

## Quality Assurance Measures

### Purpose

This document outlines a range of measures and responsibilities that SCL International College upholds to maintain the school's high standards. These include, but are not limited to:

### The Principal:

- identifying the Strategic Priorities for the Institution in response to internal and external demands and initiatives.

### Academic Management:

- Reviewing Institution Policies and associated procedures, guidelines, and strategies.
- Self-assessing areas of provision and contributing to the self-evaluation and development plan.
- Conducting appraisals for all staff with over 1 year of continuous service.
- Recruiting suitably qualified and experienced tutors.
- Establishing mentoring arrangements for all new staff or for staff with new responsibilities.
- Ensuring that course teams and teachers keep records of meetings and maintain thorough attendance and work records.
- Observing tutors at least twice a year. Those new or less experienced will have a minimum of three observations yearly.
- Making Continuous Professional Development (CPD) opportunities available to all staff members.
- Maintaining and reviewing standard quality service agreements.
- Managing the annual quality cycle.
- Conducting and responding to an annual staff survey.
- Collecting and analysing end of stay student feedback quarterly.
- Collecting and responding to student feedback on the 2<sup>nd</sup> day.
- Reviewing the development plan in quarterly meetings with the Principal.
- Conducting regular tutorials with students.
- Drawing up the annual staff development plan and manage and report on staff development.
- Ensuring that all staff comply with quality policies and procedures.
- Continuously reviewing teaching and learning resources to ensure that they are relevant, up-to-date, and meet the needs of the students.

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW  
www.sclinternationalcollege.com | info@sclinternationalcollege.com | +44 (0)203 141 7539  
Company Number: 09877237

## Teachers:

- Reporting on students' achievement and setting targets.
- Having high expectations for all students.
- Reviewing and contributing to teaching and learning resources.
- Providing student reports at the end of each course.
- Providing effective & appropriate teaching, training, and support for learning.
- Maintaining current course [co-ordinating] and subject [teaching] files.
- Undertaking appropriate development and training.
- Completing weekly student assessments

All staff are responsible for the quality of their work and for ensuring the quality of the Institution's provision.

Stay Campus London Ltd. - c/o Hallmark Estates Limited, 46 Great Marlborough Street, Soho, London W1F 7JW  
www.sclinternationalcollege.com | info@sclinternationalcollege.com | +44 (0)203 141 7539  
Company Number: 09877237