**Quality Assurance Leader**

Team: Partnerships

Reports to: Partnership Manager

Location: Chichester

##### Job Purpose

* To effectively assess and monitor a range of subcontractors for Chichester College Group to enable the College to meet financial targets and ensure outstanding overall and timely success rates.
* To plan and carry out quality/audit visits to all partners.

##### Key Responsibilities

* To ensure effective compliance to all quality assurance arrangements for all programmes offered by external partners.
* To identify poor student progression and report to the Partnership Manager.
* To prepare and analyse reports and statistics to enable Partners to continuously improve their provision.
* To investigate issues raised by Partners and analyse information in order to use judgement to provide timely solutions.
* To implement, analyse and evaluate the FE Choices employer survey and a range of learner voice activities to maximise learner satisfaction.
* To plan and deliver CPD activities to ensure a high quality service is delivered at all times.
* To support the development of e-learning by and for Partners.
* To ensure Partner quality assurance reports meet required College standards.
* To contribute to the annual business planning process by providing quality compliance information on Partners seeking repeat contracts.
* To conduct IQA observations of teaching, learning and assessment and student voice meetings.
* To contribute to the development of policies, procedures and work practises in the area.
* To attend external conferences and updates as required.
* To support with the collation of due diligence for new and existing Partner providers.
* To liaise with Student Records and Funding to promote and support audit compliance to funding regulations.
* To provide training for Partners in line with new regulation requirements.
* To implement compliance and monitoring activities to ensure continuous positive outcomes for all learners.
* To maintain a working knowledge of the relevant funding requirements for the Partnership provision.
* To attend and support internal/external audit meetings as required.
* Monitor the intensive support process reviewing the impact of targeted actions.
* To ensure existing starts on frameworks or standards are appropriate for the learners’ job role.
* To monitor and report on progress of all learners within Partnership provision.
* To embed processes and procedures aligned to Apprenticeship Reforms and the Common Inspection Framework.
* To ensure the Partner SARs and QIPs meet required College standards.
* To complete SAR annually for the Partnership provision and review progress towards actions through QIPs.
* To monitor and report on safeguarding and Prevent practice.
* To monitor and support the Administrators or Apprentices who work within the Partnership team.
* To deputise in the absence of the Partnership Manager.

**Role Context**

Chichester College expects staff to:

* Work within the context of the Group’s core values, code of conduct, quality requirements and continuous improvement ethos.
* Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
* Human Resources policies and procedures;
* Equality, diversity and inclusion policies and procedures;
* The Group’s health and safety policies and procedures;
* Safeguarding and Prevent;
* The Group’s policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
* Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the College must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group’s website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

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| **Criteria** | **Essential/****Desirable** | **How Assessed** |
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| **Qualifications** |
| NVQ 4 vocational qualification or equivalent | Essential | Application Form / Certificates |
| TAQA qualifications (Assessor and Verifier Awards) | Essential |
| Certificate in Education or equivalent | Desirable |
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| **Experience** |
| Proven experience as an Internal Verifier | Essential | Application Form/ Interview |
| Proven experience of working on Apprenticeship programmes delivered mostly or entirely in the workplace | Essential |
| Of implementing and analysing learner voice activities | Essential |
| Of leading and supporting a group of Assessor/Instructors | Desirable |
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| **Knowledge** |
| Health and Safety guidelines in relation to work-based delivery | Essential | Application Form/ Interview |
| Current working knowledge of Apprenticeship framework components | Essential |
| Working knowledge of e-portfolios | Essential |
| Working knowledge of systems and processes used by Private Training Providers | Desirable |
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| **Skills and Abilities** |
| Ability to organise self and others | Essential | Application Form/ Interview |
| Effective communication skills; both oral and written at all levels with a wide range of people | Essential |
| Attention to detail | Essential |
| Customer service skills | Essential |
| Ability to work as part of a team and also without direct supervision at times | Essential |
| Proven mediation skills | Essential |
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| **Attributes** |
| Flexible and proactive approach | Essential | Interview |
| Commitment to confidentiality and accuracy | Essential |
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| **Other Requirements** |
| Ability to travel nationally independantly to companies on a regular basis | Essential | Interview/Checks and Clearances |
| Satisfactorily meeting the College’s employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential  |

Any appointment is subject to the Corporation’s terms and conditions of service.

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| **Working hours per week:** | 18.5 |
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| **Working weeks per year:** | 52 |
| **Contract type:** | Fixed term for one year |
| **Salary range:**  | Pro rata of £26,197 - £28,635 per annum (i.e. £13,098.50 - £14,317.50) |
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| **Salary Progression:** | Salary progression is achieved through annual increments, in accordance with the College’s Performance Management Scheme. |
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| **Holiday entitlement:** | The annual leave year runs from 1 January to 31 December.99.9 hours with 29.6 hours for bank and statutory holidays per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.  |
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| **Holiday restrictions:** | Leave cannot be taken on certain days designated by the College, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time. |
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| **Pension scheme:** | Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The College contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme (“LGPS”), based on certain qualifying criteria as determined by The Pension’s Regulator. However, Bank staff may still elect to opt into the LGPS if they wish. |
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