



## JOB DESCRIPTION

Oldham College

|                        |   |                         |           |
|------------------------|---|-------------------------|-----------|
| <b>Job Title:</b>      | Quality Lead – Apprenticeship & Work-based learning |                         |           |
| <b>Department:</b>     | Quality   | <b>Job Ref:</b>         |           |
| <b>Grade:</b>          | Management 29-31                                    | <b>Position Type:</b>   | Permanent |
| <b>Responsible to:</b> | Director of Quality                                 | <b>Responsible for:</b> | N/A       |

### Job Description

#### Main Purpose of Role

- Lead on developing the quality of the college’s Apprenticeship provision.
- Develop and integrate effective quality processes that support improvements in the college’s apprenticeship and work-based learning provision.
- Working within the Quality Department and reporting to the Director of Quality.

#### Main Duties and Responsibilities

- Lead on managing, developing and embedding quality assurance systems to ensure compliance and quality of the work-based learner journey. This will include monitoring quality reviews, improvement plans, IQA, standardization, scrutiny of learner work and supporting areas at risk.
- To participate in the observation of teaching, learning and assessment across all college provision and produce action plans to support the development of the learner experience.
- Lead on developing strategy and CPD programmes to support the development of tutors and assessors and improve teaching, learning & assessment.
- Ensuring delivery plans meet the requirements of the apprenticeship frameworks and standards.
- Share good practice and assist work-based learning staff in developing their provision and experience for their learners.
- Monitoring and supporting the learner journey including: initial assessment, induction, the quality and frequency of reviews and completion of the 20% off the job requirements, including employer delivery.
- Monitoring and supporting assessment schedules including the quality of Learning Assistant records, completion of milestones and suitability of evidence.
- Quality assure and monitor the experience of employer engagement.
- Quality assure processes of apprenticeship recruitment including interview, placement, sign up and registration.
- Support the management of End Point Assessments.
- To provide reports for principalship in the quality calendar and strategy.
- To participate in both internal and external professional development and meetings that will support developments within the quality unit.
- To maintain an up-to-date knowledge of government policy, legislation and trends in respect of the FE sector.
- To promote and contribute to staff development for all staff across the college.

## General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

## Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

## Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

## Safeguarding Children and Vulnerable Adults:

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.

If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

*This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.*

*You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.*

*The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.*

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|--------------|-------------|-------|-----------|
| Prepared By: | Roger Clegg | Date: | June 2023 |
| Reviewed By: |             | Date: |           |
| Reviewed By: |             | Date: |           |

## PERSON SPECIFICATION

### POST: Quality Lead- Apprenticeships and Work-based Learning

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

| <b><u>Skills, Knowledge &amp; Experience</u></b><br><b>ESSENTIAL:</b>   | Short-listing<br>criteria - evidence<br>Required * |
|---|--|
| Experience working on apprenticeships and work-based programmes in Further Education and/or with training providers   | *  |
| Experience of developing and implementing quality systems to improve organizational performance on apprenticeship programmes  | *  |
| A good understanding of current apprenticeship delivery issues and strategies impacting on FE colleges and/or training provider performance   | *  |
| Experience of driving forward organisational development and culture change   | *  |
| A track record of successful cross-organisation working   | *  |
| Proven success in setting and maintaining quality standards, and setting and achieving target performance outputs on apprenticeship and work-based learning programmes                      | *  |
| Demonstrable evidence to show a commitment to a customer centred approach   | *  |
| Demonstrable evidence to show a commitment to continuous quality improvement  | *  |
| Experience of using a wide range of IT software, including Office 365, Word, Excel and databases  |  |
| A thorough understanding of the requirements of the Ofsted Education Inspection Framework   |  |
| Strong communication skills with the ability to analyse and present information in a wide variety of forms (visual, written and verbal) to a range of audiences and in a range of settings. |  |
| <b><u>Skills, Knowledge &amp; Experience</u></b><br><b>DESIRABLE:</b>   |  |
| Experience of working with Awarding Organisations and External Quality Assurance (EQA)  | *  |

|   |   |
|---|---|
| <b><u>Qualifications</u></b>  |   |
| <b>ESSENTIAL:</b>   |   |
| Recognised teaching qualification   | * |
| <b><u>Qualifications</u></b>  |   |
| <b>DESIRABLE:</b>   |   |
| Appropriate management or coaching qualification  | * |
| <b><u>Other Work Related Requirements</u></b>   |   |
| <b>ESSENTIAL:</b>   |   |
| Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level  | * |
| Effective at giving and receiving feedback  |   |
| Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults | * |