

Date Issued:

JD Category:

Agreed by:



PLUMPTON COLLEGE

Quality Manager	
Reporting to:	Director of Teaching & Learning and Quality
Working Hours:	Full time: 37.5 hours per week
Salary:	Scale Point 36-40 £43,166 - £48,633 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, leading on the development and implementation of key college policies, procedures and strategies which constitute the College's Quality Cycle. The postholder will be responsible for overseeing the implementation of this as an integral part of our ethos and drive for continuous quality improvement.

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

Quality Assurance
a. Work with the Vice Principal Curriculum and Quality and Director of Teaching and Learning to devise and implement a quality assurance programme that provides accurate and timely feedback on all aspects of student experience
b. Act as Lead Internal Verifier with Awarding Organisations and maintain a central record of all EV activity, reporting and sharing best practice and ensuring curriculum action plans are met
c. 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
d. Take a lead role in co-ordinating the implementation of Government and Awarding Organisation policy changes in Further Education and Apprenticeship provision
e. Manage the programme approval process for new provision, ensuring teams achieve full compliance with Awarding Organisation requirements
f. Liaise, support and guide curriculum colleagues to implement the College's approved internal quality assurance processes
g. Development and implement college wide training, briefing and standardisation activities in accordance with Awarding Organisation rules and regulations

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Quality Improvement
a. Support the Vice Principal – Curriculum and Quality, and the Director of TLA, with the self-assessment process, ensuring it is completed robustly at both programme and curriculum level
b. Ensure that all quality assurance measures inform the College's Quality Cycle at programme and departmental level to so that it drives continuous improvement across all study types throughout the academic year
c. Work with college programme and curriculum managers to support the production of quality improvement plans that will drive the student experience to be outstanding
d. Collate and analyse college wide student performance data, make recommendations for improvements at programme and college level, and ensure data is systematically used to inform evaluative judgments, action plans and target setting
e. Devise tracking systems and reports to monitor programme and departmental progress against Quality improvement priorities

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

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

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

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

Essential criteria for the post
Have experience of managing or coordinating educational provision and be able to demonstrate impact on student experience and outcomes
Have a good understanding of the FE sector, priorities, and funding

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Have experience of working with awarding bodies regarding all aspects of IQA processes
Hold a recognised teaching qualification
Demonstrate a track record of high-quality teaching delivery
Hold Assessor and Verifier qualifications
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
Have the ability to write effective management reports
Demonstrate a track record of improving teaching and learning
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
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

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.

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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.