



Quality Assurance and Improvement Policy

September 2023

(To be reviewed September 2024)

Safeguarding Statement

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

Quality Assurance and Improvement

At the core of SupaJam Education in Music and Media's Quality Assurance and Improvement Policy is a focus on continuous improvement.

Underpinned by a robust and rigorous self-assessment process, SupaJam Education in Music and Media is committed to improving the quality of all the services that we provide. This will be done in a co-ordinated, systematic and self-critical way which takes into account all factors that affect the quality of our services and involves all members of staff in its implementation.

The aims of the Policy are:

- A. To maximise the potential for each student to fully achieve the aims of their learning agreement with SupaJam Education in Music and Media.
- B. To ensure that anyone in contact or making use of the services provided by SupaJam Education in Music and Media receives a high quality service in all aspects of their contact.

To achieve these aims, all SupaJam Education in Music and Media services are engaged in the self-assessment process. The overall monitoring of this is conducted by the Senior Leadership Team. This process includes:

- a) Job roles and descriptions aligned with SupaJam's contracted conditions of funding alongside SupaJam's Vision, Mission Statement, and Ethos, to ensure students' needs are identified and realised.
- b) Termly data reports from each department to analyse the current performance of SupaJam and allow in-year improvements to be made.
- c) The completion of Annual Quality Improvement Plans and Self Assessment documents through an honest and rigorous approach, highlighting areas of improvement and strategies to improve.
- d) An IQA cycle completed by qualified IQA staff, to include: internal moderation of student work, internal moderation of teacher schemes of work, student information data collection, lesson observations with feedback, standardisation meetings, student, guardian and staff feedback, department meetings, regular communication with external organisations and awarding bodies, exam periods, staff training and appraisals, and department data collection.

The continuous improvement process will:

- a) Review our provision and services
- b) Ensure that all teams and individual members of staff participate fully in the self-assessment process
- c) Value and develop the potential and contribution of all staff
- d) Value an ethos of self-criticism, co-operation and teamwork

- e) Have training and development priorities linked directly to the outcomes of self-assessment.

Equality and Diversity

In accordance with the Equality Act 2010 and its precursor, the Equality Act 2006, all public, private and employment services must give equal treatment to those accessing these services regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation. It requires services and employers to make all reasonable adjustments to allow access to all individuals without discrimination.

SupaJam Education in Music and Media ensures that we meet the Equality Act 2010 and that students and staff receive fair and equal treatment at all times within all aspects of our provision and employment. Should anyone feel that they have been treated unfairly, they are able to raise a complaint through the Staff Grievances policy and the Student Complaints and Appeals Policy and refer to the Equality Act which is available for all staff and students to read. SupaJam Education in Music and Media treats equality and diversity with the utmost importance and ensures that all practices and procedures follow our Equality and Diversity Policy. For more information, please refer to our full Equality and Diversity Policy.

Quality Assurers

All curriculum Quality Assurance and improvement arrangements are centralised through the Director of Education, Innovation and Operations. With the support of the Vocational Coordinators and the Maths and English Manager, they act as a central point of contact for all awarding bodies, ensuring a standardised and consistent approach.

This policy does not form part of your term and conditions of employment and SupaJam reserves the right to amend, shorten or to not follow this policy for employees under two years service.