

Date Issued:

JD Category:

Agreed by:



Quality Manager	
Reporting to:	Director of Quality
Working Hours:	Full time: 37.5 hours per week
Salary:	Scale Point 36-40 £38,205-£43,044 per annum
Position Code:	PC M2
Annual Leave:	30 electable days and 8 statutory days

Job Purpose

The Quality Manager will foster an ethos of continuous improvement across the College. They will lead on the development and implementation of key college policies, procedures and strategies relating to academic progress, assessment and IV practice, learner voice, and quality assurance. All of this will form an integral part of the College's Quality Cycle for which the postholder will be responsible for implementing to drive quality improvement at programme and departmental level across the college.

The post holder will work predominantly with teaching staff and managers across the College to support them to be their best and have the greatest positive impact on our students.

Duties and Responsibilities of the Job

1. Management

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| a. Be accountable for the co-ordination, management and oversight of the quality improvement and assurance processes and procedures across all of the college provision. |
| b. In collaboration with college managers, ensure that quality processes are embedded, complied with and are bringing about improvement. |

2. Departmental Specific Duties

Quality Improvement
Develop, implement, monitor and review the College's Quality Cycle to ensure it drives continuous improvement across all study types throughout the academic year
a. Develop, implement and review the College self-assessment process for all academic and support teams.
b. Work with college programme and curriculum managers to support the production of quality improvement plans that will drive the student experience to be outstanding.
c. Develop and implement quality improvement tracking systems that ensure achievement of student performance is closely monitored and that targets are set and met.
d. Ensure conformity to quality improvement systems and procedures and that they are focused on continuous quality improvement.

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e. Ensure that reporting systems based on targets and benchmarking are consistent and are owned and understood by teaching and curriculum management teams.
f. Keep up to date with current guidance from Ofsted, ESFA, LANDEX, IFATE.
Quality Assurance
g. Act as Lead Internal Verifier with Awarding Organisations.
h. Coordinate all external quality assurance processes as required by Awarding Organisations working closely with college managers to ensure full compliance, and ensure that all actions feed into the College's Quality Cycle.
i. Take a lead role in co-ordinating the implementation of Government and Awarding Organisation policy changes in Further Education and Apprenticeship provision.
j. Manage the programme approval process for new provision, ensuring teams achieve full compliance with Awarding Organisation requirements.
k. Liaise, support and guide curriculum colleagues to implement the College's approved internal quality assurance processes.
Assessment practices
l. Working with Curriculum and Programme Managers, undertake audits to assure standards are being maintained for curriculum design, teaching, learning and assessment (including on-line learning).
m. Devise, implement and audit the college wide assessment and IV policy and train and support staff to fulfil its requirements
n. Work with Curriculum Managers to develop assessment practices that are mapped to new knowledge based curricula and support teaching, learning and assessment in examined contexts.
Student Voice
o. Plan, design and implement the learner voice strategy to include analysis and sharing of student survey results to curriculum colleagues to inform the College's quality improvement activities.
p. Lead on learner voice activities including Learning Surveys, Focus Groups and cross college student voice action plan, updating with 'you-said-we-did' and regular dissemination to staff and learners.
q. Work with underperforming teams to ensure they have robust action plans in place and are clear about the urgency of improvement linked to student feedback.
r. Ensure across college improvement of assessment feedback linked to awarding bodies guidelines of compliance, supported through the tutorial system.

3. *Continuous Professional Development*

a. 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.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.

4. *College Management Team*

a. Contribute to the wider College Management Team.
b. Work with marketing and others to lead on extra curriculum events to ensure success, e.g. interview days, welcome days and parents' evenings.
c. Ensure equality of opportunity among all protected characteristic groups and vulnerable student groups, and seek to promote diversity in all aspects of college life.
d. Ensure all safeguarding policies and procedures are followed at all times.
e. Ensure Health and Safety is maintained at all times, in line with college policies.
f. Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Head of Department / Senior Management Team.

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Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focused values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

Essential criteria for the post
Level 2 English and maths qualifications or equivalent
Have experience of managing or coordinating FE and apprenticeship activities, including end-to-end project management, quality assurance and reporting outcomes
Demonstrate understanding of the FE sector, priorities and funding
Have knowledge and understanding of the Education Inspection Framework and the Ofsted inspection process
Demonstrate experience of managing, motivating and leading people to achieve quality targets
Excellent interpersonal skills and be able to adapt communication style to specific audiences
Be process driven and have exceptionally good analytical skills
Be self-motivated and be able to work effectively in groups and alone
Be resourceful and think clearly under pressure
Ability to think and operate both strategically and operationally
Ability to write effective management reports
Demonstrate a track record of improving teaching and learning
Understanding of working with external audit organisations e.g. AOs and Ofsted
Strong commitment to student success
Demonstrate flexibility, reliability and a passion for the college ethos
Demonstrate energy, drive, flair and creativity in your everyday work

Desirable criteria for the post
Hold a recognised teaching qualification
Demonstrate a track record of high quality teaching delivery
Hold Assessor and Verifier qualifications
Hold a management qualification
Bring an FE-focused network of collaboration that will benefit the College
Experience of ProSolution (Compass) or other student records-based systems
Experience of navigating around a virtual learning environment
Project management experience

CONDITIONS OF EMPLOYMENT

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Working Hours

Basic working hours are from 08.30 - 17.00hrs, 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 departmental activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days (pro-rata), plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)

This post will be entitled to CPD for skills 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 the Teachers' 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.