JOB DESCRIPTION

**POST TITLE:**  Lead Quality Assurance Coordinator

**GRADE:** Harmonised Salary Scale Point 29 - £27,880

**RESPONSIBLE TO:** Excellence Manager – Classroom Based and HE

**RESPONSIBLE FOR:** Providing cross-college coordination of quality assurance activities and supporting the College in its vision to become and sustain outstanding

**DEPARTMENT:** Excellence and Improvement

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

**PURPOSE OF THE POST**

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| The post holder will: |
| 1. Undertake the role of centre/quality contact for all awarding organisation intervention and communication. 2. Support the provision of robust quality assurance in conjunction with the Excellence Manager Classroom Based and HE. 3. Undertake a cross-college coordinating role to oversee internal and external quality assurance activities. 4. Strive to achieve consistently outstanding provision. |

# **DUTIES AND RESPONSIBILITIES**

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| 1. Work effectively together with classroom, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students. 2. Oversee and support an effective quality assurance schedule to include all learning related documentation and activities. 3. Implement and monitor action plans following external quality assurance activities, ensuring all actions are completed. 4. Communicate quality assurance issues and related recommendations to the Excellence Manager Classroom Based and HE and relevant Director of Learning. 5. Co-ordinate all external quality assurance activities. 6. Line manages the role of Quality Assurance Coordinator, including undertaking one-to-one monthly meetings and annual Performance & Development review. 7. Produce reports for management teams, directorates and delivery staff, as required. 8. Support Directors of Learning, Curriculum Operations Managers and Work Based Learning Managers with the provision of data. 9. Review, monitor and evaluate the effectiveness of the College’s internal quality assurance procedures on an annual basis to ensure robustness, currency and fitness for purpose. 10. Ensure the College’s assessment and approval procedures are aligned with awarding organisation regulations and include any partners involved in the education and training of College students, including third party providers, employers of work based students, work experience providers, schools provision and HE provision. 11. Support the process for qualification approval. 12. Identify and manage risks to the external quality assurance process and intervene with actions as appropriate. 13. Proactively check, manage and co-ordinate compliance with awarding organisation requirements for internal and external quality assurance ensuring staff are appropriately qualified and undertaking relevant CPD. 14. Ensure all external quality assurance activities across College are planned, reports are collected and the findings disseminated across College and actions completed. 15. Support the cross college thematic reviews through the completion of teaching and learning observations. |

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| **GENERAL**  1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review. 2. Promote a positive image of the College and the work that is carried out across its various services. 3. Comply with all legislative and regulatory requirements. 4. Apply the college’s own Safeguarding Policy and practices and attend training as requested. 5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities. 6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. 7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role. |

Person Specification

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| **Post:** | Lead Quality Assurance Coordinator | **Department:** | Lead Quality Assurance Coordinator |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Level 4 Qualification | E | A |
| TAQA or equivalent assessing and verification qualifications | E | A |
| English and Mathematics at Level 2 | E | A |
| Teaching and Learning Qualification | E | A |
| **Experience:** |  |  |
| Experience of developing and implementing quality assurance processes and systems | E | I |
| A minimum of 2 years’ experience of teaching in an FE setting | E | I |
| Experience of using and collating data to support quality improvement | E | I |
| Ability to evaluate the documentation that supports the stages of the student journey e.g. schemes of work, assessment schedules | E | I |
| Experience of hosting external quality assurance activities | E | I |
| Experience of carrying out internal quality assurance activities | E | I |
| Experience of preparing effectively for external quality assurance activities. | E | I |
| **Skills/Knowledge:** |  | I |
| Robust knowledge of effective IQA and EQA processes and procedures | E | I |
| Knowledge of current trends within FE and work based learning | E | I |
| Ability to effectively review and give feedback appropriately on audited aspects of the student journey | E | I |
| Excellent communication, interpersonal, time management and organisational skills | E | I |
| Demonstrable ability to meet deadlines and manage processes that ensure others meet deadlines with the ability to work under pressure | E | I |
| Knowledge of the qualification approval process | E | I |
| Ability to prepare reports | E | I |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | Karen Tucker | **Date Produced:** | July 2017 |