

**Job Description**

**Academic Standards Quality Officer**

Job Title: Academic Standards Quality Officer

Grade: SO1 / SO2

Hours: 36 hours per week, 52 weeks per year

Reporting to: Academic Standards Manager

Base: Harrow College campuses (Harrow on-the-Hill and Harrow Weald), and in future wider campuses as the role develops.

# Purpose of the Post

The Academic Standards Quality Officer is responsible for working with the Academic Standards Manager to develop and implement strategies to raise standards of teaching, learning and assessment. This role is particularly concerned with ensuring staff compliance and preparedness with quality systems and procedures, and supporting schools to meet awarding body and regulatory body requirements.

# Main Scope of the Post

The post holder will liaise with key College staff and external bodies to ensure that College academic standards systems meet external regulations with regard to teaching and assessment. Communication of requirements to all appropriate staff and management of internal team compliance with systems is a key part of the role as is producing compliance reports for management consumption including Assessment health check report, scheme of work completion reports, performance review reports and EV (External Verification) risk assessment report.

# Duties

1. To keep abreast of changes to awarding body requirements
2. To keep key staff informed about awarding body qualification regulations and requirements
3. To monitor adherence to awarding body regulations and requirements, including course approvals
4. To monitor awarding body deadlines for curriculum staff and alert them in good time
5. To develop / monitor early warning systems where non-compliance with awarding body requirements is suspected
6. To monitor arrangements for the internal verification/standardisation of assessment on courses
7. To check compliance with college procedures for assessment, standardisation and internal verification
8. To give clarification and guidance with regard to the storage of assessed work and records by curriculum teams in line with awarding body regulations
9. To ensure that the College’s internal verification monitoring groups share good practice
10. To liaise with awarding bodies and check online systems to confirm the allocation of external verifiers
11. To record and monitor external verifier/external examiner visits and actions arising
12. To monitor and assist with preparation for external verifier/external examiner/British Council meetings and alert the Academic Standards Manager about any issues prior to the meetings
13. To attend external verifier/external examiner meetings where appropriate
14. To check receipt of reports from external verifier/external examiner/accreditation visits and to distribute these to relevant staff
15. To summarise Awarding Body Quality/EV/EE/ accreditation reports for senior managers and attach risk levels
16. To monitor courses according to assessment risk and alert senior managers and assist with the delivery of any resulting training needs
17. To ensure timely reports are produced for Performance Reviews
18. To monitor the completion of schemes of work and their publication on Pro Monitor and the Q Drive.
19. To assist with the preparation of documentation for Ofsted visits
20. To keep records for the College’s HE provision and to contribute to the preparation for quality reviews and inspection activities
21. To develop and maintain the Academic Standards intranet pages to ensure good communication and ease of accessibility of information
22. To monitor, review college policies that relate to assessment and collate contributions to the student handbook and ensure these meet external requirements
23. To assist with the investigation of student breaches to the above policies and provide clarification where necessary
24. To prepare and present academic standards reports at CMG (College Managers Group) and any other cross college committees that are relevant to the role
25. To assist with training for staff in areas relevant to this post.
26. To induct new staff in the College Quality systems and Awarding Body requirements
27. To assist with the selection, training and monitoring of Lead Internal Verifiers across the College and develop a system to centrally track their activities, in conjunction with MIS
28. To assist with the management of new, awarding body, cross College annual quality visits and the new annual quality returns
29. To assist in the review of the College’s quality calendar and quality systems in response to changes in curriculum or regulations and to design and implement any amendments required in conjunction with MIS.
30. Assist in the operation (and attend as necessary) any Assessment Boards.
31. To act as a central source of information in the College for all staff with respect to academic standards.
32. To participate in appropriate training and development activities and the College’s appraisal and mentoring processes
33. To carry out all other duties as may reasonably be required, commensurate with the post and level of responsibility

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| **Further Education is an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.** |

**Academic Standards Quality Officer**

**Person Specification**

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|  | Essential | Desirable | How assessed\* |
| Qualifications |  |  |  |
| * Good General level of Education (GCE ‘A’ level or equivalent)
 | **✓** |  | Cert/AF |
| Knowledge, Skills and Experience |  |  |  |
| * Minimum of 2 years’ experience in a complex administrative role
 | **✓** |  | AF/IV |
| * Excellent time management and organisational skills
 | **✓** |  | AF/IV |
| * Good interpersonal skills
 | **✓** |  | IV |
| * Good IT skills, including working knowledge of Microsoft Office software including Word, Excel, Power Point and Advanced Access
 | **✓** |  | AF/T |
| * Experience of using databases/systems and the experience of producing reports
 | **✓** |  | AF/IV |
| * Ability to keep accurate records, both computerised and manual
 | **✓** |  | AF/IV |
| * Ability to read and summarise complex information and instructions
 | **✓** |  | AF/T |
| Excellent English language verbal and written communication skills | **✓** |  | AF/IV |
| * Methodical and thorough approach to work and attention to detail
 | **✓** |  | AF/IV |
| * Ability to work effectively as part of a team
 | **✓** |  | AF/IV |
| * Experience of working in the education sector
 |  | **✓** | AF/IV |
| * Experience of awarding body requirements and regulations
 |  | **✓** | AF/IV |
| Personal Attributes |  |  |  |
| * Ability to work under pressure
 | **✓** |  | IV |
| * Ability to work unsupervised and use own initiative
 | **✓** |  | AF |
| * Willingness to work flexibly
 | **✓** |  | AF |
| * Self-motivated
 | **✓** |  | IV |
| * Commitment to learners and learner achievement.
 | **✓** |  | IV/AF |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test (Micro-teach/Skills test)

Cert = Certificates checked on induction