

**Job Description**

**Job Title: Head of Quality**

**Accountable to:** Deputy Principal

**Salary:** £40-50k, depending upon experience

**Aims and Purpose of the Job:**

* To ensure all learners achieve the best possible outcomes from their experience at the College, through their access to high quality teaching and learning
* To facilitate the College’s drive to provide outstanding teaching, learning and support
* To play a central role in responding to the demands of inspection and review, particularly as they relate to Ofsted and the QAA

**Specific Accountabilities**

* To be responsible for the academic standards, performance and outcomes of the FE/Sixth Form/HE, Work-based and 14-16 curriculum, ensuring continuous improvement in: achievement rates, learner progress, value added, higher grade profile, teaching observations, student/client satisfaction and inspection/self-assessment grades
* To be responsible for the continuous improvement in teaching and learning and learners’ progress and outcomes within the College
* To lead the Quality Improvement Team, ensuring it provides highly effective, co-ordinated support to Departments and Business Support Teams
* To be a member of the Wider College Management Team and, as such, to make a significant contribution to the development and achievement of the College’s strategic and operational targets
* To work directly with Heads of Department/Support Teams to ensure they deliver the highest standards of individual and team performance, manifesting in high quality education and training of learners
* To work with Heads of Department/Support Teams to ensure they identify areas of under-performance and take the necessary action to raise performance to required levels in the shortest period of time
* Provide data and wider support to budget holders in preparation for Business Planning and Performance Review
* To keep up to date with changes in those inspection and review regimes within which the College operates and disseminate information on these to governors and staff
* To contribute to furthering a culture of high aspiration and achievement for all staff and learners
* To manage the formulation and review of policies and procedures relating to quality assurance and improvement
* To lead on the development of systems for learner and stakeholder surveys, the provision of feedback to Departments and Support Teams and mechanisms for using timely and focused feedback in continuous improvement
* To promote, in line with College policies, Safeguarding, Prevent, Fundamental British Values and Equality, Diversity and Inclusion

**In order to achieve the main aims and fulfil the responsibilities of the post, the post holder will have the following duties:**

* Providing leadership to further raise standards of teaching and learning and develop appropriate arrangements for differentiated learning and stretch and challenge of learners
* Identifying and meeting targets to ensure rapid improvements in underperforming/satisfactory provision and achieve good and outstanding achievement rates and learner progress in all areas
* Championing the importance of inspiring teaching and learning, including the interactive use of ILT
* Creating a culture of high standards and high expectations amongst staff and students
* Ensuring that quality assurance procedures are effectively integrated, particularly in the Performance Review and Business Planning process, resulting in continuous improvement and effective in-year intervention, where performance is not meeting target
* Ensuring that the College is ready for external inspection at short notice
* Ensuring that all staff demonstrate the effective use of data as evidence for accurate self-assessment and continuous improvement
* To manage the framework and oversee the production of the College’s annual self-assessment report and subsequent improvement action plans
* Monitor and report on progress with higher level quality improvement plans across the College
* To lead on curriculum data management, to feed into target setting, self assessment and Quality Improvement processes
* To carry out quality reviews/audits of the quality of provision in areas of focus, as identified in discussion with the Deputy Principal
* Plan and monitor the annual Quality Cycle
* Ensuring that students’ personal, social and employability skills (including mathematics and English) are developed within their learning programme
* Ensuring that the curriculum meets awarding body requirements; monitor systems of assessment and verification and ensure rapid intervention where high standards are not maintained
* Line manage the Teaching and Learning Development Manager, the Learning Technology Development Manager and Quality Co-ordinator, ensuring stretching targets for their work are set and met
* Oversee and report on the effective application of the College’s performance management system, as it applies to curriculum delivery
* Working collaboratively with the Senior Leadership Team (SLT) and the Wider College Team (WCLT) colleagues to ensure that the College achieves high standards of performance in every area of its operations
* To provide regular reports on the quality of provision to Corporation and SLT
* To lead on the College’s comments, suggestions and complaints system and undertake investigations, hearings and appeals as directed by the Deputy Principal in respect of matters relating to discipline, grievance and complaints
* To undertake and deliver appropriate staff development commensurate with the post
* To represent the College at external events/meetings relating to quality improvement
* To act as Budget holder for the Quality Improvement Team, engaging fully in the Business Planning and Performance Review process, to ensure the efficient and effective allocation of resources available to the Team

**The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.**

This Job Description is current at the date shown, and is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements

**I acknowledge receipt of the above Job Description, detailing the duties and responsibilities of this post and confirm my acceptance of them.**

Signed: ………………………………………………………… Date: ………………………………………….

Print name: …………………………………………………..