

The Quality Assurance (QA)/governance function checklist

The aims of this function are to ensure:

- the staff member understands their role and responsibilities
- the staff member is clear as to the limits and use of their own role, that of the school, and the role of the statutory authority
- the purpose of the supervision is clear
- the staff member is given an appropriate workload
- time-management expectations of staff are clear and checked
- the staff member acts as a positive member of the team
- the staff member understands the responsibilities of other agencies and relates to them appropriately
- the staff member receives regular formal appraisal
- the overall quality of the staff member's performance is measured
- the policies and procedures of the school are understood and followed
- work is reviewed regularly in accordance with the school and legal requirements
- action plans are formulated and carried out within the expectations of the school and statutory responsibilities
- the basis of decisions and professional judgements are clear to you and staff members and, if necessary, written explicitly in the student's or employee's records
- records are maintained according to the school's policies
- each staff member knows when their line manager or headteacher expects to be consulted.