

East Durham College

Job Description

Post Title:	<i>Head of Quality</i>
Location:	<i>The post holder may be required to work at any of the College Centres</i>
Responsible to:	<i>Director of Quality</i>
Attendance Requirements:	<i>37 hours per week</i>
Salary:	<i>£45,076 to £46,000</i>

Main purpose:

To effectively implement college wide strategies and processes for an excellent student experience, leading to exceptional outcomes for learners, employers and community stakeholders, through the effective implementation of the College's approach to quality assurance and quality improvement across the full learner journey, encompassing all aspects of college provision and all delivery sites.

Work with colleagues within the team to provide a seamless, ambitious and innovative team that delivers excellence, and to act as the quality improvement and assurance lead within any designated Curriculum areas for teaching, learning and assessment.

To act as the Quality Nominee for designated Awarding Organisations.

Main duties:

- Work with the Director of Quality to underpin and relentlessly drive the quality of teaching, learning and assessment across the College, with particular focus on any designated curriculum areas working with Curriculum Directors and Heads of Curriculum to continuously improve the student experience.
- To work with the relevant Heads of Curriculum and Curriculum Directors providing effective challenge and support to help them drive quality improvements and outcomes in their curriculum areas.
- To analyse performance and report on progress against Key Performance indicators/targets to the Director of Quality and College Leadership Group as required, including supporting the implementation of the self-assessment and Quality Improvement process.
- To lead and support on internal and external reviews (including OFSTED), through collaboration and communication of the planning and preparation, implementation, and reporting on outcomes/next steps to ensure effective evaluation and continuous improvement of teaching, learning and assessment.

- To manage risk of the internal quality improvement process ensuring consistency across all aspects of the College's provision within designated curriculum areas, including carrying out a range of activities such as observation, and work scrutiny, and reporting on outcomes to the Director of Quality and relevant stakeholders.
- To manage risk for courses and curriculum areas where support to improve or direct intervention is required to drive quality, including the tracking and monitoring of progress, working alongside Heads of Curriculum and Course leaders as appropriate.
- To support excellence in learners, parent / carer and employer voice, ensuring that student voice informs developments in teaching, learning and assessment, working with the Quality officer, and Curriculum areas to support effective survey administration and implementation; reporting on findings, identifying strengths and improvements required and support actions to be implemented to enhance the student experience and outcomes.
- To work in partnership with the members of the Quality team to support the College's drive to improve teaching, learning, and assessment to impact on student and College success. Ensuring digital approaches are adopted to enhance practice. Share cross college innovative pedagogical approaches that are inclusive, inspiring and encourage our teachers to continue to develop their practice.
- To be the Quality nominee in relation to specified Awarding Organisations and lead annual Awarding Organisation quality reviews, including compliance with Awarding Organisation requirements, managing the process for new course/centre updates, and communicating all developments as appropriate.
- To review, monitor and evaluate the effectiveness of the College's internal quality improvement and assurance procedures and their implementation on an annual basis to ensure a robust, and effective process is in place meeting College, and Awarding Organisation requirements.
- To ensure all external quality assurer visits across College are planned, reports are collected and the findings disseminated across College and actions are tracked and completed; including acting as IQA Co-ordinator where required to support and manage risk across the College.
- To ensure the College's assessment and approval procedures are aligned with Awarding Organisation regulations and include any stakeholders as appropriate, such as liaising with Curriculum areas, MIS and Exams to ensure effective and timely claiming of achievement of units/qualifications for students.
- Carry out informal inquiries, and investigations that relate to quality assurance, including any arising investigations into malpractice, maladministration and sanctionable incidents. Ensuring the resolution of complaints as expected of the role and as assigned by the Director of Quality or College Leadership Group.

- Lead and engage in cross college projects as agreed with the Director of Quality to enhance quality improvement and assurance processes, which lead to impactful change, and be a champion of continuous improvement internally and externally.

Other Duties relevant to all EDC employees

- Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
- Undertake any other duties, appropriate to the grade of the post, as required from time to time.
- Comply with College Policies and Procedures and the Staff Code of Conduct.
- To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities regarding equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other's health and safety.

Person Specification



		Essential	Desirable	Method of assessment
1) Qualifications/ Training				
1.1	A recognised teaching qualification at level 5 or above	✓		Application form
1.2	A degree in a relevant subject area	✓		Application form
1.3	GCSE level standard education or equivalent (maths & English)	✓		Application form
1.4	Assessor and/or Verifier qualification (or willingness to work towards)	✓		Application form
1.5	Evidence of professional development relevant to the role	✓		Application form
1.6	Coaching or Mentoring qualification		✓	Application form
1.7	SEN qualification		✓	Application form
1.8	Post Graduate level qualification / Leadership qualification (or willingness to work towards)		✓	Application form
2) Experience				
2.1	Experience of Teaching across a range of levels and ages, with a track record of achieving strong student outcomes, and an excellent understanding of best practice for teaching, learning and assessment.	✓		Application form / Interview
2.2	Experience of working to and meeting performance targets and deadlines	✓		Application form / Interview
2.3	Experience of coaching and/or delivering professional development to teaching staff or managers that has resulted in increased performance or outcomes	✓		Application form / Interview

Person Specification



		Essential	Desirable	Method of assessment
2.4	Leadership experience within a Further Education sector setting, with evidence of successfully leading others to improve quality, increase performance or student outcomes.	✓		Application form / Interview
2.5	Experience of Leading on Internal Quality Assurance, working with EQA's to ensure national standards for assessment are met.		✓	Application form / Interview
3) Skills and Knowledge:				
3.1	Clear understanding of Teacher Professional Standards, and relevant Inspection frameworks, including the overview of research which informs the renewed OFSTED framework.	✓		Application Form / Interview
3.2	Excellent understanding Internal Quality Assurance, Awarding Organisations, and working practices of EQA's.	✓		Application Form / Interview
3.3	Ability to influence others to bring about positive change	✓		Interview
3.4	Ability to be assertive when dealing with middle managers and staff to influence change in order to meet College KPI's	✓		Interview
3.5	Excellent understanding of a range of provision types and funding streams within Further and Higher education, that supports the identification and analysis of effective classroom practice.	✓		Application Form / Interview
3.6	Excellent understanding of (or willingness to learn how) the use of data, and data management systems to monitor and improve performance; and strong digital skills to increase efficiency	✓		Application Form / Interview
4) Attributes / Other Requirements:				
4.1	Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours	✓		Interview
4.2	Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing.	✓		Interview

Person Specification



		Essential	Desirable	Method of assessment
4.3	Working individually or as a team - Ability to work independently and as part of a team under minimal supervision.	✓		Application Form / Interview
4.4	A passionate leader/educator with a strong commitment to professional development, and continuous improvement.	✓		Application Form / Interview
4.5	Ability to work flexibly, perform under pressure, and a solution focussed mindset.	✓		Application Form / Interview
4.6	Driving - Full UK Driving License and access to a vehicle.	✓		Application Form