

# JOB DESCRIPTION

**JOB TITLE: Director of Quality Improvement**

**GRADE: Management Grade E**

SECTION: Quality Improvement

RESPONSIBLE TO: Principal

**JOB PURPOSE:**

Lead and drive the improvement of Learning, Teaching and Assessment across the College; lead and develop the College’s quality strategy, creating and maintaining a culture of continuous improvement, focussed on high expectations and achievement.

**DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The following duties are not shown in order of priority of frequency nor is the list comprehensive, but rather an indication of the type and level of duties expected of this post.

1. Lead the development and implementation of a quality strategy to drive improvement in Teaching, Learning and Assessment across the College.
2. Working with Vice-Principals, Directors of Curriculum and their teams, lead the improvement of Teaching, Learning and Assessment in the College, putting in place and monitoring the impact of initiatives to support the achievement of College and curriculum area targets and objectives.
3. Create, develop and maintain a culture of continuous improvement and excellence, promoting high expectations and ambitions, together with high achievement.
4. Develop, maintain, manage and monitor College quality assurance and self-assessment processes and procedures, including consulting on and preparing the College SAR.
5. Provide advice, guidance, support and coaching to curriculum managers and their teams to improve the quality of Teaching, Learning and Assessment.
6. Lead the development of innovative initiatives which will drive improvement, using evidence based research, best policy and practice elsewhere in education and the sector, to enable the delivery of effective teaching and learning solutions.
7. Lead quality reviews and audits of curriculum/programme areas, key processes etc, as required, making recommendations on action and improvement as appropriate.
8. Provide commentary and analysis on performance related data, working closely with the MIS team responsible for data and reporting; propose and follow-up necessary action; monitor and report on progress towards achieving curriculum improvement priorities and targets.
9. Act as the nominee for Ofsted inspection.
10. Develop and implement plans and preparation for inspection and external reviews, working closely with Vice Principals and Directors of Curriculum; develop, implement, monitor and follow up the College’s post-inspection plans.
11. Lead e-learning and the use of technology in the College, working with Directors of Curriculum and the Director of ICT, to implement effective and efficient Teaching, Learning and Assessment.
12. Lead and manage a Quality team, recognised as excellent practitioners and advisers, to drive improvement and provide support to improve the quality of Teaching, Learning and Assessment; manage the College complaints system.

1. Provide a Staff Development service, ensuring that the training and development needs of the College are met, in particular those related to Teaching, Learning and Assessment.
2. Lead and manage a Teacher Education department responsible for delivering a range of provision related to teacher training.
3. Lead, manage and implement the College’s policies on EV and IV; ensure compliance with the requirements of awarding organisations and other regulatory bodies.
4. Manage the production, distribution, collection, analysis and reporting of internal and external surveys across the College, and follow up action.
5. Actively promote the College’s Equality, Diversity and Inclusion policy, encouraging staff awareness and participation.
6. Provide the best possible service to all customers (both internal and external) in line with College standards.

**AND** such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading as required.

**DIRECTLY RESPONSIBLE FOR THE FOLLOWING STAFF:**

Head of Quality Development, Quality Development Managers

If you have any queries relating to your Job Description please consult your line manager. Copies of this Job Description are held by the College Human Resources Department.

**Date: December 2017**

**PERSON SPECIFICATION**

**Director of Quality Improvement**

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| **Candidate:** | | **Interviewer:** | | **Date:** | |
| **Essential Criteria** | | **M** | **Comments** | | **Score** |
| **1.** | **Education & Training** |  |  | |  |
| 1.1  Educated to degree level or equivalent experience. | | **A** |  | |  |
| 1.2  Teacher qualified. | | **A** |  | |  |
| **2.** | **Knowledge & Experience** |  |  | |  |
| 2.1  Significant experience of teaching in Further Education. | | **A/I** |  | |  |
| 2.2  Expert knowledge and understanding of quality assurance systems, self-assessment and quality  improvement strategies in further education. | | **A/I/T** |  | |  |
| 2.3  In depth knowledge and understanding of the Common Inspection Framework and inspection regimes. | | **A/I** |  | |  |
| 2.4  Experience of playing a key role in Ofsted inspection, either as nominee or providing close support to the nominee. | | **A/I** |  | |  |
| 2.5  A track record of developing and implementing successful quality improvement initiatives across a college, including use of e-learning/technology. | | **A/I** |  | |  |
| 2.6  Experience of managing budgets and the line management of staff. | | **A/I** |  | |  |
| 2.7  Experience managing a curriculum area or department responsible for delivering significant provision. | | **A/I** |  | |  |
| **3.** | **Skills** |  |  | |  |
| 3.1  High standard of literacy, numeracy and IT skills. | | **T** |  | |  |
| 3.2  Excellent research, analysis and evaluation skills. | | **T** |  | |  |
| 3.3  Excellent report-writing, communication and presentational skills. | | **T** |  | |  |
| 3.4  Experience of writing/developing and implementing improvement plans. | | **A/I** |  | |  |
| 3.5  High level of networking, team building and interpersonal skills to develop effective working relationships and working groups at all levels both within and outside the College. | | **T/I** |  | |  |
| 3.6  High level of persuasive and influencing skills to successfully enable the process of working with curriculum managers to drive improvement. | | **T/I** |  | |  |
| **4.** | **Approach** |  |  | |  |
| 4.2  Demonstrate a positive approach to equality, diversity and inclusion. | | **I** |  | |  |
| 4.3  Demonstrate a positive approach to customer service. | | **I** |  | |  |
| 4.4  Demonstrate a commitment to safeguarding and promoting student welfare. | | **I** |  | |  |
| 4.5  Demonstrate an ability to take responsibility for own Health and Safety at work. | | **I** |  | |  |
| **5. Special Factors** | |  |  | |  |
| 5.1  Capacity and resilience to deal with challenging performance management issues. | | **I** |  | |  |
| 5.2  Must be prepared to work across all College sites. | | **I** |  | |  |
| **DESIRABLE** | |  |  | |  |
| **6. Education & Training** | |  |  | |  |
| 6.1  Trained and experienced as an Ofsted inspector. | | **A/I** |  | |  |
| 6.2  A higher degree in Education or Education Management. | | **A/I** |  | |  |

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| **Score** | **Key** | **Score** | **Key** |  | Method | **Key** |
| 1 | Poor | 3 | Good |  | A | Application Form |
| 2 | Satisfactory | 4 | Excellent |  | T | Test |
|  |  |  |  |  | I | Interview Question |
|  |  |  |  |  | P | Presentation |
|  |  |  |  |  | O | Teaching Observation |

**General conditions of appointment for Managers**

At Leicester College some general conditions of employment will apply to all management roles within the College. These are detailed below:

**1. Equality Diversity and Inclusion**

Leicester College is committed to achieving equal opportunities for all and to ensuring that all learners, staff and visitors are treated with respect, courtesy and integrity in all aspects of College life. The College is opposed to all discriminatory attitudes and behaviours, particularly in relation to ability, age, colour, educational needs, ethnic origin, gender, marital status, race, religion or belief, sexual orientation, social background or trade union membership. We value ethnic, cultural, linguistic and social diversity and believe that such diversity enriches both the College and the wider community in which it exists. Leicester College is committed to safeguarding and promoting the welfare of young people and children and expects all staff and volunteers to share this commitment.

**2. On appointment**

The appointment is subject to:

(a) A period of probationary service of 9 months for new employees.

(b) Medical clearance provided by the College’s Medical Advisor which the College considers to be satisfactory.

(c) Proof of your eligibility to work in the UK.

(d) Two references which the College considers to be satisfactory.

(e) **The College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All Management positions are subject to an enhanced DBS disclosure that is considered satisfactory by the College. If you are appointed you must reimburse the College of the cost of a Disclosure and Barring Service check (previously Criminal Records Bureau). The cost (£50.50 for an enhanced disclosure) will automatically be deducted from your first salary payment. You are also required to subscribe to and pay for the on line DBS Update Service.**

**It is an offence for anyone who is barred by the ISA from working with children, young people and or vulnerable adults to apply for this position.**

A disclosure provides details of a person's criminal record including convictions, cautions, bind overs and reprimands held on the Police National Computer. It may also include details from lists held by the Department of Health and the Department of Education of those considered unsuitable. It may also include information held by local police forces.

Any offer of employment made by the College will be conditional upon the receipt of a satisfactory disclosure. The successful candidate will not normally be permitted to commence their employment until this has been received.

In exceptional circumstances employment may commence prior to the checks having been completed by the DBS but only on receipt of a completed disclosure application form and supporting documentation from the candidate. In such cases supervision will be put in place.

Further information can be obtained from: [www.gov.uk/dbs](http://www.gov.uk/dbs)

The disclosure of a criminal record, pending prosecution or other relevant information will not necessarily bar you from appointment to the post. This will depend upon the nature of the position and the circumstances and background of your offences and other relevant information.

Failure to declare a conviction, caution reprimand or pending prosecution (other than a protected conviction or caution) may, however, disqualify you from appointment, or result in disciplinary action which may result in summary dismissal in the event of the discrepancy coming to light after your appointment.

(f) Salary is paid monthly by credit transfer into a Bank or Building Society account.

(g) A full year’s leave entitlement (1st August to 31st July) will be 35 days per year, together with statutory bank and concessionary holidays (currently 12 days), (pro-rata for part time posts).

(h) All employees may choose to become a member of a trade union. The College supports the system of collective bargaining and believes in the principle of solving employee relations matters by discussion and agreement.

**3. When applying**

Application forms can be completed on line at [www.leicestercollege.ac.uk](http://www.leicestercollege.ac.uk). Applicants will receive confirmation of receipt of their submitted application form by email.

Car parking is limited for visitors at all campuses and not normally provided. If you need a car park space to attend for interview e.g. due to a disability, please contact the Human Resources department on 0116 2295553 to arrange.

Please note that smoking is not allowed anywhere on any College site (inside and outside College buildings) and not permitted in College vehicles.

Candidates who feel that they have not been fairly treated at an interview are entitled to complain in writing to the Director of Human Resources within 7 days of the interview. The matter will then be investigated and a response will be made.