

Job Description

Post title:	Curriculum Quality Officer
Responsible to:	Deputy Principal
Salary:	AOC scale point 26 to 29 - £26,937 - £29,438 per annum
Hours:	Full time 35 hours per week

Purpose of Job:

To support the Deputy Principal for Curriculum and Quality, maintaining and administering systems and processes for ensuring continuous quality improvement in teaching, learning and assessment across the college. To work alongside MIS and exams to ensure that all aspects of qualification and examination processes are robust and embedded in the curriculum quality cycle.

Main Duties and Responsibilities:

- With the guidance of the Deputy Principal, develop processes that deliver the monthly objectives listed in the College Quality cycle, organising communication with relevant staff and supporting timely completion of activities
- Implement systems and processes to ensure effective administration of the college observation of teaching and learning cycle, supporting managers by logging and collating information, sending reminders and carrying out data analysis
- Plan, prepare and support the termly Performance Review boards producing agendas, minutes and work with staff to ensure all actions are monitored and completed.
- Assist the Deputy Principal with the planning and preparation of CPD events and the Staff Conference, organising materials, liaising with guest speakers, and providing attendance data.
- Ensure that key quality documents such as policies and processes are accurate, up to date and accessible to staff
- Work alongside MIS and exams to ensure that all assessment and examination processes are effective, timely and compliant with awarding body requirements.
- Carry out effective communication with external agencies such as awarding bodies, funding and other regulatory bodies, organising external verifier and inspection visits, and liaising with managers and staff as required
- Support the College's applications for external accreditation and standards such as the Matrix Standard and awarding organisation accreditation, ensuring relevant staff are fully aware of the requirements and timescales

- Assist the Deputy Principal by supporting the production and monitoring of Self Assessment reports (SARs) and Quality Improvement Plans (QIPs) across the college, including the whole college SAR and QIP
- Maintain effective and secure electronic and manual filing and retrieval systems in accordance with data protection requirements which enable accurate and up to date information to be accessed quickly and easily
- Maintain and develop the Quality folder on ilearn, uploading essential documents and ensuring information is up to date and relevant
- Provide administrative support to the Deputy Principal as required
- Observe a strict code of confidentiality in all aspects of the role
- Ensure that the highest standards of customer care are maintained and that the Quality Team is responsive to client needs and that they are dealt with promptly and efficiently

Other Duties and Responsibilities:

- Participate fully in team meetings, activities and responsibilities to ensure the welfare of College learners and the continued development of the College
- Exemplify and promote safeguarding, equality of opportunity and diversity through personal behaviours and standards at all times
- Participate in the College staff development and appraisal review schemes
- Comply with and promote College health and safety policies and procedures
- Undertake any other duties as directed by the Deputy Principal, or in the Deputy Principal's absence, other Senior Managers
- Any other task reasonably requested of the post holder, compatible with the role.
- Work outside of office hours as reasonably required to meet the needs of the College

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at September 2019 but is subject to change and development in line with the needs of the College

PERSON SPECIFICATION – Curriculum Quality Officer

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable	Assessed by
	Qualifications			
1	Qualification at Level 3 in Office Skills or demonstrable experience	✓		A
2	Grade “C” or equivalent in GSCE maths and English	✓		A
	Experience			
3	Substantial experience in an administration role, including writing short reports	✓		A / I
4	Experience of using management information systems and/or databases to monitor, track and report on data.	✓		A/I & Test
5	Experience of working in a client centered organization or education environment	✓		A / I
6	Experience of dealing effectively with confidential matters in a professional manner		✓	A / I
7	Experience of designing and implementing improved systems/processes	✓		A / I
8	Experience of supervising the work of others		✓	
9	Experience with Exams and/or quality processes	✓		A / I
	Skills and Abilities			A / I
10	Ability to be proactive and take the initiative and to have a solution orientated approach when resolving queries and problems	✓		A / I
11	Excellent IT skills, abilities and knowledge	✓		A / I
12	Ability to analyse and summarise data	✓		A / I
13	Well organised and systematic in approach to administrative functions, with a high level of attention to detail and accuracy.	✓		A / I
12	Excellent interpersonal and communication skills	✓		A / I
14	Ability to work under pressure and to meet deadlines on time and with the right quality	✓		A / I
15	Ability to motivate others to want to work hard and give beyond the minimum to raise service delivery standards		✓	A / I
16	A good team player with the ability to set standards by example	✓		A / I
17	Evidence of commitment to own continuous professional development	✓		A / I
	Knowledge and Understanding			
18	An understanding of and commitment to the principles of Equality and Diversity and how they apply in practice	✓		A / I
19	A good understanding of Health and Safety regulations and how they apply to the post	✓		A / I

APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please download the application form from our website www.wmcollege.ac.uk. Once you have completed your application form, you can either email it back to recruitment@wmcollege.ac.uk or send it by post to:

Human Resources
Working Men's College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date

11:00 am on Monday 30 September 2019

Interviews

Interviews and assessment will be held on Friday 4 October 2019.

Further information

To find out more about this role, please contact
Human Resources on: 020 7255 4728
or by email: recruitment@wmcollege.ac.uk