**

Candidate Brief  
QA Adviser - UK



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Quality Assurance Adviser - UK

# Introduction from Stuart Rolland

**Chief Executive, Europe**

Thank you for expressing an interest in the role of Quality Assurance Adviser UK. This is an integral role, providing regulatory support and guidance for our UK schools.

In the UK there is a central Education Team comprised of three Directors of Education, who provide oversight of our 40 UK schools on behalf of the proprietor.

In addition to the Directors of Education, the Team is comprised of:

* Quality Assurance Officer
* Safeguarding Adviser
* Digital Learning Adviser
* **Inclusion Adviser (New position Sep 2021)**

The Quality Assurance Adviser reports to one of the UK Directors of Education.

I hope that this information pack provides you with the information that you require to inform and support your decision making. I wish you every success with your application.

Stuart Rolland  
Chief Executive, Europe

# An Inspiring World of Education

As an international organisation with a high performing culture and inspirational learning at our core, we can offer you first-class career opportunities with a global dimension. All our colleagues receive ongoing investment in their professional development. You will be joining a global network of colleagues across a diverse yet connected family of professionals in Europe, Latin America, Middle East and Asia.

## If you want to take your career further, we want to support you in achieving that goal within Cognita.

Our people are at the heart of Cognita. We recruit the very best, and invest time and resource in professional development and providing a caring, inspiring and purposeful workplace for all our employees. Put simply, we want Cognita to be a great place to work.

The global nature of our organisation provides exciting career opportunities. This might be anything from sharing ideas and working with colleagues based in other countries, to taking part in one of our exchange programmes.

Do please take the time to speak with us about how you might become part of our inspiring world of education.

# Role Profile

**Oversight**

* Maintain oversight of school compliance and inspection for all schools in the UK
* Maintain inspection register
* Produce annual report including regulatory compliance, inspection outcomes and inspection themes

**School reviews**

* Plan and deliver a programme of quality assurance reviews based on inspection windows and risk assessment
* Proactively involve others in the work of school reviews where this adds value and builds capacity within the region
* Drive improvement through evidence-based challenge and support
* Produce evidence-based reports
* Agree post-review action plans with Heads and DEs, as required
* Lead post-review support and/or subsequent follow-up reviews, as required
* Regularly evaluate Cognita’s Review framework so that it meets the needs of each school and provides the Executive Team staff with meaningful information on the quality of each school’s provision

**Inspection update and advice**

* Keep up to date with regulatory, inspection and quality assurance related initiatives and share this amongst Heads and Education Team
* Keep Heads and Education Team members apprised of inspection policy changes and amendments to national and country-specific regulations
* Provide advice on inspection related matters to school leaders

**External links**

* Oversee and manage links with external inspectorates and accreditation bodies

**Policies and documents**

* Draft documents as required on behalf of the Education Team
* Quality assure documents to ensure that they meet best practice and compliance with appropriate standards and regulations

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

# Person Specification

The QA will be a self-starter who can identify and respond to areas that require attention, whilst being focused on longer-term strategies. At different times this will include support, challenge, influence and intervening. The QA must be able to use a range of data and indicators to evaluate the provision of a school and outcomes for students. With 40 schools to consider, being able to prioritise and balance strategic matters is a core part of the daily experience.

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|  | **Essential** | **Desirable** |
| **Skills** | * Ability to deliver training and leading events |  |
| **Qualifications** | * Qualified teacher status * Degree level | * Post degree qualification desirable * Training and work as a school inspector |
| **Experience** | * Proven track record of leading Quality Assurance activity with clear evidence of impact over time * Senior experience in a school setting | * Experience of multi-site school leadership * Multi sector experience (public, state, international) * Cross phase/age experience * Experience of working in a complex matrix organisation |
| **Other** | * Knowledge of the school inspection process * Knowledge of independent School Standards * Knowledge of Independent School Inspectorate * Knowledge of relevant UK legislation * Developed knowledge of pedagogy including assessment * Access to a car and a clean driving licence * Able to demonstrate integrity and a strong moral compass * Genuinely want the best for children in terms of provision and outcomes * Able to offer expert guidance to schools and other colleagues * Have a critical eye, with a supportive demeanour * Can juggle competing priorities and manage yourself. | * Knowledge of contextual issues facing independent schools in the UK |

## Safeguarding and governance in our schools

Cognita is the proprietor of each Cognita school. As such, Cognita has the legal responsibility and accountability for ensuring that the School is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.

Cognita schools do not have governing bodies. However, they all have strong and established governance arrangements.

The Director of Education (DE) is the named Chair of Governors in each school. The DE is the line manager of the Head and represents the proprietor. DEs are a critical friend to the Head, supporting with a drive to ensure that each school is the very best it can be.

High standards of safeguarding are critical. Nothing is more important than ensuring that our children are safe and well cared for. DEs must maintain a good working knowledge of safeguarding in order to monitor and evaluate this aspect.

Each school is reviewed by an independent safeguarding reviewer at least once per year. In addition, each school has an independent health and safety review each year.

## How the QA will spend their time

The QA role is multi-faceted and varied. Whilst there is a requirement that the IA will have come from a background of senior leadership in a school, it is important for potential candidates to recognise two very significant differences compared to a school-based role:

* **Travel** – All central education colleagues are home-based and travel a significant amount in order to fulfil their duties. This means that the QA must be comfortable with this as a common feature of their professional life. The role necessitates essential travel and time away from home.
* **Team membership** – Whilst the QA is a key member of teams within Cognita, they will spend much of their time working alone, needing to be a self-initiator and independent. This is a big change from a role in schools, where you have your team around you and within easy reach.

# We value your application

Thank you for taking the time to read about this opportunity with Cognita. We appreciate how busy you are and hope you have found this candidate brief informative.

You will be expected to take up the post in September 2021, or earlier if possible. However, we do have flexibility as it is important we find the absolute best person for this great opportunity.

A remuneration package reflecting your skills and experience will be offered.

In addition to salary, travel allowance and medical insurance, QAs are part of the company pension scheme. (Please note that it is not possible for QAs to be a member of the Teachers Pension Scheme.) This post attracts 25 days annual holiday in additional to statutory holidays in the UK.

If you have any questions please do not hesitate to contact Claire Hinson: [claire.hinson@cognita.com](mailto:claire.hinson@cognita.com)

Your letter of application should address the requirements for the post as outlined in this document.

The recruitment process is as follows:

**Closing date**

09 April 2021

**Selection process**

Shortlisted candidates will be invited to attend an interview with members of the Cognita Education Team in April 2021.





Cognita Ltd

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