The St Michael Steiner School

Trustees

The Trustee responsible for Teaching, Learning and Assessment makes random checks on pupils' work and observes in lessons periodically

Mentors

Mentors are College members* who check their mentees' documentation and observe in their classes. Mentors report to College any concerns they may have about their mentees' conduct or performance. They share their notes from observations with their mentees and their own mentors

Mentors also give feedback and advice to their mentees

College

The College member responsible for Teaching, Learning and Assessment reports to the Trustees any concerns about teachers

Teachers

Each teacher has a mentor to whom s/he sends/shows his/her planning and assessment documentation

How do we monitor the quality of teaching and assessment in the school?

The leadership and management of the school is the responsibility of the College, which is made up of experienced teachers whose first priority is the best interests of the school.

The College monitors the quality of teaching and assessment in the school via the school's mentoring system. Every teacher has a mentor who is responsible for ensuring that s/he is planning and reviewing lessons, tracking pupils' progress and providing for the needs of the whole class. Mentors observe their mentees teaching as often as possible, but at least once a term in the case of experienced teachers and once in each block for new teachers. All teachers are encouraged to also observe people other than their mentees when they have the time.

Notes from observations are shared with the teacher who has been observed and with the observer's own mentor. In this way, there is always a second College member who is aware of what any teacher is doing with his/her class.

Any concerns are reported to the College and Trustees. The Trustee responsible for Teaching, Learning and Assessment makes random checks on the children's work and visits classes periodically.

* Sometimes a mentor who is not a College member will be appointed because s/he has experience relevant to the mentee's position and role in the school. In this case, s/he will be asked to report to College.