



Including local arrangements in annexes for:

MAIDEN ERLEGH CHILTERN EDGE

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STRATEGY OBJECTIVE

The main objectives of the Continuous Improvement Strategy (Figure 1) are to:

- develop confident and highly effective leaders, teachers, teaching assistants, cover supervisors, learners and governors;
- ensure the Quality of Education is highly effective for every child whatever their ability or needs – and whatever the subject, the year group or the time of year.

We believe that where there is a “joined up”, rigorous and collaborative process linking the evaluation of standards, professional development, support & challenge and school improvement, then both learners and staff benefit.



Figure 1: Continuous Improvement Strategy

1. IMPROVEMENT PLANNING

TRUST STRATEGIC OBJECTIVES (SO)	SCHOOL OBJECTIVES	DEPARTMENT/SUBJECT or KEY STAGE/PHASE OBJECTIVES
<ul style="list-style-type: none"> • See Trust website • Forms the basis of the TSTRAT and TSEF. 	<ul style="list-style-type: none"> • Each school has school specific objectives based on the Ofsted categories (see below). • Forms the basis of the SIP and SEF. 	<ul style="list-style-type: none"> • Each department/subject or Key Stage/phase have their own specific objectives. • Forms the basis of the department/subject or key stage/phase plan.
TRUST STRATEGIC PLAN (TSTRAT)	SCHOOL IMPROVEMENT PLAN (SIP)	DEPARTMENT/SUBJECT or KEY STAGE/PHASE PLAN
<ul style="list-style-type: none"> • Written by the CEO and agreed by the Trustees. • Strategic development over 3 years. • Progress towards success criteria reviewing impact termly. • Trustees hold CEO to account for progress. 	<ul style="list-style-type: none"> • Written by the Headteacher and agreed by the LAB and the Trustees. • Strategic development over 1 year using the TSTRAT and the identified needs of the school. • Progress towards success criteria reviewing impact termly. • LAB and Trust hold Headteacher to account for progress. 	<ul style="list-style-type: none"> • Written by middle leader and agreed by Line Manager. • Strategic development over 1 year using the SIP. • Progress towards success criteria reviewing impact termly. • Headteachers hold middle leaders to account for progress.
TRUST SELF EVALUATION (TSEF)	SCHOOL SELF EVALUATION (SEF)	DEPARTMENT/SUBJECT or KEY STAGE/PHASE REVIEW
<ul style="list-style-type: none"> • Written by CEO. • School Improvement Team provide impact evidence for TSEF in line with the Strategic Objectives. • Progress reviewed termly. 	<ul style="list-style-type: none"> • Written by Headteacher • Senior leaders provide impact evidence and discuss holistic judgements. • Half-termly reviews and evidence published to School Improvement Team and Trustees. 	<ul style="list-style-type: none"> • Written by relevant middle leader as part of the Standards Strategy. • Team members provide impact evidence. • Termly reviews take place through Standards Strategy.

<ul style="list-style-type: none"> Trustees hold CEO to account for impact and evidence-base. 	<ul style="list-style-type: none"> Impact reviewed half-termly and submitted to CEO. LAB holds Headteacher to account for impact. 	<ul style="list-style-type: none"> Evidence used by Standards leaders/senior leaders to feed into school SEF process.
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Ofsted categories

Quality of Education	Behaviour and Attitudes	Personal Development	Leadership and Management
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The latest Ofsted Framework should be used to complete the individual sections of the SEF. However, there are various elements of a school's work that overlap (**Figure 2**)



Figure 2: Where Ofsted categories overlap

It is the responsibility of the Headteacher to ensure the evaluations are accurate, impact and evidence-focused and used to tweak or revise the improvement strategies of the school. Whenever an evaluation is required within an improvement plan or self-evaluation, a consistent impact evaluation key is used as shown below:

Impact evaluation key

HIGHLY EFFECTIVE	EFFECTIVE +	EFFECTIVE	LARGELY EFFECTIVE	INCONSISTENTLY EFFECTIVE	IMPROVING EFFECTIVENESS	LARGELY INEFFECTIVE
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2. CURRICULUM

Vision and intent

Each school has a specific Curriculum Statement found on their school website (**Annex 1**). This outlines the school's aims for the curriculum (vision) and the plan for what will be taught when and why (intent). Each subject has a vision and intent statement which can be found on the school website curriculum pages.

Curriculum implementation

There is a shared language of curricular implementation across the Trust, anchored in quality first teaching and assessment for learning.

Quality First Teaching

High quality, inclusive teaching which ensures that the planning and implementation of lessons meet the needs of all learners, including those with SEND and other disadvantaged learners. It is about the day-to-day interactions approaches teachers use to engage and motivate learners, the use of formative assessment to inform teaching and learning, and the positive environment in which they take place.

Quality first teaching aims high for all learners and ensures that every learner:

- is taught in mainstream lessons wherever possible and feels included (in class, group work etc);
- is supported and challenged as necessary;
- develops their embedded knowledge and skills (both subject-specific and cross-curricular);
- is confident that they can use their knowledge, skills and understanding independently, in increasingly complex problems/tasks;
- understands how their learning flows and is connected to other areas as well as their "path" through it towards their own targets;
- understands their strengths and areas for improvement, as well as their progress towards the targets they have set themselves;
- develops learners' resilience and confidence when faced with challenges they have not met YET;
- is engaged and excited by their learning so that they display positive attitudes to learning, their classmates and their teachers/TAs.

The Trust Quality First Teaching Framework (**Annex 2**) underpins Quality First Teaching highly effective practice (**Annex 3**) which are the driving force behind any form of school improvement.

The implementation of the curriculum is driven through the:

- quality and validity of planned sequences of learning in all academic curriculum areas and personal development curriculum areas such as PSMSC;
- ambition staff have for all learners;
- impact of teaching over time on the progress of all learners;
- quality and "stickiness" of learning and thinking over time;
- balance of mastery and fluency over time so that learners increasingly become experts and scholars;
- thoroughness with which teaching adapts over time and within lessons to learner starting points, needs, misconceptions and aspirations;
- management over time of the learning environment and books/folders by staff and learners;
- reliability and impact of formative assessment and feedback over time;
- attitudes to learning and independence/resilience of learners over time;
- consistency with which student facing staff apply school routines and policy.

In addition, subjects and schools develop specialist pedagogical approaches based on research and evidence from experience.

Assessment for Learning (AfL)

AfL is a continuous and formative process and takes place in every lesson, and following any in-school assessments/tests/examinations. As a result of AfL, learners gain an understanding of their knowledge, skills, thinking, understanding and behaviours for learning. Specifically, they:

- understand their strengths;
- understand their areas for improvement;
- act on this understanding with demonstrable impact on their learning over time.

3. CPD & RESEARCH

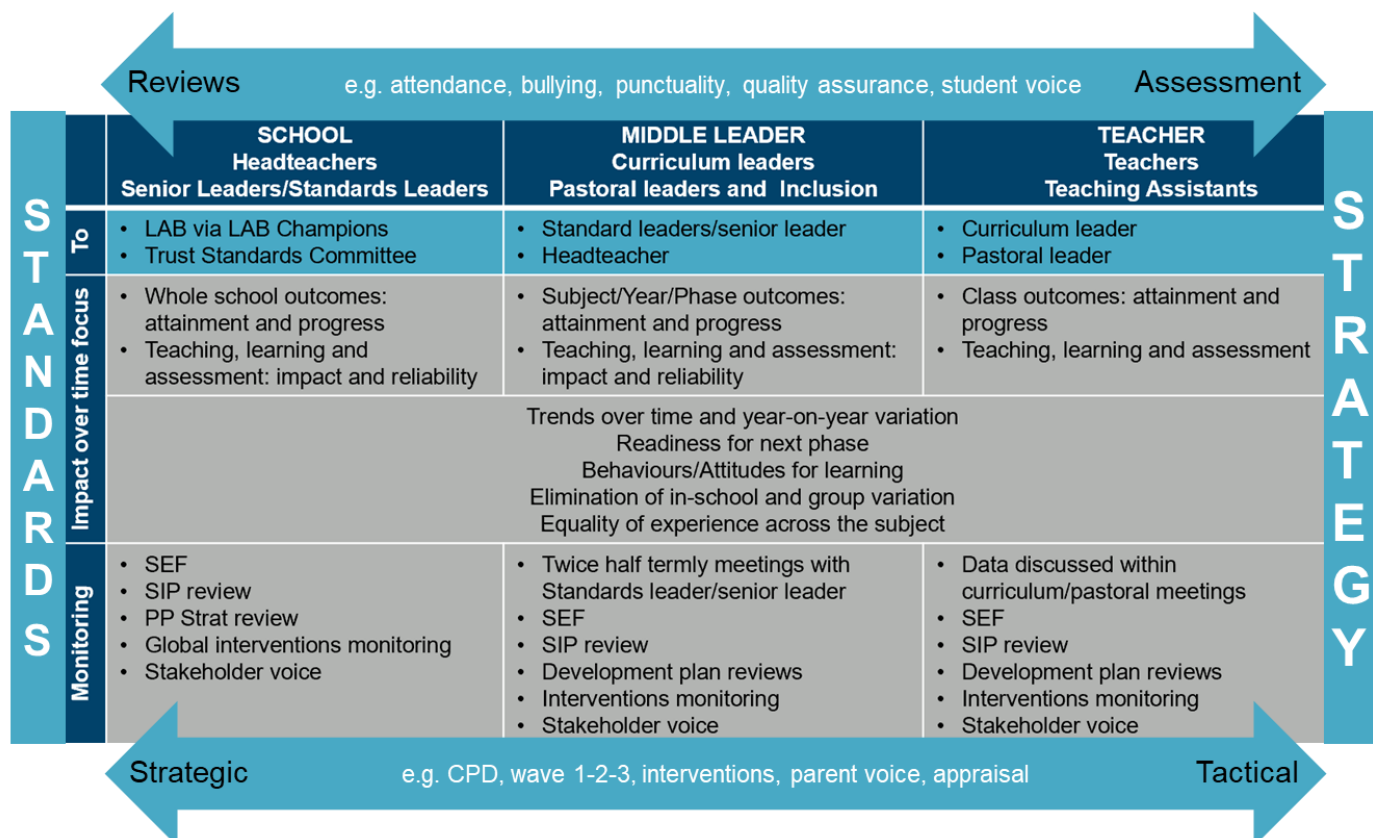
Each school has its own [training and professional development priorities](#) which support the SIP for the year. Each staff member is committed to complete the [Core Staff Training](#) and teaching staff with additional responsibilities will also complete training specific to their role.

4. TEACHER DEVELOPMENT AND PROFESSIONAL PRACTICE SCHEME

Each school follows the Maiden Erlegh Trust Teacher Development and Professional Practice Scheme.

5. STANDARDS STRATEGY

The Standards Strategy is a half termly cycle which ensures impact and quality evaluation involving all levels of implementation (**Figure 3**). It is based on a detailed analysis of a matrix of information collated in a clear and reliable way.



The underlying principle is ensuring that all students are able to maximise their potential and the school tries to remove as many obstacles that might hinder their progress or attainment. Depending on the size of the school there will be a Standards Leader or a team of Standards Leaders. This is usually a Senior Leader within the school but ideally should not be the middle leader's own line manager as line management meetings have a different purpose and should be kept separate from Standards meetings. The Standards Leader will have calendared minuted meetings with the Middle leader twice a half term (Figure 4).

Figure 3: Standards Strategy

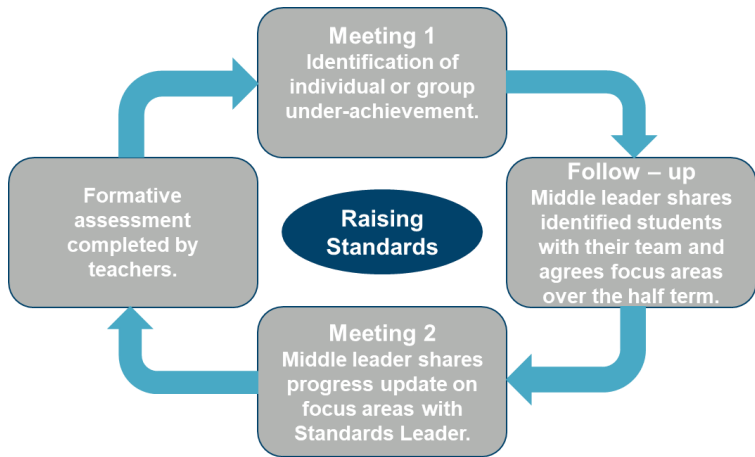


Figure 4: Standards meeting cycle

6. QUALITY ASSURANCE

Rationale

There are several reasons why evaluating and quality assuring the implementation of the curriculum is important to:

- develop, support and encourage staff in classroom practice;
- share experience and best practice for the benefit of other colleagues;
- encourage innovation through modelling and developing different techniques and methodologies;
- ensure that the school and Trust provides the most appropriate CPD for individuals, teams and schools;
- ensure there is consistency and equity of practice across the school or a subject/phase, and over time;
- provide additional information regarding individual learner and group progress over time, and thus target interventions appropriately;
- provide staff with evidence that they can use to target their development goals.

Consistently, fairly and accurately evaluating the strengths and areas for improvement of classroom practice (**Annex 4**) is crucial to being able to provide the best development opportunities for staff and the best learning opportunities for learners.

Learners only get one chance at gaining an education and they deserve the best provision on offer.

Staff are expected to meet the basic Teacher Standards and the UPR standards where relevant (see Teacher Development and Professional Practice Scheme). They are also required to demonstrate that they understand their responsibility to contribute positively to the standards within their team and their school as a whole.

All staff should be mindful of the fact that their professional practice has a direct and indirect impact on the quality of work, job satisfaction and workload of others, and work together accordingly.

Explicit in the Teacher Standards is the expectation that teachers be reflective and evaluative of their own practice and take responsibility for their professional development commensurate with their experience and role (Paragraph 14 and Standard 8).

At Maiden Erlegh Trust, we expect all staff to keep up to date with relevant research and thinking and to move their professional learning beyond the training room. We will support them to do so, and want to see staff developing and embedding the best practice possible (**Figure 5**).

Suggested Practice

Quality assurance can take a number of different forms throughout an entire year.

This will be specific to each school (**Annex 5**) but could (this list is not exhaustive) include:

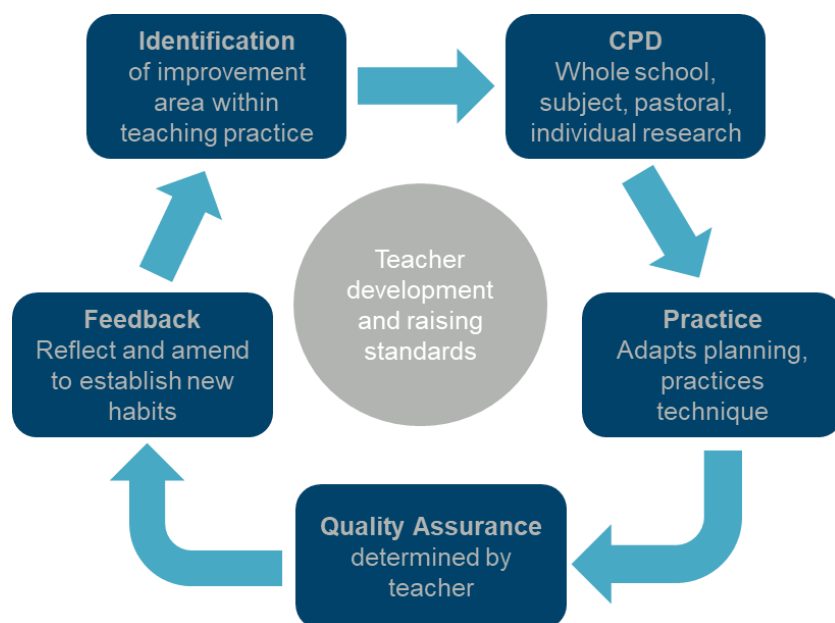


Figure 5: Teacher development principles

Quality Assurance	Description	Duration (mins)	Frequency
Longer observations	<ul style="list-style-type: none"> These are typically only used with trainees or early career teachers with an agreed focus prior to the observation. They can also be used as part of action or support plans where appropriate. There is NO requirement to provide lesson plans, data or detailed provision maps. 	Full lesson	Annual
Drop ins	<ul style="list-style-type: none"> Staff to feel supported and to be able to showcase the work they are doing in lessons. Classroom teachers may request feedback, however, there is no formally kept record of the observation seen, <i>unless a cause for concern is raised</i>. 	5	4 times a year
Coaching observations	<ul style="list-style-type: none"> These are agreed by the coach and coachee as part of a confidential coaching programme. Coaching pairs are arranged through the Trust or School Coaching Coordinator. 		

Learning walks/ Development observations	<p>The purpose is to:</p> <ul style="list-style-type: none"> provide colleagues with feedback to inform their professional development evaluate the quality of education over time across subjects and key stages/phases through a sampling approach capture areas of strengths which can be shared across the school, identify experts, and areas which need to be developed (thereby informing whole school and departmental CPD) <p>The procedure is:</p> <ul style="list-style-type: none"> senior or middle leaders or small groups of leaders stay approximately 15/20 minutes in the classroom but can arrive at any point during the lesson. be as unobtrusive as possible but may look at learners' work or speak to learners if appropriate. record the key stage, course and staff involved in the activity. afterwards the observer will complete a 'Quality of Education' form which will then be discussed with the classroom teacher before being finalised. This feedback will focus on the key areas of strength and areas for improvement. this finalised and agreed form is sent electronically to the classroom teacher, Curriculum Leader and line manager (where this is not the Curriculum Leader), school lead for Quality of Education. feedback is collated at team and school level, but individuals also receive summary verbal and written feedback on strengths and areas for improvement. 	15-20 (3 no notice or 2 no notice and 1 planned)	3 times a year
Developing Best Practice (DBP)	<ul style="list-style-type: none"> These review periods allow the whole school to focus on particular themes linked directly to the School Improvement Plan. A team of staff (mixed) undertake a range of activities to evaluate the effectiveness and impact of practice in the round and over time. Feedback is collated at team and school level, but individuals also receive summary verbal and/or written feedback on strengths and areas for improvement. 	1 week	4 times a year
Quality Assurance	Description	Duration (mins)	Frequency
Out-and-about	<ul style="list-style-type: none"> These are peer mini-observations, usually outside their own subject area so that staff get a wider perspective about the work of the school. This could be as part of the expert/novice teacher development. The aim is to "capture" highly effective practice on an identified whole school theme, or on an area that a teacher is particularly interested in developing further (could be linked to appraisal or prior QA feedback). The observer records/pledges to trial one "strong" idea that they saw as a strength on a centralised spreadsheet. This data is used for whole school evaluations of strengths and trends in practice and thus support CPD planning. Individuals can use evidence for their development goals. 	15	3 times a year

Moderation	<ul style="list-style-type: none"> Assessment questions should be moderated prior to being used within the classroom to ensure that they are fit for purpose. A sample of assessment answers should be moderated to ensure that marking and feedback is consistent. 		As necessary
Pupil/Student voice	<ul style="list-style-type: none"> Learners should be able to give feedback to teachers, middle and senior leaders. Learners should be able to give feedback via annual surveys. 		As necessary
Staff voice	<ul style="list-style-type: none"> Staff should be able to give feedback to middle and senior leaders. Staff should be able to give feedback via annual surveys. 		As necessary
DCP	<ul style="list-style-type: none"> Holistic assessment judgements are centrally collated and analysed (see Assessment and Reporting Policy). 		3 times a year
Learner outcomes	<ul style="list-style-type: none"> Analysed at a variety of different levels (see Standards Strategy) 		Annual
External validation	<ul style="list-style-type: none"> Peer reviews within the Trust. Focused reviews by invitation from visitors e.g. NLEs, SLEs. Ofsted. Kite marks. 		All schools, once graded as good must aim to secure one kite mark per year.

If a colleague feels they have been observed too often, they should speak to their line manager in the first instance. Those involved in monitoring and quality assurance will receive formal training. This training has been designed by the Trust to ensure consistency and fairness. This is open to all staff, not just middle or senior leaders. Please contact the Headteacher to be part of the school's process.

Feedback and follow-up with staff

We do not grade lessons.
We do not “judge” the quality of teachers’/tutors’ impact based single observations.

When we evaluate the quality of education, we are primarily looking at that provision at subject, key stage, group and/or school level. In our experience substantial and sustainable improvements happen when quality assurance is a collaborative and developmental process. We will, therefore, work with colleagues as reflective and driven professionals, to evaluate the impact of their provision in the round (**Figure 6**). Staff are entitled to professional and developmental feedback. For feedback to be meaningful it should be timely (ideally within 5 working days) and a two-way process, with the evaluator leading a discussion. Feedback should clearly outline the strengths of the lesson and any development areas should only be finalised after the discussion.

Strengths and areas of development for each teacher and subject will be tracked to aid the whole school provision of CPD.

Effective to highly effective practice

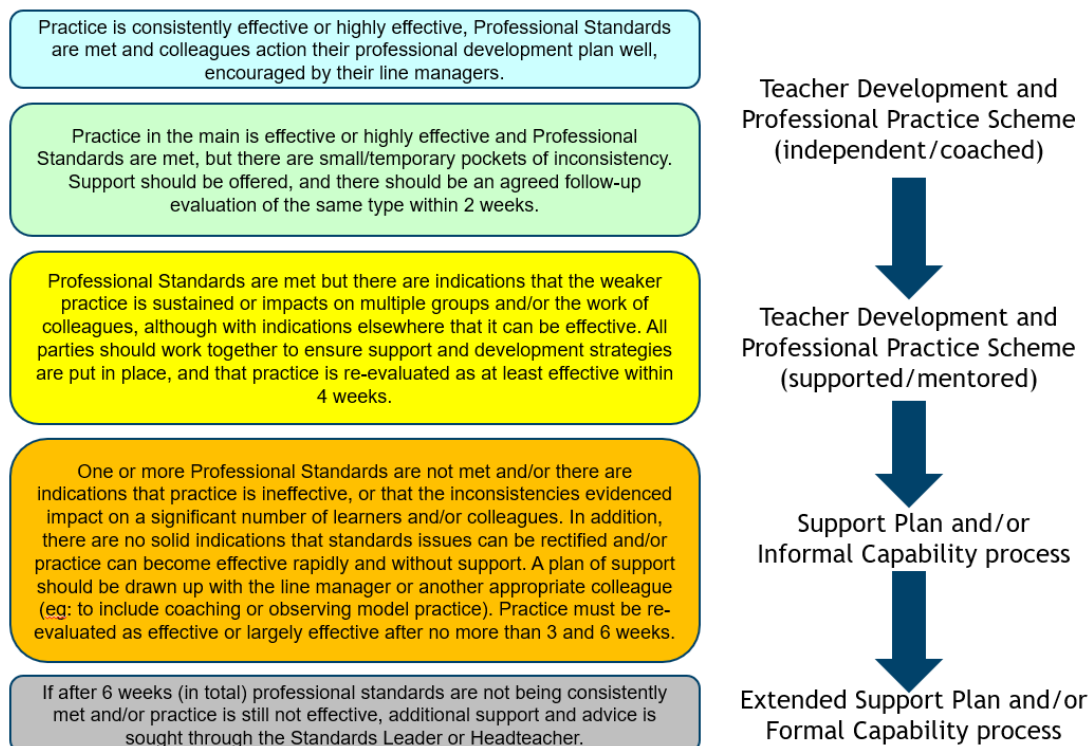
In the overwhelming majority of cases, quality of education will be at least effective and individuals will be contributing clear strengths. Areas for development will most frequently be in order to transform already effective practice, to firm up consistency and/or to move to the next level of expertise/professional mastery.

Practice which is not yet effective

If there are indications that practice overall is not consistently effective over time, then line managers in the first instance and senior leaders have **a moral and professional duty to put in place supportive action in a timely manner.**

1. There must be a documented meeting led by the evaluator/line manager to provide feedback (strengths and the areas of inconsistency or ineffectiveness). This meeting should ideally take place within 5 working days.

2. It is important to determine how typical it was of the colleague's overall practice and/or for particular groups so that the response is proportionate. **It is important, however, to act swiftly if the quality of education is not effective for the learners' sakes and to ensure that any support or intervention is as light touch as possible.**



**The term "practice" means in the classroom but also meeting the relevant professional standards and requirements of job description and implementing any agreed professional development plan.*

Notes

- Evaluation and quality assurance observations will be reasonable in frequency so that individual staff are not observed disproportionately (for monitoring purposes we would anticipate a maximum of 2 hours equivalent over a year – in most cases it will be less).
- All members of staff should expect to have their practice evaluated at least once in the first term – new staff, trainees or those on support/action plans before October half term.
- Longer lesson observations will not be used routinely unless for staff new to the school (within their first term), trainees, Early Careers or teachers on support/action plans (or if individual request a longer observation)

Figure 6: Teacher Performance Process

Annex 1 – School specific curriculum statement

Maiden Erlegh Chiltern Edge Curriculum statement can be found [here](#).

Annex 2 – Quality First Teaching Framework

TEACHING, LEARNING AND ASSESSMENT	
PLANNING <ul style="list-style-type: none"> ✓ Lessons are planned in line with the sequenced scheme of learning and scheme of assessment. ✓ In designing lessons to meet the needs of all learners, teachers: <ul style="list-style-type: none"> a) plan ambitiously for all learners and ensure there is not a ceiling on their learning or progress, b) plan learning success criteria which are clear and ensure progress over time, c) plan clear outcomes that the learners must demonstrate to show that they have met their personal success criteria for each activity and over the course of a sequence of learning, d) plan questioning opportunities and assessment activities to check that learners are developing knowledge, skills and fluency to make sustained progress, e) use information about the strengths, aspirations and needs of individual learners to inform lessons/activities, f) use information from assessments and learners' own targets to inform lessons/activities, g) ensure that there are opportunities for stretch and challenge within the lesson/activities. 	ACTIVE FEEDBACK <ul style="list-style-type: none"> ✓ Teachers provide written active feedback in line with guidance found in the <i>school's handbook</i>. ✓ Active feedback confirms: <ul style="list-style-type: none"> a) what the learner is doing well; b) where they are in relation to their personal target; c) some specific activities the learner must do to improve; d) activities to improve literacy and/or numeracy as appropriate. ✓ Active feedback can take a range of forms including verbal, coded and written feedback, self- and peer-assessment and whole class feedback. ✓ Active feedback is always followed by a formal DIRT (Directed Independent Reflection Time) session with clear routines. ✓ Teachers will do regular book/folder check in class to ensure that learners are organising and presenting their work appropriately.
PEDAGOGY <ul style="list-style-type: none"> ✓ Teach to the top and scaffold up. ✓ Provide opportunities for all learners including SEND/DA etc. ✓ Place lessons in context of prior and future learning and assessment. ✓ Present new material in small steps using clear and detailed instructions and explanations. ✓ Provide opportunities for high level practice after each step. ✓ Guide learners as they practise by "thinking out loud" and modelling steps. ✓ Provide examples and models of worked-out problems and exemplar examination work (and the steps to them). ✓ Learners will receive home learning that is age appropriate. School specific details can be found in the relevant school's <i>Home Learning/Work guidance</i> document. 	QUESTIONING <ul style="list-style-type: none"> ✓ Provide learners structures to help them ask questions and debate to stretch or deepen their understanding. ✓ Use questioning to: <ul style="list-style-type: none"> a) check for understanding of processes and instructions, b) push learners to think more deeply, develop their ideas and make more complex connections (e.g. using a Blooms model), c) confirm what learners have learned, d) assess the learning and responses of <u>all</u> learners within the lesson, e) adapt the lesson and/or instructions and re-teach elements if necessary, f) provide regular feedback and corrections.
METACOGNITION <ul style="list-style-type: none"> ✓ Use the Brain, Book, Buddy, Boss model (or similar) to encourage learners to solve problems themselves or collaboratively before asking the teacher. ✓ Where appropriate, teach learners how to learn and revise in their subject areas e.g.: <ul style="list-style-type: none"> a. over-learning techniques, b. learning off by heart, c. effective internet research, d. planning and checking written work, e. using mark schemes, f. working collaboratively or independently, g. revising or note taking as appropriate 	CROSS-CURRICULAR LEARNING <ul style="list-style-type: none"> ✓ Use guided reading and/or oracy for writing strategies to develop academic literacy. ✓ Provide frequent opportunities for high level extended writing, discussion and problem solving. ✓ Use every opportunity to teach, model and/or promote literacy and numeracy. ✓ Use every opportunity to promote and develop personal, social, moral, spiritual and cultural education (PSMSC).
BEHAVIOURS FOR LEARNING	
ROUTINES & BEHAVIOUR MANAGEMENT <ul style="list-style-type: none"> ✓ There are established routines for regularly used activities. ✓ Where appropriate, there will be school specific routines in place for the start and end of a lesson. ✓ Learners are praised personally and specifically. ✓ Half termly reviews of their progress data (linked to reports) and/or PLCs where appropriate. ✓ Disruption of learning is not tolerated and the school's Behaviour Policy is followed consistently. 	ATTITUDES TO LEARNING <ul style="list-style-type: none"> ✓ Arrive on time and equipped for lessons (where appropriate). ✓ Have pride in their work and their achievements. ✓ Move through routines smoothly, with no time wasted. ✓ Work respectfully and productively with others. ✓ Have highly effective independent learning skills. ✓ Can model excellent learning behaviours to others.

Annex 3 - Quality First Teaching: highly effective practice

CURRICULUM	1. SEQUENCING	<ul style="list-style-type: none"> a) Curriculum planning and delivery is ambitious for all learners. b) The development of knowledge, skills and fluency are embedded in sequences of learning and assessment. c) Learners are successful in increasingly complex activities which draw on a range of knowledge and skills, aligned to challenging personal targets. d) Learners understand how lessons/tasks contribute to their path toward their own targets. e) Learners understand the plan for their learning (and examination specifications where necessary). f) Carefully planned and transparent assessment is used formatively by teachers and learners so that knowledge and skills build up over time.
	2. PEDAGOGY	<ul style="list-style-type: none"> a) Pedagogical choices evidence/experience-based. Teachers/TAs are confident in using chosen strategies. b) Teachers skilfully adapt, teaching and learning activities include all learners over time. c) Misconceptions are anticipated and addressed before tasks are set: learners are set up to succeed. d) Carefully planned deliberate practice and recall activities build and embed knowledge and skills. e) Modelling and guided examples are used to develop proficiency and accuracy. f) Questioning is inclusive and personalised (using hands-down or graduated questions approach). g) Questioning prompts developed responses from learners at levels appropriate for each one. h) Transparent formative assessment is used by teachers and learners to consolidate strengths, close gaps and improve work/performance wherever possible. i) Homework tasks are accessible and appropriately challenging for all learners, in line with school policy.
ASSESSMENT	3. FEEDBACK AND PROGRES	<ul style="list-style-type: none"> a) Assessment and feedback are consistent across subject groups (in quality and frequency). b) A range of valid assessment activities are used formatively. c) Formative assessment is used to inform teaching and planning. d) Learners understand their personal target, current attainment, strengths and development areas. e) Assessment is transparent to learners. f) Learners show evidence of extended and/or academic writing, grappling with complex issues/problems/texts g) Learners are making progress in line with their starting points and their cognitive peers. h) Learners experience success in internal and external assessments. i) Learners' work is increasingly accurate and precise; showing depth of knowledge and understanding. j) Learners understand how to use agreed criteria to plan and improve their work. k) Learners value feedback and DIRT and are motivated to improve their work (regularly making substantial improvements). l) Feedback helps learners understand strengths, how and what to improve AND how to learn and manage learning better.
BEHAVIOURS FOR LEARNING	4. ROUTINES	<ul style="list-style-type: none"> a) Learners clearly understand routines and what is expected of them. b) Learners arrive to lessons on time and ready to learn. c) TAs are deployed effectively to support learning. d) Poor behaviour is managed effectively and fairly in line with policy. e) Priority seating is used where needed. f) Brain-Book-Buddy-Boss is used consistently to develop and validate independence and fluency. g) Teachers praise and validate positive learning and practice habits in learners. h) Relentlessly high expectations of <u>all</u> learners all of the time.
	5. ATTITUDES TO LEARNING	<ul style="list-style-type: none"> a) Learners are inspired and enthused – by individual tasks and/or over time. b) Learners engage willingly in positive and respectful discussion and debate. c) Learners show pride in work (especially written work). d) Learners show a willingness to rise to challenges and solve problems. e) Learners show ability to work both independently and collaboratively. f) Learners are focused and display active listening skills.
	6. IMPACT	<ul style="list-style-type: none"> a) Learners of all abilities think hard. b) Learners demonstrate that they know more, can remember more (recall), and can apply independently what they have previously learnt and across the curriculum (within subject and using connected knowledge and skills). c) Where learners have gaps in learning, these are closed or closing. d) Learners can apply mathematical knowledge and reasoning to other subjects. e) Learners are confident and competent readers – they can increasingly cope with more mature and academic texts, a broad range of vocabulary and cross-curricular references. f) Learners understand and use an increasingly sophisticated vocabulary (verbally and in writing). g) Cultural capital developed proactively.

Annex 4 – Quality First Teaching suggested feedback form

Staff Name		Obs No:	Observer:	Dept:	DCP Reviews Completed Y/N	Positive Learning Environment Y/N	TA Employed Efficiently Y/N	Evidence of PSMSC Y/N
Date:	Strengths							
Day:								
Period:								
	Areas for Development	Actions for Development						
Class:	Focus ____ Focus ____							

Annex 5 – School Specific Quality Assurance

Quality assurance activities are calendared and parameters for each activity are shared with staff in advance so that all involved know and understand the purpose and how the information gathered will be used. Timely feedback to individual staff as well as providing stakeholders (staff, students, LAB and parents) with a summary of the findings is also prioritised.

Quality Assurance	Description	Duration	Frequency	Lead
Drop ins	<ul style="list-style-type: none"> Staff to feel supported and to be able to showcase the work they are doing in lessons. Classroom teachers may request feedback, however, there is no formally kept record of the observation seen, <i>unless a cause for concern is raised.</i> 	5	Up to 4 a year	JH
Learning walks	<p>The purpose is to:</p> <ul style="list-style-type: none"> provide colleagues with feedback to inform their professional development evaluate the quality of education over time across subjects and key stages/phases through a sampling approach capture areas of strengths which can be shared across the school, identify experts, and areas which need to be developed (thereby informing whole school and departmental CPD) <p>The procedure is:</p> <ul style="list-style-type: none"> senior or middle leaders or small groups of leaders stay approximately 15/20 minutes in the classroom but can arrive at any point during the lesson. be as unobtrusive as possible but may look at learners' work or speak to learners if appropriate. record the key stage, course and staff involved in the activity. afterwards the observer will complete a 'Quality of Education' form which will then be discussed with the classroom teacher before being finalised. This feedback will focus on the key areas of strength and areas for improvement. this finalised and agreed form is sent electronically to the classroom teacher, Curriculum Leader and line manager (where this is not the Curriculum Leader), school lead for Quality of Education. feedback is collated at team and school level, but individuals also receive summary verbal and written feedback on strengths and areas for improvement. 	15-20	3 times a year (as part of School Review / Dept QA)	EB/JH
External validation	<ul style="list-style-type: none"> Peer reviews within the Trust. Focused reviews by invitation from visitors e.g. NLEs, SLEs. Ofsted. 	2 days	1/year (whole school)	AH
Out-and-about	<ul style="list-style-type: none"> These are peer mini-observations, usually outside their own subject area so that staff get a wider perspective about the work of the school. This could be as part of the expert/novice teacher development. The aim is to "capture" highly effective practice on an identified whole school theme, or on an area that a teacher is particularly interested in 	15	2 times a year	JH

	<p>developing further (could be linked to appraisal or prior QA feedback).</p> <ul style="list-style-type: none"> • The observer records/pledges to trial one “strong” idea that they saw as a strength on a centralised spreadsheet. • This data is used for whole school evaluations of strengths and trends in practice and thus support CPD planning. • Individuals can use evidence for their development goals. 			
Pupil/Student voice	<ul style="list-style-type: none"> • Learners should be able to give feedback to teachers, middle and senior leaders. • Learners should be able to give feedback via annual surveys. 		At least one formal round and then additionally as necessary	DH