

# QUALITY IMPROVEMENT POLICY

<b>Approving Body</b>	Trust
<b>Date of Last Review</b>	June 2025
<b>Statutory (Y/N)</b>	N
<b>Responsible Officer</b>	BMAT CEO for and on behalf of the Trust

## 1. Introduction – scope and purpose

This policy is designed to outline the quality assurance processes utilised by NELTA to ensure that our Teacher Training Course is of the highest quality and continues to provide Outstanding education for the next generation of teachers. NELTA is committed to self-reflection and responding to feedback to continue to improve our practice and that of those we work with.

NELTA believes that the following are the pillars of excellent Initial Teacher Education:

**Ambitious Curriculum:** curriculum which is sharply focused on producing teachers of outstanding quality which exceeds the ITTECF

**Responsive Feedback:** Feedback is the driver of change and NELTA believes that a feedback culture offers all teachers the best route to improvement

**Targeted support:** Support is vital for progress and NELTA believes that with precise and timely support all trainees can flourish

**Rigorously high standards:** high standards are what our students deserve, NELTA upholds those within its remit to maintain those throughout

These core values ensure that our trainee teachers leave us to have flourishing careers, well equipped to deliver stand out education to students across BMAT, our local partners and beyond.



## 2. Quality Assurance Roles and Responsibilities

Role	Responsibility
BMAT Standards and Effectiveness Committee	Challenge and robust review of NELTA strategic priorities and impact
BMAT SLT	Core element of Quality Assurance including oversight of strategy implementation and alignment with BMAT values and mission
NELTA Strategic Board	Strong governance culture established where operational and strategic decisions are challenged and agreed
Head of NELTA	Strategic leadership of NELTA to embrace challenges and to maintain rigorously high standards within the team
Director NELTA	Responsible for operational excellence at NELTA, ensuring that systems and practice is of the highest quality for trainees in all placements and when training at NELTA or as part of the PGCE
Lead Mentors	Responsible for maintaining quality in all training placements and NELTA led experiences for the trainee cohort
Professional Coordinating Mentors	Responsible for maintaining high standards in school-based training throughout the duration of the course
Subject Knowledge Leads	Responsible for ensuring that the subject curriculum is deep and challenging enough to insist that trainee teachers are expert in their areas of choice
General Mentors	Responsible for the quality of the placements for trainees, ensuring that training provided through mentoring and school centred opportunities are both undertaken and capitalised on delivering the NELTA curriculum and providing high quality feedback to trainees

## 3. Evidence reviewed as part of the QA cycle:

- NELTA Improvement Plan and KPIS
- Performance Management processes
- PCM involvement in mentor selection and triangulation of data from previous cohorts
- PCM/Headteacher involvement in recruitment of trainees
- Robust application process to become a Subject Knowledge Lead or Lead Mentor
- Appraisal of mentor experience and skill set, with clear targets and support to meet these over the year
- School visits to quality assure school-based training and quality of mentoring
- Termly progress reviews
- Half termly cohort reviews against the curriculum
- NELTA Faculty Team Teams to standardise expectations and moderate assessment
- PGCE and Trainee Assessments

- External examiner's visit and report
- Termly NELTA Strategic Board Teams
- Monthly BMAT SLT meetings
- Termly BMAT Standards and Effectiveness Board Teams
- Partnership Teams with University of Sussex
- Trainee questionnaires
- ECT surveys
- Visits to a sample of ECTs to assess preparedness for teaching
- Self-evaluation and improvement planning processes

#### 4. QA Activity

Area	QA activity	Regularity	Responsibility	Reports to
NELTA Curriculum	<ul style="list-style-type: none"> <li>• Reviewed against statutory documents</li> <li>• Reviewed against guidance from professional bodies</li> <li>• Stakeholder feedback reviewed and implemented where appropriate</li> <li>• Sequencing reviewed and content updated in line with training, research and trainee feedback</li> </ul>	As new guidance is released	NELTA Director	Head of NELTA
		As new guidance is released	NELTA Director	Head of NELTA
		Following feedback collections	NELTA Director	Head of NELTA
		Half termly	NELTA Director	Head of NELTA
NELTA training	<ul style="list-style-type: none"> <li>• Checking of toolkit resources prior to delivery to ensure alignment and quality</li> <li>• Observations of training sessions across toolkit, subject knowledge and PGCE</li> <li>• Stakeholder feedback</li> </ul>	Feedback shared with facilitators	NELTA Director	Head of NELTA
		Monitored and return observations for anything below expected standard	NELTA director	Head of NELTA
PGCE delivery	<ul style="list-style-type: none"> <li>• Observation of training</li> <li>• Stakeholder feedback</li> <li>• Monitoring of success rate</li> </ul>	QA undertaken across the academic year as training sessions and 1:1 IAG	NELTA Director  University of Sussex	Head of NELTA  University of Sussex Quality Assurance
Mentoring across our partnership	<ul style="list-style-type: none"> <li>• Peer observation</li> <li>• Co- coaching</li> <li>• Review of observation and feedback records for regularity and quality</li> </ul>	At the start of the training cycle and throughout the duration of each mentor's tenure via Steplab, co-observation and feedback	Lead Mentor	Director NELTA

		Half termly assessments against mentor standards		
Lead mentor	<ul style="list-style-type: none"> <li>• Observations of Lead Mentor Team and coaching</li> <li>• Feedback on coaching is reviewed and monitored</li> <li>• Quality and regularity of mentoring and feedback</li> <li>• Quality of trainee evidence output</li> <li>• Stakeholder feedback</li> </ul>	At the start of the training cycle and throughout the duration of each mentor's tenure via Steplab, co-observation and feedback Half termly assessments against mentor standards	Director NELTA	Head of NELTA
Placement Review Reports	<ul style="list-style-type: none"> <li>• Reviewed with individual or cohort follow up as appropriate</li> </ul>	Bi-annual	Lead Mentor	Director NELTA
Trainee assignments	<ul style="list-style-type: none"> <li>• According to submission dates on NELTA calendar</li> </ul>	Mentor	Lead mentor	Director NELTA
External Examiner visit	<ul style="list-style-type: none"> <li>• External assessment of recruitment processes</li> <li>• NELTA strategic board</li> </ul>	Annually	Director NELTA	Head of NELTA
NELTA QA Team	<ul style="list-style-type: none"> <li>• Leadership and LM group tasked with implementing quality assurance at half termly intervals</li> </ul>	Half termly	NELTA Director	Head of NELTA
NELTA Strategic Board Teams	<ul style="list-style-type: none"> <li>• Strategic board Teams minutes and actions shared</li> </ul>	Termly	Director NELTA	Head of NELTA
BMAT SLT Teams	<ul style="list-style-type: none"> <li>• Strategic direction and implementation scrutinized by BMAT SLT Members</li> </ul>	Monthly	Head of NELTA	BMAT Trust Executive
BMAT Standards and Effectiveness Committee	<ul style="list-style-type: none"> <li>• Strategic direction and outcomes scrutinized by external leaders and Trust Executive</li> </ul>	Termly	Head of NELTA	Board of Trustees for BMAT

## 5. Mentor QA and Assessment

Date	QA activity	Evidence reviewed	Initial QA	Second QA	Strategic accountability check
Start of each placement	Visit to placement school	<ul style="list-style-type: none"> <li>• Mentor experience</li> <li>• Mentor subject knowledge</li> <li>• Coaching training</li> <li>• Check processes and expectation</li> <li>• Support network in school</li> <li>• Entitlements and timetable</li> </ul>	Lead Mentor	Director ITT	NELTA Faculty QA Team
Half Term 1	Lesson observation Drop ins Evidence folder	<ul style="list-style-type: none"> <li>• Joint lesson observation with Mentor</li> <li>• Steplab coaching monitored</li> <li>• Trainee voice</li> <li>• Evidence folder check of lesson plans, sample resources, assessment examples</li> </ul>			NELTA Faculty QA Team  BMAT SLT  BMAT Standards and Effectiveness Committee
Half term 2	Lesson drop ins Evidence folder PPR interview and placement reports	<ul style="list-style-type: none"> <li>- Steplab monitored for coaching quality and regularity</li> <li>- NELTA QA drop ins following NELTA Faculty review of progress against curriculum</li> <li>- Review SK Audit</li> <li>- Trainee completes Half Term reflection on competencies (no more than 1 side A4 or a conversation)</li> <li>- PPR review of placement one</li> </ul>	Lead Mentor	Director ITT	NELTA Faculty QA Team  NELTA Strategic Board BMAT SLT
Half Term 3	Lesson drop ins Evidence folder	<ul style="list-style-type: none"> <li>- Steplab monitored for coaching and quality</li> <li>- Drop ins</li> <li>- Review evidence of lesson plans, professional development and TS7</li> </ul>	Lead Mentor	Director ITT	NELTA Faculty QA Team  BMAT SLT  BMAT Standards and Effectiveness Committee

Half term 4	Lesson observations Evidence folder Drop ins	<ul style="list-style-type: none"> <li>- Observation with mentor</li> <li>- Steplab coaching quality check</li> <li>- Drop ins</li> <li>- Evidence folder review</li> </ul>	Lead Mentor	Director ITT	NELTA Faculty QA Team  BMAT SLT
Half term 5	Drop ins PPR interview and report Evidence review against curriculum	<ul style="list-style-type: none"> <li>- Drop ins</li> <li>- NELTA QA drop ins</li> <li>- Steplab coaching quality check</li> <li>- Full review of evidence against the curriculum</li> <li>- PPR interview</li> <li>- PPR report</li> </ul>	Lead Mentor	Director ITT	NELTA Faculty QA Team  NELTA Strategic Board BMAT SLT
Half term 6	Drop ins Full observations Evidence assessment Curriculum assessment Exam board External examiner visit	<ul style="list-style-type: none"> <li>- Drop ins</li> <li>- Full observation for those at risk</li> <li>- Full evidence check of folder</li> <li>- Assessment of curriculum evidence</li> <li>- Exam Board to determine QTS</li> <li>- External examiner visit</li> </ul>	Lead Mentor  Director NELTA  Head of NELTA	Exam Board for award of QTS	BMAT Standards and Effectiveness Committee

## 6. Trainee Assessment Portfolio

PLECO	Evidence	Initial QA	Second QA	Strategic Quality Assurance
Purpose and Progress	Steplab portfolio Subject Knowledge Assessment Pedagogy Assessment in Toolkit sessions Annotated data sheet Professional interview PPR1/2 ITaP Evidence	Mentor	Lead Mentor	Director NELTA  NELTA QA Team  NELTA Strategic Board
Pupils and Learning	Steplab portfolio Subject Knowledge Assessment Pedagogy Assessment in Toolkit sessions Professional interview PPR1/2 Weekly lesson plans ITaP evidence	Mentor	Lead Mentor	Director NELTA  NELTA QA Team  NELTA Strategic Board
Positive Expectations and attitudes	Steplab portfolio Subject Knowledge Assessment Pedagogy Assessment in Toolkit sessions Professional interview PPR1/2 ITaP evidence	Mentor	Lead Mentor	Director NELTA  NELTA QA Team  NELTA Strategic Board
Pedagogy and curriculum	Steplab portfolio Subject Knowledge Assessment Pedagogy Assessment in Toolkit sessions Weekly lesson plan Mid-term plan Professional interview Professional interview PPR1/2 ITaP evidence	Mentor	Lead Mentor	Director NELTA  NELTA QA Team  NELTA Strategic Board
Ongoing professional development	Professional interview Subject Knowledge Assessment Pedagogy Assessment in Toolkit sessions PPRs Mentor verified evidence file Extended Study Evidence	Mentor	Lead Mentor	Director NELTA  NELTA QA Team  NELTA Strategic Board



