum 'QA Procedures for all ITT Programmes'

QA Procedures for all ITT Programmes

Area of Focus	QA Procedure	Frequency	Person Responsible for QA process
Trainees (teaching)	Continuous observation of trainees with feedback given	Weekly	Mentors
	Joint observation of trainees	Each placement – 3x per year	PT/ITT lead
	Moderation visits	Each placement – 3x per year	Subject Lead or T&L Tutor
	Professional Learning Conversations	Each placement – 3x per year	Subject Lead or T&L Tutor
	School visits	Annually	External moderator
	Progress Check (<i>check of evidence against our curriculum uploaded on Teams</i>)	Ongoing and at end of each placement	Subject Lead or T&L Tutor
	External moderator validates final recommendation of QTS	Annually	External moderator
Mentors (reliability and accuracy of assessment of trainees)	<i>Mentors receive training, led by the Programme Leaders, prior to placements commencing. They are also offered the opportunity to attend accredited mentor training over three half days during the year.</i>		
	Internal School QA - Joint observation of trainee with mentor and observation of feedback given to trainee by mentor	Each placement – 3x per year	Professional Tutor /ITT Lead
	Check of entitlement and quality of mentor support (via live access to Teams evidence)	Ongoing	Subject Lead or T&L Tutor/Programme Leaders
	Moderation visits including QA of Progress Report	Each placement – 3x per year	Subject Lead or T&L Tutor

Professional Tutors (Reliability and accuracy of assessment of trainees by mentors)	School visits and meetings with Professional Tutors	On a 5-year cycle	Programme Leaders/T&L Tutor
	Trainee feedback on school experience, training and support received during placement from mentor and PT.	Following each placement	Trainees
Central Training Facilitators	<i>Facilitators are offered a range of training for example, Olevi's 'Outstanding Facilitators Programme', NASBTT's Level 2 training.</i>		
	Observations of training sessions	Ongoing	Programme Leaders
	Feedback from trainees on training sessions	Twice per term	Trainees
Placement Schools	Evaluation of school experience placements by trainees	Each placement – 3x per year	Programme Leaders
	Moderation visits	Each placement – 3x per year	Programme Leaders
	School visits (<i>e.g. to gather good practice or where concerns are raised about placements</i>)	Ongoing	Programme Leaders
ECTs	Feedback from induction tutor of ECT to ascertain quality of training and preparation for teaching post	End of first term	Programme Leaders
	Feedback from ECT to ascertain quality of training and preparation for teaching post.	Summer term	Programme Leaders