Westfield Academy
Seeing the qualities in every child

Quality Assurance Policy

Approval Date – October 2026 Review Date – October 2029

Rationale

It is the policy of the governors of Westfield Academy that students are entitled to benefit from the highest possible quality of education. Rigorous Quality Assurance or Self Evaluation processes are vital in ensuring that:

- We recognise where excellent and effective teaching occurs and identify where improvements need to be made
- We are able to plan strategically how to improve
- We can address underperformance if it occurs
- We can measure the impact of our improvement planning

Quality Assurance is the responsibility of governors, the Senior Leadership Team and of middle leaders.

Roles and Responsibilities

The **Governing Body** will:

- Seek the advice of the SLT on this policy, keep it up to date and make it available to parents
- Monitor the impact of this policy

The **Headteacher** will ensure that:

- The broad findings of Quality Assurance procedures are reported to the governors through the Headteacher's Report
- The findings of Quality Assurance procedures are used strategically to improve the effectiveness of the school

The **designated member of SLT** will:

- Ensure rigorous Quality Assurance procedures are planned and implemented regularly throughout the school year. These procedures include lesson observations, tutor time observations, learning walks, analysis of internal and external performance data, work sampling, planner sampling, stakeholder voice consultations, moderation and agreement trialling activities and reports from outside agencies including the SIP and consultants
- Report the detailed findings of Quality Assurance procedures to the SLT and the governors' Student Learning Sub-Committee (Note: the names of individual staff and students will be withheld from reports to governors).
- Liaise with SLT colleagues and middle leaders to ensure suitable strategies are used to secure improvements to practice

Middle Leaders will:

- Ensure that rigorous Quality Assurance of the work of their team is planned and implemented regularly throughout the school year. These procedures include lesson observations, learning walks, analysis of internal and external performance data, work sampling, stakeholder voice consultations, moderation and agreement trialling activities

- Report the detailed findings of their Quality Assurance procedures to their SLT line manager and to members of their team
- Use suitable strategies to ensure that improvements to the practice of their team are made

Related Documents
- Learning & Teaching Policy
- Assessment & Reporting Policy
- Teachers' Appraisal Policy
- Staff Handbook

Monitoring

This policy is monitored by the Student Learning Sub-Committee using the following information:
- The Headteacher's Report (3 times a year at Full Governors' Meetings)
- Reports from Subject Leaders and SLT, as requested
- Use of external and internal data including summaries of raw and contextualised exam results
- First hand monitoring visits made by governors themselves

Responsible
Headteacher (Simon Dallimore)