

<b>POST TITLE:</b>	Head of Quality
<b>LOCATION:</b>	Craven College, Skipton (Multi-site)
<b>CONDITIONS:</b>	Academic Terms and Conditions
<b>HOURS:</b>	37 hours per week
<b>GRADE/SALARY:</b>	APT & C Scale P05 Point 45 £38,750 per annum
<b>DIRECTLY RESPONSIBLE TO:</b>	Vice Principal: Curriculum and Quality
<b>RESPONSIBLE FOR:</b>	Quality and Compliance Manager  (working in close conjunction with the Staff and Professional Development Manager)
<b>SPECIAL CONDITIONS:</b>	<p>This is an interim post, on a temporary basis for 12 months, commencing 8 January 2018, and will be subject to further review. This post will be reviewed at 3 and 6 month intervals in line with the Probationary Review Procedure.</p> <p>A full enhanced disclosure certificate via the Disclosure and Barring Service will be required for this post.</p> <p>Requirement to deliver staff training in line with the needs of the College.</p>
<b>CLOSING DATE:</b>	Friday 8 December 2017 - midday
<b>INTERVIEW DATE:</b>	TBC
<b>POST NO:</b>	B851

## **JOB SPECIFICATION**

### **MAIN JOB PURPOSE**

To provide high quality leadership in the areas of teaching practice and quality and performance to ensure that the College delivers high quality learning, teaching and assessment that meets the needs of students and employers.

### **KEY RESPONSIBILITIES AND DUTIES**

- To work effectively with the Vice Principal: Curriculum and Quality;
- Provide expert advice, where appropriate, to the Vice Principal: Curriculum and Quality;
- To maximise the quality and performance of the College's provision via, development, implementation and rigorous management of quality systems and procedures across all provision, and the provision of efficient and effective services to internal and external stakeholders to achieve high standards of success;
- To line manage the Quality and Performance Team.

### **Detailed Job Description**

#### **1. STRATEGIC**

- To provide expert advice to the Principal and other managers on quality and performance matters, staff development and learning and teaching practice;
- To establish, maintain and develop effective relationships with external agencies and other stakeholders;
- To attend meetings of the Corporation and its committees as required by the Governing Board.

#### **2. QUALITY AND PERFORMANCE LEADERSHIP**

- To oversee quality in all areas of the College curriculum provision;
- To monitor course targets and improvements;
- Ensure the teaching and learning observations programme is operated with rigour to produce accurate profiles and energise continuous professional development;
- Ensure assessment feedback enables students to maximize their performance and the processes are professionally standardised to meet awarding body criteria;
- Find opportunities to secure innovative strategies to drive improvements in teaching learning and assessment;
- Plan and implement a programme of Internal Inspections;
- Utilise all management information relating to students to raise the quality of teaching, learning and assessment, student outcomes and progress;
- To develop, implement and regularly review the Quality Improvement Strategy to provide a framework for ensuring quality of service and continuous improvement;
- To design, develop and implement a structure of quality assurance systems and procedures to support the efficient and effective delivery of its services;
- To co-ordinate, monitor and evaluate the quality of provision and service across the College, including developing, maintaining and rigorously monitoring systems and procedures in conjunction with the College's internal quality bodies;
- Ensure good practice is identified and shared productively across college as integral to continuous professional development;
- Disseminate best practice across college in all aspects of equality and diversity;
- To liaise with external bodies in relation to the quality of provision and service across the College, acting as quality nominee, where appropriate, on behalf of the College;
- To oversee the development and implementation of perception surveys of students, clients, employers and college employees, evaluate findings, report to the SMT and Quality Assurance Sub-committee of the Academic Board and oversee the implementation of recommendations;
- To instigate, develop and implement a variety of techniques to raise standards of success throughout the College;

- To set and agree targets for performance at all levels in consultation with other managers and senior staff;
- To identify key performance indicators and the data required for quality improvement;
- To direct the effective utilisation of external data for benchmarking purposes;
- To develop and implement systems and procedures to ensure quality in the control and co-ordination of all College functions and activities;
- To ensure the high performance of teaching staff, by the development and implementation of rigorous standards for monitoring of performance, in conjunction with the Director of Human Resources and Learning and Development Manager;
- To support the continuous improvement and performance of staff via continuous professional development and appraisal;
- Developing and driving the quality assurance processes to bring about strategic change to improve the quality of the student experience to outstanding;
- Providing support for managers and staff in identification of and delivery of ongoing quality improvements;
- Preparation of quality related reports as appropriate to a range of internal committees;
- To ensure the Policy relating to Quality Assurance of Assessment are in place and effective;
- To embed the Single Equality Scheme within the quality frameworks for Further Education and Higher Education linked to the self-assessment process and College strategic objectives;
- To support and guide the process of self-assessment within Schools to secure continuous quality improvement;
- To deploy strong quality assurance techniques to ensure the curriculum is operating at an Ofsted rating at the least good and aiming for outstanding;
- To support managers in preparing for Ofsted and QAA Review;
- Audit the College's compliance with procedures related to safeguarding;
- To oversee the management of complaints, in line with College Complaints procedure and produce regular reports on progress.

### **3. MANAGEMENT OF STAFF**

- To be responsible for leading the Quality Team to ensure the Team offer a high quality support and develop a culture of excellence and innovation.
- To ensure the teams offer high quality support and develop a culture of excellence and innovation;
- To be responsible for the motivation, welfare, appraisal, professional development of staff and succession planning for staff who report to you;
- To participate in the College's Appraisal Scheme and carry out appraisals for relevant staff in line with College policy and procedures.

### **4. CORPORATE RESPONSIBILITY**

- To prepare the annual self-assessment reports and specify the performance indicators, as appropriate;
- To be fully conversant with, and implement, the College's Equality & Diversity objectives; and take appropriate positive action in the promotion and delivery of Equality & Diversity targets;
- To be fully conversant with and implement the College's range of safeguarding policies and procedures, to ensure the health, safety and welfare of all learners;
- To undertake appropriate staff and professional development;
- To carry out other duties as directed by the Principal and act as Duty Principal.

## PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

### Essential Experience:

- Experience of successfully leading a large team in a range of disciplines.
- Experience of liaising effectively with external bodies and agencies.
- Sound knowledge and experience of Quality Assurance and self-assessment or self-regulation within FE.

### Desirable Experience:

- Proven successful and experience of high quality teaching and assessing in the Further Education Sector.

### Essential Knowledge and Skills:

- A good level of understanding relating to current education policy;
- A high level of understanding of inspection frameworks;
- Significant and relevant experience of developing and implementing quality systems and procedures;
- Ability to produce quality and performance reports and analyse data effectively;
- A proven track record of success in improving quality within an FE environment;
- An understanding of effective and efficient curriculum planning and delivery in further education programmes;
- A Track record of contributing collaboratively as part of a high performing team;
- Evidence of successful networking external to the organisation;
- Ability to delegate effectively and manage the performance of others;
- Successful achievement in managing innovation;
- Proven ability to achieve targets;
- Competent in the use of Microsoft Office packages;
- Knowledge of the approaches required to ensure continuous quality improvement within an organisation;
- Knowledge of the further education sector, funding arrangements and quality assurance and quality improvement arrangements;
- Leadership qualities and the ability to manage people effectively;
- Knowledge and understanding of the Common Inspection Framework and QAA Framework;
- Ability to work on own initiative or as part of a team;
- Good analytical and problem solving skills;
- Good organisation skills with the ability to co-ordinate work activities effectively;
- Ability to communicate effectively across levels within an organisation.

### Qualifications:

#### REQUIRED:

- Degree level qualification
- **Level 2 Literacy** or equivalent. (e.g. GCSE A\* - C, CSE 1, O Level A – C) or prepared to pass a test prior to interview to demonstrate level 2 ability and then if appointed achieve within an agreed timescale.
- **Level 2 Numeracy** or equivalent. Level 2 Literacy and Numeracy or equivalent (e.g. GCSE A\* - C, CSE 1, O Level A – C) or prepared to pass a test prior to interview to demonstrate level 2 ability and then if appointed achieve within an agreed timescale.

#### DESIRABLE:

- PGCE/Certificate in Education or equivalent teaching qualifications.