

Job Description

Job Title:	Quality Lead
Reports to:	Quality Manager
Salary	SUP F £24,202 to £25,643 subject to job evaluation
Hours	Full Time
Annual Leave	22 days rising to 27 days plus bank holidays

Main purpose and scope of the post:

The College is seeking to appoint a Quality Lead. This role will contribute significantly to overall college performance indicators. The role will engage with teachers and curriculum teams to ensure that assessment practices are sound and that verification processes meet awarding organization requirements.

This multi-functional role requires a professional, experienced, highly motivated Coordinator to work closely with curriculum teams and College Managers to undertake the coordination and management of the College’s external quality assurance activities. You will provide guidance, training and support to ensure assessment and internal quality assurance processes are valid, robust and comply with Awarding organization requirements. This will assure that students are benefitting from good quality assessment and feedback and that qualifications provided by the College meet and/or exceed national standards.

Responsibilities:

A. Ensuring compliance with Awarding body and college assessment requirements and supporting good practice

- Implement and develop processes and procedures, with supporting documentation, to facilitate the improvement of assessment and internal verification practices at GBMet
- Act as the Point of Contact for all Awarding Organisations for external verification activity, providing liaison and coordination with College staff as required
- Liaise with Awarding organisations regarding changes to staff, qualification approvals, centre approvals, changes to curriculum specifications, new qualifications (including Tech Levels)
- Attend local and regional Quality Assurance forums and meetings, providing updates and briefings to College staff and facilitating the sharing of Best Practice

- Communicate changes in awarding body assessment requirements to curriculum teams and provide training
- Maintain own professional level of expertise and keep up to date with the latest developments in the field of assessment and verification.
- To keep up to date with the changing requirements, frameworks and expectations of external reviews. To ensure that there is clear awareness and understanding of the likely outcomes from external reviews and to proactively identify actions to address areas of weakness.
- Coordinate and monitor all elements of external quality assurance, including the planning and organisation of review, moderation and verification visits
- Maintain and update a database of internal and external quality assurance reports to include an analysis of actions and proposed preventative measures, providing regular summaries to the Quality manager.
- Support and monitor the completion of any action points identified as a result of internal or external quality assurance
- Coordinate and chair assessment forums for standardisation, sharing good practice and to disseminate specialist knowledge
- Ensure that procedures agreed with the awarding body are implemented effectively and that subsequent changes or additional requirements are met

B Support training and development

- Design and deliver training / support curriculum teams to meet awarding body assessment requirements
- Provide on-going support to curriculum teams in relation to any elements of assessment
- Ensure that all College programmes have appropriately qualified assessors and internal quality assurance staff
- Play a full part in the induction and mentoring of all new staff in relation to all aspects of assessment
- Provide appropriate training and development opportunities to enable curriculum staff to meet their responsibilities and gain a common understanding of relevant standards and other assessment requirements

- Assist curriculum teams to identify continuing professional development for individual staff and whole teams
- Oversee the quality assurance of assessment processes and practices – supporting the curriculum management teams to resolve any identified risks
- Work with the Professional development department to identify training opportunities and coordinate TAQA qualifications delivered in-house
- Establishing links with colleagues from local colleges (for example, via FE Sussex) to explore joint staff training and development opportunities. Maintaining an up-to-date awareness of sector developments and of changing statutory requirements

C Compliance with quality framework

- Support and maintain compliance with requirements of the Quality Framework in particular deadline tracking and following up with Assistant Principals / Heads / curriculum teams
- Complaints process: Ensure complaints are investigated effectively and closed out in a timely manner

Miscellaneous

- Complying with College wide policies and procedures.
- Undertaking any other duties as may be reasonably required by the Corporation.

NOTES:

Safeguarding Children and Vulnerable Adults

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

Equal Opportunities and Diversity

All employees of Greater Brighton Metropolitan College are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

Health and Safety

It is the responsibility of all employees to cooperate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

Person Specification

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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Quality lead. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Experience

Essential:

- Experience of communicating effectively with a range of internal and external stakeholders
- Experience of designing, implementing and managing processes

Desirable:

- Recent experience of leading the internal quality assurance of assessment processes and practice within a college / training environment.
- Experience of designing and delivering training with regard to assessment practice
- Experience of assessing vocational skills, knowledge and understanding
- Recent experience of developing and using Google suite / databases and spreadsheets using Excel

Qualifications

Essential:

- GCSE English and Maths grade C or above (or equivalent).

Desirable:

- Degree level qualification
- Teaching or training qualification / experience
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice, or equivalent
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or equivalent

Knowledge/understanding/skills/abilities

- Up-to-date knowledge and understanding of the principles and practices of internally assuring the quality of assessment within a college / training environment
- Strong analytical skills with experience of interrogating and analysing data
- Exceptional interpersonal skills with the ability to communicate at all levels
- Excellent planning, organisational and time management skills
- Leadership and supervisory skills - of college staff and learners.
- Excellent IT skills
- Familiarity with computer packages used in teaching and learning and production of learning materials in print, digital and audiovisual formats
- Good presentation skills

Qualities

- Dynamic, enthusiastic and self-motivated approach
- Effective interpersonal skills and the ability to work well with people at all levels
- High level of organizational skills
- The ability to deal with cross-College issues in a professional, positive and confidential manner
- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values