**Head of Department / Faculty Quality Assurance Guidance**

The following changes to quality assurance activities and leadership of a subject / faculty are being proposed. We believe that these changes will:

* allow professional staff greater control over managing their own workload and that of those staff working within that subject;
* facilitate greater flexibility in undertaking quality assurance activities that best suit the needs of the individual subject / teachers within that subject area based on the professional judgement of the subject leader / faculty head;
* and enable middle leaders to further develop their leadership capability.

During the course of the academic year, **Subject Heads** to undertake quality assurance activities that include as a minimum:

* 1 Drop-in on each member of staff that they line-manage for KS3.
* 1 Drop-in on each member of staff that they line-manage for KS4.
* 1 Pupil Focus Group activity on an aspect that you are working on (homework / challenge / engagement / curriculum changes etc).
* 2 Work Scrutinies checking the overall quality of formative feedback / CTG (1 for KS3 and 1 for KS4).
* 1 Work Scrutiny focusing on ensuring that PP and non-PP pupils attainment / quality of work / support is not discernibly different for each member of staff that they line-manage.
* 1 Work Scrutiny of choice that addresses the issues most pertinent to that department (HPA pupils / SEND / PP / KS3 / KS4 / different AOs etc).
* 2 Moderation / Quality Assurance exercises of choice that link the quality of work in pupil books with the data reported by staff (Reflective Rank Order Moderation exercises).

For subjects of a practical nature (PE, Art, Technology and Music etc.) some of the work scrutinies may be supplemented with drop-ins in agreement with the HoF and SMT-line manager.

If you are a **Head of Faculty** you will also need to undertake some quality assurance activities in addition to the above to ensure that you can provide the right amount of support to the departments that you line-manage:

* 1 Learning Walk for each member of staff across your faculty.
* 2 of the planned work scrutinies listed above to be undertaken in conjunction with the Subject Head where there are single person subjects (1 KS3 and 1 KS4 ideally).

Copies of all documentation to go to:

1. Faculty Head
2. SMT-Line Manager
3. Deputy Head

This quality assurance evidence and subject examination results will be discussed in an annual review meeting with the Headteacher in the Autumn Term.