**Quality assurance mentor application form**

Supplementary schools having completed online self-assessment can attend a local recognition meeting to gain a Quality Mark. The Quality Mark covers teaching and learning, governance and community engagement. Schools must have management structures, policies and procedures that satisfy their local authority’s Section 11 safeguarding requirements before applying for an Award.

They must also submit a witness statement/observation report from a registered mentor or qualified member of staff at a mainstream school. There is also a Special Distinction Award for schools that are disseminating good practice with other supplementary schools. We are looking for Mentors to help, guide and support school through the NRCSE quality assurance process.

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| **Contact Details** | | | | | | | | | | |
| **First Name** | |  | | | **Surname** | | |  | | |
| **Job Title** | |  | | | | | | | | |
| **Name of Organisation** | | |  | | | | | | | |
| **Address Line 1** | | |  | | | | | | | |
| **Address Line 2** | | |  | | | | | | | |
| **City and Postcode** | | |  | | | | | | | |
| **Telephone** | | |  | | | **Mobile** | | |  | |
| **Email** | | |  | | | | | | | |
| If you are not available to mentor supplementary schools but would like to attend recognition meetings and attend regional events, tick here | | | | | | | | | |  |
| **Why do you want to become a supplementary schools’ mentor?** | | | | | | | | | | |
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| **Summary of skills and experience** (paid or voluntary – include information about teaching/education experience if you wish to become a higher level mentor) | | | | | | | | | | |
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| **What geographical area can you cover?** | | | | | | | | | | |
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| **How many schools would you like to mentor?** (approximately 10-12 hrs per school) | | | | | | | | | | |
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| **Are you interested in:** | | | | | | | | | | |
| Supporting schools with safeguarding and good management  (NRCSE pays £210 p/day for delivery of the Good Management Course) | | | |  | Supporting schools to self-assess their teaching provision and achieve a Quality Mark  (this is generally a voluntary role unless you are employed by your local authority or CVS) | | | | |  |
| Visiting supplementary schools (generally on Sat/Sun morning) to observe management, teaching and learning  (NRCSE can pay £150 p/visit and report, there are also community organisations who cannot afford to pay for a visit but would appreciate a volunteer) | | | |  | Acting as Educational Expert at Quality Recognition Meetings  (this is a voluntary role and you can offer to do just one which will take 2-3hrs) | | | | |  |
| **Did you previously complete NRCSE Quality Assurance mentor training?** | | | | | | | | | | |
| **Day 1** | **Date:** | | | | **Day 2** | | **Date:** | | | |

The Quality Mark is a voluntary quality recognition scheme, which is independent and self-regulated. It is run for supplementary schools and other out-of-school settings delivering a curriculum-based offer. It aims to celebrate and record the achievements of supplementary schools/OOSS and improve quality across the sector.