Title: Quality Assurance and Management Procedures

	PREPARED BY		**CHECKED BY**		**APPROVED BY**	
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Position	Executive Director		Executive Director		SMT	
Prepared	SY 2016-2017	**Reviewed**	SY 2019-2020	**Valid until**	SY 2020-2021	

Keys Indicators of the School Performance: (KPI)

DOMAIN 1: Teaching & Learning Impact

Aspect 1: Curriculum

KPI 1.1.1   Percentage Students in Focus Areas: Gate Program
KPI 1.1.2   Percentage of Cambridge Primary Global Perspective sessions
KPI 1.1.3   Percentage of STEM Education sessions

Aspect 2: Instructional Excellence

KPI 1.2.1   Limited English Proficiency
KPI 1.2.2   Special Education Programs
KPI 1.2.3   Staff Professional Development
KPI 1.2.4   Technology Usage

Aspect 3: Student Achievement

KPI 1.3.1   Percent Proficient on Most recent Math Periodic Assessment*
KPI 1.3.2   Percent Proficient on Most recent English Periodic Assessment*
KPI 1.3.3   Percent Proficient on Most recent Science Periodic Assessment*
KPI 1.3.4   Standardized Reading test (percent proficient)
KPI 1.3.5   Standardized Math test (percent proficient)
KPI 1.3.6   Students chronically absent (percentage)
KPI 1.3.7   Students chronically tardy (percentage)
KPI 1.3.8   Average daily attendance of currently enrolled students (last enrollment)

DOMAIN 2: Leadership Capacity

Aspect 1: Organizational Leadership

KPI 2.1.1   Management Professional Development

DOMAIN 3: Resource Utilization

Aspect 1: School Infrastructure

KPI 3.1.1   Average Building Maintenance

Aspect 2: Fiscal Solvency

KPI 3.2.1   Total enrollment
KPI 3.2.2   Mobility Rate
KPI 3.2.1   Staff Retention

	DEPARTMENT: OPERATION **PROCEDURE**	Doc. No. - SOP-004 Rev. No. - 03 Rev. Date – September 2020Page - 2 of 5

Title: Quality Assurance and Management Procedures

Aspect 3: Parent Involvement

    KPI 3.3.1   Parents involvement School-wide

    KPI 3.3.2   Parents responsiveness to surveys

Aspect 4: Whole Child Development

    KPI 3.4.1   Students who have been suspended (%)

    KPI 3.4.2   Students who have committed disciplinary infractions (percentage)

Rational:

- The use of quality management procedure of SIS is an important strategy in helping the school system achieve its main goals and objectives
- The development, implementation, and maintenance of our quality management system will improve the involvement of principals, teachers, staff, stakeholders, and parents in the decision-making and better performance of the key indicators.

Aims:

- The school will ensure that its students receive a high standard of education that meets or exceeds the needs and expectations of stakeholders.
- The standard of education provided and the methods of its deployment will be consistent and effective throughout the school and have at their core, the school mission, vision and values of raising the aspirations and achievements of its students.
- The school will provide a coherent structure for monitoring, evaluating and reviewing standards across the school.

Responsibilities:

All members of staff have a responsibility for ensuring students receive an education of the highest quality.

However some staff has specific responsibilities for aspects of quality assurance as set out below.

Quality Assurance Committee:

To facilitate the implementation of a quality assurance system to manage all of the strategic process activities associated with focusing on student learning and staff development and measure the progress of the organization through the periodic revision of its KPIs.

The Principal:

- The Principal is responsible to inform the CEO of the outcomes of quality assurance through regular feedback and reports.
- The Principal will use the outcomes of students' results and SMT team self-evaluation to identify areas of strength and weakness and plan for future school improvement.
- The principal is responsible to revise the school documents, policies and procedures to meet the school QMS policy statement.
- The Principal will ensure that the school long and short strategic planning and operational plans are evaluated and the new plans are set for the next academic year as per SOP-003.

	DEPARTMENT: OPERATION **PROCEDURE**	Doc. No. - SOP-004 Rev. No. - 03 Rev. Date – September 2020Page - 3 of 5

Title: Quality Assurance and Management Procedures

SMT / Leadership Team:
- The SMT is formed of the Head of Departments / Key persons as per the school organization system.
- The SMT is expected to meet the MOEHE of the state of Qatar regulations and obligations.
- The SMT is responsible to ensure the participation of its stakeholders in the strategic thinking and planning of the school as deemed suitable through the set meetings of the CSI (Continuous School Improvement) Steering/Planning Team.

Head of Department / Leaders:
- Each head of department / leaders is accountable to the Principal for ensuring that all areas of the department are engaged in systematic and rigorous quality assurance and self-evaluation.
- The head of department / leader is accountable to the Principal for setting up and maintaining systems for quality assurance.
- Each HOD / Leader is accountable to the Principal for QA in the areas for which they have strategic responsibility. The role includes:
- Reviewing progress on improvement plans, evaluating and analyzing the standards reached and setting targets for future improvement.
- HOD / Leader will undertake departmental reviews, set PD plans
- HOD / Leader monitors and evaluates teachers' performance and appraisal as per appraisal policy.
- HOD / Leader will undertake termly reviews of students' results and teachers' assessments.
- HOD / Leader will monitor implementation of the school regulations and meeting expectations.
- HOD / Leader will undertake a review of student' work and teachers' assessment by sampling sets of books from each member of their team as required by the QA cycle. Evidence from this monitoring should be available to support both departmental and school self-review and evaluation.
- HOD / Leader will undertake a survey of pupils' views of the school as per survey schedule. The outcomes will be shared with the SMT and concerned staff.
- HOD / Leader will undertake a review of teachers' record keeping and records of data.
- HOD / Leader will undertake a review of the outcomes of progress monitoring for each year group (once a term). This review should be used to plan and implement interventions with teachers and/or pupils.
- HOD / Leader has a role in identifying inconsistencies in practice between different groups of pupils within their subjects.

AD Admin:
- To inform school self-evaluation and review; the AD of Operations will monitor admin staff performance and goal setting. Evaluation and follow ups.
- Head of admin is accountable to the Principal for monitoring the work of the area/s of responsibility and providing objective evidence for quality assurance purposes.
- Head of admin will monitor the attendance of students and staff by ensuring that the correct procedures are being followed by all admin staff and parents. Student cases reported to the social worker.
- HOD will ensure smooth running of classes and activities.
- HOD will undertake departmental reviews.

	DEPARTMENT: OPERATION PROCEDURE	Doc. No. - SOP-004 Rev. No. - 03 Rev. Date – September 2020Page - 4 of 5

Title: Quality Assurance and Management Procedures

Lead Teachers:

- Year level lead teachers are accountable to the AD of instructions for monitoring the work of their area/s of responsibility and providing objective evidence for quality assurance purposes.
- Lead teachers will keep records of their regular meetings with year teachers and make these records available to AD of instructions as required.
- Lead teachers will support HOD in departmental reviews and will meet their delegated responsibilities objectives.
- Lead teachers will ensure the school review committees are established at the beginning of the year and regularly met. Records must be kept of meeting and progress.

Social Worker:

- Will Quality Assure the services offered in relation to student intervention.
- Will ensure Intervention Protocols are consistently adhered to as per school policy and procedure.
- Will ensure the collection and analysis of parents/ PTA surveys.
- Is accountable to the AD of Instructions and the Principal for monitoring the work of his/her area/s of responsibility and providing objective evidence for quality assurance purposes.

The school has an Annual Self Evaluation cycle to support Quality assurance monitoring.
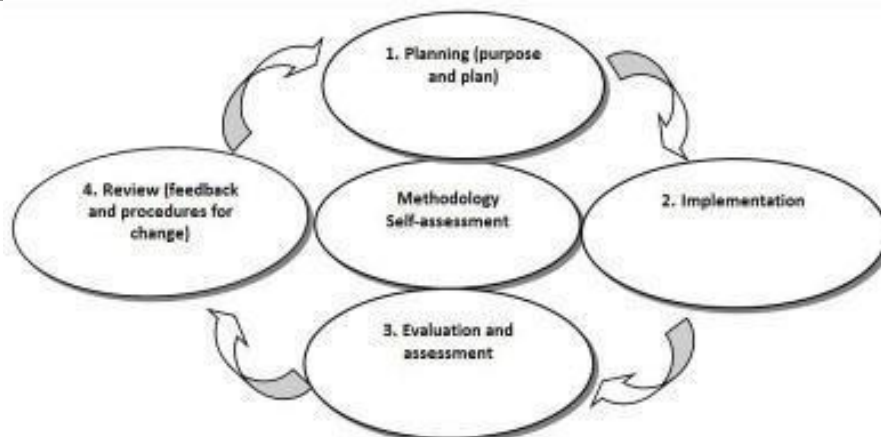
The school final evaluation and setting of new plans takes place at the end of each academic year and /or as required.

Continuous School Improvement/ Steering & Planning Team:

- Comprise of the school stakeholders : Executive Director, SMT, Leadership Team, PTA, Student Council & Senior Office presidents and standard leaders.
- Meeting will be of two nature: open inclusive of all members and closed with the standards leaders only.

Quality Assurance Cycle:

- SIS has adopted the following Quality Assurance process, which is based on the Deming Cycle:

	DEPARTMENT: OPERATION PROCEDURE	Doc. No. - SOP-004 Rev. No. - 03 Rev. Date – September 2020Page - 5 of 5

Title: Quality Assurance and Management Procedures

As illustrated in the diagram, the Quality cycle is an interactive four-step problem-solving process. The Quality cycle includes the sequential phases, planning, implementation, evaluation and assessment and review .

Planning refers to the setting up of clear, appropriate and measurable goals, objectives and KPIs in terms of the school mission and vision to include policies, procedures, tasks and resources. In addition, this involves defining indicators to facilitate monitoring the attainment of these goals and objectives.

Implementation is the establishment of procedures to ensure the attainment of the goals and objectives. For example, in terms of the development of the operational system and the organisational structure, resource collection and involvement of stakeholders.

Evaluation & Assessment
In general, the evaluation and assessment bases on many factors like students' results, feedback, observation, data collection and analysis.

Review (feedback and procedures for change- action plans) forms part of a systematic and goal-oriented process which is used to amend plans and to develop operations in order to achieve the targeted outcomes and set new objectives. The aim of this review phase is to learn from the information acquired, such as discussing and analysing the results with key stakeholders.

- The school review of goals, mission, vision and values will take part as per the school Mission review policy SOP- 003.
- The school self-review will take place during the year as per school Mission review policy SOP- 003.

Approved by:

CEO-Principal- SMT