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| **Director of Quality** |

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| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | PC M3 (N) Point 42-47  £43,885 - £50,875 |
| **Reporting to:** | Assistant Principal, Curriculum and Quality |
| **Annual leave** | 30 electable days, 8 statutory days and efficiency closure days at Christmas |

**Job Purpose**

The Director of Quality will oversee the development and implementation of the College’s quality improvement strategy, policies and processes across all provision types, including FE (14-19 and Adults), HE and apprenticeships as the college seeks to take the next important steps on its journey to outstanding.

The post holder will be responsible for writing the college SAR and ensuring all aspects of the quality cycle are supported by effective systems, processes and accurate data which leads to robust judgements and ultimately a continually improving student experience at every level of the provision.

As a member of the College’s Management Team, the post holder will also play an active and integral role in the overall management and strategic direction of the college and, in particular, provide strategic leadership in the development of inspiring, innovative and collaborative approaches in teaching, learning and quality improvement that results in students achieving the highest possible standards.

**Duties and responsibilities of the job**

1. **Strategic Focus**

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| 1. Determine the relevant strategic priorities which enable the college to achieve Ofsted outstanding and lead on the development of the necessary policies, processes and people to get us there |
| 1. Oversee key strategic partnerships relating to all aspects of the role, with particular emphasis on the college’s HEI partners, awarding organisations, and other relevant stakeholders. |
| 1. Lead on the annual production of the college wide Self-Assessment Report and Quality Improvement Plans for FE and HE |
| 1. Develop and embed a systematic college wide approach to quality improvement, ensuring all relevant systems and processes result in well informed, accurate judgements of performance |

1. **Management and Leadership**

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| 1. Lead on the development and implementation of the College’s quality cycle to ensure it provides a regular and effective means of quality monitoring and reporting and drives continuous improvement across all aspects of student experience based on the provision of timely and accurate data, including student feedback |
| 1. Oversee the development and implementation of the college’s HE, research and scholarly activity strategy and enhancement plans to ensure HE provision is effectively research informed and monitored. |
| 1. Work with the College’s Senior Management Team to ensure that all Curriculum and Support Managers engage in a broad range of quality monitoring and improvement activity and produce evidence rich annual Self-Assessment Reports which are reviewed regularly to inform Quality Improvement Plans. |
| 1. Inspire your teams to realise the college’s vision and strategic objectives, demonstrating ownership, accountability and utilisation of team members’ strengths, skills and knowledge by establishing clear purpose, direction and objectives for each team. |
| 1. Line manage the Head of Teaching and Learning to ensure that the College’s Teaching and Learning Strategy is effectively implemented to drive the development and delivery of high quality and innovative teaching, learning and assessment practices, which maximise outcomes and progression for all students. |
| 1. Act as the Head of Centre in engaging with awarding and end point assessment organisations to ensure systems, processes and standards are met |
| 1. Lead on the development and implementation of the college wide student related quality audit and assurance programme, including Awarding Body requirements |
| 1. Lead on the design and implementation of a college wide learner voice strategy, which ensures that student feedback is used to drive continuous improvement via the Quality Cycle. |
| 1. Lead on the design and implementation of a college wide parent / guardian voice strategy, which enables a clear and effective two-way flow of communication with parents and carers. |
| 1. Ensure that a broad ranging evidence base is utilised across the organisation to measure and monitor all aspects of curriculum and student performance and progress |
| 1. Produce reports as necessary to ensure members of the college management team and Corporation are regularly informed of all aspects of performance relating to Ofsted, QAA and other regulatory bodies |
| 1. Oversee the development and implementation of all relevant academic policies to ensure that teaching and assessment practice across the college positively impacts on student progress and is in accordance with awarding body requirements. |
| 1. Work with the HR Director and Head of Teaching and Learning to devise and implement well informed and individualised continuing professional development programmes for staff |
| 1. Ensure that the utilisation and deployment of library and laboratory resources enhances staff and student experience and contributes to improved outcomes for all students. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience. |

1. **Financial controls and operational assurance**

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| 1. Contribute to the wider College Management Team. |
| 1. Work with the Head of Finance to ensure the proactive management of budgets by all managers in line with financial regulations and budgetary control and monitoring processes. |
| 1. Ensure that the College’s assurance framework is implemented and carry out frequent monitoring and audit activities across curriculum teams. |
| 1. Attend and represent the college at sector specific groups to maintain sector knowledge and professional awareness of developments surrounding student information management. |
| 1. Ensure equality of opportunity among all protected characteristic groups and vulnerable student groups and seek to promote diversity in all aspects of college life. |
| 1. Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| Hold a degree and / or a professional qualification. |
| Proven extensive experience of effective curriculum development and quality enhancement at both strategic and operational levels. |
| Significant leadership experience and the natural ability to lead by example to motivate and empower both staff and students. |
| Proven experience of effectively managing, developing and supporting staff to deliver consistently high standards. |
| A clear understanding of strategies to improve the quality and responsiveness of curriculum to meet the needs of employers. |
| Excellent communication skills with a proven ability to negotiate, influence and present to a wide range of audiences, presenting complex scenarios in plain simple language. |
| Ability to take difficult decisions and to instigate change in a positive and realistic way. |
| Excellent interpersonal skills and emotional intelligence necessary to lead and motivate a committed and highly skilled team of staff. |
| Capacity to work under pressure whilst retaining a calm disposition and a track record of managing and prioritising a substantial workload and meeting deadlines. |
| In-depth awareness and understanding of current and future trends and developments in post-16 education and training. |
| Demonstrate a commitment to your own personal development. |
| Demonstrate flexibility, reliability and a passion for the college ethos. |

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| **Desirable criteria for the post** |
| Hold a management qualification. |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 0830hrs to 1700hrs Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support department and whole college events where there will be a requirement to attend.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of an appropriate pension scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.