

Key areas of improvement	Key Actions	Time scale	progress
<p>Improve the consistency of the quality of teaching, learning and assessment by a more thorough approach to analysing the outcome of observations, using them to identify areas for improvement across the service, and encouraging the sharing of good practice.</p>	<ol style="list-style-type: none"> 1. Introduce themed “walk throughs” to gain an understanding of current practice, identify areas of improvement and plan additional levels of support to tutors, and to inform training. 2. External support to be commissioned to support and quality assure managers judgements through peer observe lessons in order to ensure consistency and level of indicative grading. 3. Plan and deliver formal lesson observations across all curriculum areas with peer support from external adviser. 4. Training and sharing of good practice workshops to be arranged and delivered. 5. Service wide quality health check to be undertaken to monitor progress, identify strengths and areas of development. 	<p>Commence September 2016 continue through to 31st July 2017.</p> <p>In place by 31st January 2017</p> <p>Delivery spring and summer terms.</p> <p>Spring and summer terms By 31st July 2017</p>	<p>8 “walk throughs” undertaken with further planned for the autumn term. – area of development identified - inconsistent setting and measuring of SMART targets.</p> <p>Tender document drafted to go on the South East portal by mid-December.</p> <p>6 joint observations planned for the spring term.</p>
<p>Ensure that all staff have appropriate English and mathematics skills themselves, and are clear about how to develop these skills in their learners</p>	<ol style="list-style-type: none"> 1. Undertake an audit of all staff English and maths qualifications. 2. Support tutors gain additional skills and or qualifications in order they are confident to embed these core skills into their teaching. 3. Policy and tutor guidelines to be written regarding the embedding of English and maths throughout the curriculum. 4. Training and sharing of good practice to support tutors in embedding maths across all curriculum areas. 	<p>By 31st December 2016. By 31st March 2017.</p> <p>By 1st December 2016.</p> <p>By 31st July 2016</p>	<p>Discussed at shared management committee, tutor forum, staff to be informed and offered support to upskill.</p> <p>Draft policy written and to be shared with tutor forum.</p> <p>Workshops to be planed for the spring term</p>

Key areas of improvement	Key Actions	Time scale	progress
Ensure that teachers make good use of initial assessment to set challenging targets, and are clear about how to develop these skills in their learners, particularly in internally assessed classes.	<ol style="list-style-type: none"> 1. Autumn “walk throughs” to check if challenging and measurable targets are set. 2. Managers and tutors to review the ILP (individual learning plan), make simpler and ensure captures, starting points, progress and achievement. 3. Lesson observations to capture how effective tutors capture assessment of learners progress and learning, 	<p>31st December 2016.</p> <p>31st January 2107</p> <p>31st July 2107</p>	<p>Audit of all classes to take place focusing on SMART and challenging targets set and attendance levels.</p> <p>Draft to be shared and revised at the January staff meeting to be implemented spring term.</p>
Ensure that tutors understand the importance of increasing learners’ knowledge around British values, diversity and radicalisation	<ol style="list-style-type: none"> 1. Deliver training to all tutors. 2. Lesson observations include a focus on diversity, prevent 3. Prevent duty risk assessment to be undertaken ad action plan developed following assessment. 4. Provider contacts to be updated to include duties relating to PREVENT to include training and fully aware of how to report concerns. 5. Report to the spring meeting of the shared management committee relating to PREVENT duties. 	<p>31st December 2016</p> <p>1st February 2017.</p> <p>31st March 2017</p> <p>1st April 2017</p>	<p>Two workshops delivered in the autumn term. Further training to be planned for spring term.</p> <p>Contracts have been updated and agenda item at small providers forum autumn meeting.</p>
<p>Other areas of focus include:</p> <ul style="list-style-type: none"> • Safeguarding: Strengthening of safeguarding policies and procedures including sub contractor reporting and closing the loop on cases logged by the service. • Achievement: Increasing the ICT qualification achievement levels to be above the provider average and maintaining the ESOL and functional skills achievement levels. • Performance data: to continue to focus on producing timely and robust performance data to understand performance levels and to take immediate actions to identify and rectify poor performance. 			