



CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community.

We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

Coulston Campus

Coulston Sixth Form College was formed in 1988 on the site of the former Purley High School for Boys which existed from 1914 to 1988. Originally located in Purley, in 1936 it relocated to Placehouse Lane, Old Coulston. Our wonderful campus remains in the heart of Old Coulston, having had a complete rebuild, which offers exceptional learning facilities to our students, and a fantastic working environment for our staff.



Post:	Quality Manager – Coulsdon Sixth Form College
Reports to:	Head of Learning & Quality
Salary:	£52,000 p.a. in London Weighting
Hours of work:	35 hours per week

Overall Purpose Scope:

To work with the Vice Principal: Quality & Student Services, Head of Learning & Quality, relevant staff, and managers to drive compliance with quality assurance processes and engagement with college systems across Coulsdon Sixth Form College. To proactively monitor performance and progression of students against key performance indicators. To support the effective delivery of high-quality services to students.

Main Duties and Responsibilities:

1. To develop and implement strategies to raise standards across the college and consolidate improvement. Current priorities include: attendance; 16-18 outcomes at levels 2 and 3; stretch and challenge, the development of students' English and maths skills; and the development of Digital Literacy for students and staff.
2. To work collaboratively with Heads of Pathway on quality improvement.
3. To work collaboratively with heads of pathway and assistant principals at the Coulsdon campus to ensure compliance with quality assurance processes.
4. To conduct and contribute to regular audits and reviews to ensure that internal quality assurance systems are compliant with both internal and external standards
5. To work with Heads of Pathway to ensure that college systems are being fully utilised, driving compliance and interventions as appropriate.
6. To work with curriculum areas and help support and monitor in-year student progress, reporting to Vice Principal: Quality & Student Services.

7. To work closely with the teaching & learning manager to develop a programme of relevant, bespoke CPD activities for curriculum teams with a focus on standardisation and quality assurance.
8. To work closely with head of student experience to attain termly data on the student voice for the Coulsdon campus.
9. To contribute to quality and performance reviews undertaken with the Coulsdon Principal and their teams.
10. To support a programme of Deep Dive audits, providing analysis and data metrics.
11. To ensure local curriculum quality improvement plans are updated regularly and used to drive improvements, providing monthly updates of the Coulsdon College Quality Improvement Plan.
12. To ensure accurate and robust assessment processes are used across the college to support learner progress and achievement, meeting Awarding Organisation requirements, including internal and external verification processes, with clear reporting to Assistant Principals, Heads of Pathway, the Executive and Governors.
13. To liaise with external examiners, awarding bodies, examination boards and other external bodies to ensure that internal quality assurance systems are compliant with external standards.
14. To work with the Head of Learning & Quality to coordinate the work of our team of Teaching and Learning Mentors, to provide ongoing and intensive support and coaching as necessary to individuals and teams, to ensure innovative and inspirational teaching is consistently delivered across all curriculum areas.
15. To have an understanding of how equality and diversity applies to the responsibilities of the role and to actively promote our College Values and our FREDIE (Fairness, Respect, Equality, Diversity, Inclusion & Engagement) principles.
16. Any other duties that reasonably fall with the remit of the post as allocated by the line manager following consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified to Degree Level • Relevant teaching qualification • L2 qualification in Maths and English 	<ul style="list-style-type: none"> • Assessors qualification (i.e. TAQA or equivalent)
Experience & Knowledge	<ul style="list-style-type: none"> • A strong practitioner with successful experience as a teacher and manager in one or more of the specialisms offered within the college evidenced by outcomes. • Successful experience as a manager of people and resources. • Understanding of teaching and learning issues in FE. • Knowledge and understanding of quality improvement frameworks. • Knowledge of current developments within FE, external regulators, and awarding organisations – Ofsted, QAA / TEF, Pearson, City & Guilds etc. • Understanding of the challenges involved in improving teaching, learning and assessment. 	<ul style="list-style-type: none"> • Previous experience of working as a lead IV/QA or standards verifier

	<ul style="list-style-type: none"> • Recent experience of carrying out formal observations of teaching and learning, feeding back to staff and monitoring improvements, ensuring that there is a positive impact. • Ability to analyse, interpret and clearly present complex data that can be easily understood by users. 	
<p>Skills & Attributes</p>	<ul style="list-style-type: none"> • Ability to build strong relationships with stakeholders, together with excellent oral and written communication and influencing skills with all levels in the organisation: students, staff, managers, the Executive and Governors. • Ability to motivate and engage a team to highly-perform. • Demonstrate an understanding of equality, diversity and inclusion. Able to demonstrate experience of applying or FREDIE principles to the recruitment process. 	

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and



young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library
- Free car parking at Coulsdon campus

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Closing Date: 24 May 2023

Interview / Selection Date: Likely to be, Week Commencing 5 June 2023



Working Towards