

# QUALITY ASSURANCE POLICY


## September 2024


### Policy Review

This policy will be reviewed in full by the Directors on an annual basis unless circumstances require policy update in the interim.

The policy was last reviewed and agreed by the Directors on 01.09.24.

It is due for review on 01.09.25 (up to 12 months from the above date).

Signature (CEO)  ..... Date .....01.09.24.....

Signature (COO)  ..... Date .....01.09.24.....

### Version Control

Version	Date	Changes
V1	04/09/23	Original document
V2	01/09/24	Terminology and layout update

## **1. Purpose**

The purpose of Quality Assurance policy is to ensure all students receive a high-quality education throughout their time at Edit Education.

## **2. Aims**

- Edit Education will ensure that its students receive a high standard of education that meets or exceeds expectations.
- 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.
- Edit Education will provide a coherent structure for monitoring, evaluating, and reviewing standards across the provision.

## **3. 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.

### *3.1 Board of Directors and Share Holders*

- The Board of Directors and Share Holders are expected to hold the provision to account for both its statutory and non-statutory obligations.
- One purpose of quality assurance is to inform the Board of Directors and Share Holders about the performance of the school and its strengths and areas for development.
- This enables Directors and Share Holders to participate fully in the strategic thinking and planning of the school.
- Directors and Share Holders are informed of quality assurance through regular reports.

### *3.2 COO*

- The CEO is accountable to the Board for ensuring that all areas of the provision are engaged in systematic and rigorous quality assurance and self-evaluation.
- The CEO will use the outcomes of self-evaluation together with external evaluations to identify areas of strength and weakness and plan for future improvement.

### *3.3 Provision Leaders*

- All provision leaders are accountable to the CEO for setting up and maintaining systems for quality assurance.
- Each member of PLT is accountable to the CEO 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.

### *3.4 Subject Teachers*

- Subject teachers are accountable to the CEO for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Subject teachers will keep records of their monitoring and make these records available to Provision Leaders as required.
- Subject teachers will be supported by Provision Leaders in Departmental reviews.
- Subject teachers have a role in identifying inconsistencies in practice between variant groups within their subjects.
- Subject Teachers will half termly report of students' learning.
- Subject Teachers will ensure appropriate interventions are in place and reviewed.

### *3.5 Support Staff*

- Support Staff are accountable to the teachers they work with for supporting teaching and learning.
- Support staff will keep records of any interventions and the impact they have had.
- Support staff will be involved in delivering PSHE.

### *3.6 Attendance Officer*

- Edit Education's Attendance Officer will monitor the attendance of all students causing concern and ensure that the recording of attendance follows statutory procedures and Edit Education's attendance policy.

The outcomes will be shared with the Board of Directors and Share Holders and used to inform Edit Education's Self Evaluation and Development Plan.

### *3.7 Edit Education Partners.*

- The COO is responsible for monitoring the quality of service provided by partners.