Quality Management Team (QMT)

Purpose: The Quality Management Team ensures continuous school improvement by monitoring effectiveness, reviewing data, strengthening systems, and aligning practices with the school's mission, vision, and international standards of excellence.

Core Responsibilities

1. Data Review & Continuous Improvement
- Collect, analyze, and interpret school-wide data to inform decision-making.
- Review parent, student, and teacher surveys annually (or biannually).
- Identify trends, strengths, gaps, and priority areas for improvement.
- Ensure data is used not just for reporting, but for action and follow-through.

2. Stakeholder Voice & Engagement
- Organize and facilitate parent focus groups, listening sessions, or forums.
- Ensure diverse representation (grade levels, nationalities, long-term/new families).
- Gather qualitative feedback to complement survey data.
- Provide summarized, anonymized findings to leadership and the board when appropriate.

3. Academic Quality & Curriculum Oversight
- Review curriculum alignment with:
    - School mission and values
    - International best practices
    - Accreditation standards
- Monitor curriculum consistency across grade levels and subject areas.
- Support curriculum review cycles and recommend updates or revisions.
- Ensure instructional practices are:
    - Student-centered
    - Developmentally appropriate
    - Culturally responsive

4. Teaching & Learning Effectiveness
- Review data related to:
    - Student learning outcomes
    - Classroom observations (aggregated)
    - Professional development impact
- Identify instructional strengths and areas needing support.
- Collaborate with academic leadership to propose:

- ○ Targeted professional development
- ○ Coaching or mentoring initiatives

5. Policy, Procedures & Systems Review
- Review key school policies and operational procedures for clarity, consistency, and effectiveness.
- Ensure systems are documented, implemented, and sustainable.
- Recommend improvements to:
  - ○ Academic policies
  - ○ Student support systems
  - ○ Assessment practices
  - ○ Communication protocols

6. Accreditation & Compliance Support
- Support accreditation processes by:
  - ○ Gathering evidence
  - ○ Reviewing compliance with standards
  - ○ Monitoring progress on action plans
- Help ensure the school is focused on systems and processes, not perfection.
- Track improvement goals over multiple years.

8. Reporting & Communication
- Prepare clear, concise reports for:
  - ○ School leadership
  - ○ Board of Directors (as appropriate)
- Communicate findings in a constructive, solution-oriented manner.
- Celebrate areas of growth and improvement alongside identifying challenges.

Team Composition (Recommended)
- School Director or Principal (ex officio)
- Academic Coordinator / Curriculum Lead
- Teacher representatives (cross-divisional)
- Student Support or Counseling representative
- Parent representative (advisory, non-confidential role)
- Optional: Board liaison (non-operational, oversight only)

Operating Principles

- Focus on growth, not blame
- Commit to evidence-based decision making
- Maintain confidentiality and professionalism
- Prioritize long-term sustainability
- Align all work with the school's mission and values