

# Wootton Academy Trust



## Quality Assurance Work Sampling Policy

- a) This policy applies to all schools managed by Wootton Academy Trust
- b) This policy was adopted by Wootton Academy Trust in September 2015

# Quality Assurance Team

## Work Sampling Procedures

### Calendar: -

- The QA Team has identified the weeks in the year when the samples are to take place.
- At the start of each academic year staff will be informed of the calendar for work sampling and made aware of the procedures in place.
- Each year group will be sampled a minimum of twice across the academic year.
- In each sample a range of lessons will be visited throughout the allocated week. Using MINTclass the QA team will ensure that work is seen belonging to a Pupil Premium/Bursary student, a member of the whole school intervention group, Special Educational Needs student, an English as an Additional Language student and will reflect a range of academic abilities.

### Process: -

- The weeks allocated to work sampling will be published annually as part of the QA calendar.
- Staff will be reminded 7 days before the sample begins of the forthcoming work scrutiny. They will not be informed of the specific lesson that will be visited.
- SLT will use the school timetable to organise a timetable of visits to lessons to ensure fair distribution of samples.
- Staff should ensure that during the allocated week assessment work and class notes are available for the QA team to sample. This includes ensuring that electronic work is available.

### Outcomes: -

- All work reviewed will be signed and dated or stamped by a member of the QA team who are conducting the sample. This will be in the front of the latest exercise book or portfolio.
- Each teacher will be provided with a brief review of the findings of the QA team.
- The work sampling form will be used to record the findings of the sample. A summary of the action points will be shared with the staff through publication in an email. Termly the group will report to Directors on the findings as part of the QA team report.
- Good practice witnessed during the sample will be added – by agreement - to the Good Practice Database. A brief praise postcard will be issued to teachers who have demonstrated outstanding/good assessment practice.

### Records: -

- Records will be kept centrally by DB and used anonymously to inform the School Improvement Plan and the wider development of teaching and learning. However, these records can be requested and used as part of Appraisal or Competency proceedings.