|  |
| --- |
| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
| Issue No.: 01 | Document Number: STAN: 0032010 |
| Issue Date: 9th March 2016 | Originator: Wayne Marshall |
| Version: 04 | Responsibility: Head of Humanities |
| Reason for version change: Review & Update | Dated: 9th March 2016 |
| Authorised by: Wayne Marshall Date: 14/08/2019 | Wayne SignatureSignature |

This policy has been set up to ensure that all foundation students within the college have an ongoing review of performance based on overall objectives.

The review will take into account their results from term 1 exams they take in January of each year for Humanities and Science and the February review of work in Art.

The process will be as follows:

* Once the January results / February review have taken place and or have been moderated and confirmed these will be reviewed by the Head of Department (HoD), the Principal and the tutor (if applicable) using the information shown below.

* The HoD will compile a spreadsheet showing all relevant information:

* Name
* Nationality
* UCAS ID
* UCAS username
* UCAS password
* Results per subject
* Overall results for the exam series
* University options and entry requirements

* Any students failing behind their key objections will then be asked to attend a meeting with the HoD and tutor (if applicable) where a plan of action for improvement will be discussed and agreed.

* The plan of action will then be signed by the student, HoD and the tutor (if applicable) and kept on the student’s file.

* The parents and or agent of the student will be informed of the plan and given a copy.

* The HoD and tutor (if applicable) will then review the action plan at the weekly tutor meetings and take appropriate action if the student fails to achieve the laid down weekly goals / objectives.

* The next review will follow the research exams / re-take exams / practical exams (Projects) and the same process highlighted above will be followed.

It is hope that the micromanagement of struggling / underperforming students will give them a much better chance of achieving their goals / objectives.

St Andrew’s is committed to continue the training and professional development of their teaching staff to:

* Set and maintain professional standards and boundaries
* Maintain job satisfaction
* Identify coping mechanisms to manage stress
* Manage time effectively
* Address the demands of the teaching job itself and how to make appropriate referrals for support.
* Assist teaching staff to understand the best approaches used to tackle key issues with the many faceted demands of the teaching profession.

To achieve these objectives and to assist and review the ongoing Continuous Professional Development of member of staff the appropriate Head of Department will carry out a review of the teacher’s scheme of work, teaching resources and materials.  This to be completed with reference to NCFE guidelines, policies and procedures and assessment and moderation reports on each subject on conclusion of each examination or coursework.

An action plan will then be compiled to address any notifications and this will then be signed by both parties. This plan will be reviewed and form part of the staff members annual appraisal and will be used to assess teacher performance.

**Reviewed: July 2016, August 2017, July 2018, August 2019.**

**Next review: August 2020.**