**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Director of Quality and Performance | Quality |
| **SALARY** | **BENEFITS** |
| Band 8-9  £48,764 - £63,080 | Teachers’ Pension Scheme or Local Government Pension Scheme  38 days annual leave, pro rata to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus pro rata Bank Holidays. |
| **LINE MANAGER** | **LINE MANAGER FOR** |
| Deputy Principal - Education | Head of Teaching, Learning and Assessment  Head of Quality Assurance  Quality team  Digital Learning & Skills team |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To provide visionary and dynamic leadership, which drives organisational excellence with all aspects of Quality and Digital learning.  The post holder will provide robust challenge and quality assurance of the curriculum throughout all aspects of the College’s provision, setting and embedding standards in addition to responsibility for observation of teaching, learning and assessment and management for Head of Teaching, Learning and Assessment, the Head of Quality assurance and the digital skills team.  To be an active member of the College Leadership Team (CLT) contributing towards the College’s strategic vision of becoming and outstanding College.  To promote a culture of excellence and innovation throughout the organisation whilst ensuring an effective balance between values, success and quality is maintained.  To have strong data, analytical and communication skills, both written and oral, as well as strength of character to drive forward quality and act as Quality Nominee in an Ofsted inspection. | |

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| **ROLE SPECIFIC KEY DUTIES** |
| **Leadership and Management**   * To work effectively with the Governing Board, Principal & Chief Executive, Deputy Principal Education and be a member of the College Leadership Team (CLT) and, as such, fully participate in and support wider college management activities and initiatives, as appropriate. * Work collaboratively with the Assistant Principal Higher Education, Centres and Adult Provision around all quality aspects linked to Higher Education including the maintenance of academic standards and any re-accreditation of the Teaching Excellence Framework (TEF). * Ensure the College sets and meets high standards for student outcomes to include skills, knowledge and behaviours whilst meeting all the requirements of its stakeholders and standards set out in the Education Inspection Framework (EIF) by working effectively with CLT and Executive Leadership Team (ELT) colleagues to:   + Establishing clear strategies and processes for the continuous improvements of teaching, learning and assessment and all aspects of the inspection, both internally and externally.   + Establish an ethos of high expectation in relation to student achievement and experience   + Participating in all aspects of the inspection process and audits.   + Producing a Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)   + Using this SAR and QIP to drive improvements and evaluate impact.   **This will be achieved as follows:**   * + To drive the College’s quality improvements by providing robust challenge and to support to curriculum areas that delivers impact in respect of improved student performance.   + Develop and lead implementations of the quality framework and provide timely and accurate data analysis that underpins judgements.   + Ensure that the student voice and employer voice leads to service improvements.   + Embed standards, policies, processes and support to quality assure the curriculum, the student journey, quality standards and demonstrate that they are working.   + To provide clear leadership and direction to the Quality Team, developing a College wide strategy and manage that department to deliver an effective quality framework.   + Review College quality performance to place the College in a position to effectively manage inspection and audit processes, including internal and external audits, as required.   + Provide leadership on all aspects of quality assurance to include preparation of the College SAR and be prepared to act as the role of Nominee for inspections, including Ofsted.   + Analyse, evaluate and report on performance indicators, using national rates to provide context to include; student outcomes, staff utilisation, cost benefit measures, value for money to assess regularly the College’s performance, successes and areas of improvement.   + Within all aspects of the role, achieve a greater use of technology in development, delivery, monitoring and reporting to provide transparency of quality performance to managers and governors at all levels throughout the organisation.   + Chair, manage and contribute to College strategy groups, committees and working groups.   + Working proactively with the Assistant Principal Higher Education, Centres and Adult Provision to ensure any sub-contractors meet the quality aspects of due diligence.   **Strategy and Policy**   * Be responsible for the development and implementation of the College’s Quality Strategy. * Be responsible for the development and implementation of the College’s Digital Learning Strategy. * Ensure the effective engagement of and formation of strategic relationships with external stakeholders, partners and funding bodies in support of business growth and development, curriculum and project innovation and College brand and reputation. * To work closely with the Executive leadership team to ensure that reporting systems based on targets and benchmarking are consistent across the College and are owned and understood by curriculum teams. * Oversee the development and implementation of relevant policies, procedures and quality initiatives to monitor the learner experience and ensure continuous improvement in Teaching and Learning. * Lead on identified developments within the Quality Strategy with particular emphasis on teaching, learning and assessment, quality compliance, assurance and improvement activities to support curriculum areas. * Regularly review benchmarking data to inform ELT and Corporation of College performance and to inform target setting. * Work collaboratively with the Executive Director of People to plan, implement and approve staff continuous professional development (CPD) activities across the College, ensuring finances are effectively and efficiently used and that clear impact can be demonstrated.   **Teaching, Learning and Assessment**   * Lead the quality assurance of teaching, learning and assessment to ensure continuous improvement and a positive and dynamic learning culture permeates the provision. * Through proactive data monitoring and analysis, identify and implement improvements in teaching and learning and outcomes in liaison with the Deputy Principal Education * To ensure that development priorities are identified and actioned, providing CPD to support teaching, learning and assessment priorities. * Lead and chair the College’s staff development activities in relation to all aspects of improving teaching, learning and assessment. * Oversee the development of the Teaching and Learning Coaches, their impact on teaching, learning and assessment capitalising on ideas and innovation to further enhance teaching and assessment practices. * Create and sustain a culture of curriculum excellence, innovation and delivery that provides for exceptional teaching, learning and assessment across the College.   **Corporate Resource Management**   * Manage and control any budgets delegated to the area and ensure achievement of budget targets. * Ensure that financial, human and physical resources allocated are deployed efficiently and effectively and provide value for money.   **Equality, Diversity and Inclusion - FREDIE**   * Create a culture with the teams you lead to promote and advance fairness, respect, equality, diversity, inclusion and engagement within all aspects of Quality. * Lead, monitor and report on strategies within the area of Quality to understand and remove any barriers and address any gaps in participation and all aspects of performance. * As part of the self-assessment process and in liaison with the Director of Student Support and Welfare, analyse equality data trends and action plan for improvements.   **Health and Safety**   * Lead the Quality team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations. * Promote CPD to support the achievement of the highest health and safety standards. |

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| **GENERAL DUTIES** |
| Role model and promote the College values:  • **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making.  • **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.  • **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.  • **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.  Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to provide leadership for, and work as part of a team (A/I)  Ability to work to high quality standards (A/I/T)  Highly motivated with a commitment to succeed (I)  Excellent command of the English language (I/P) |  |
| ***Attainments*** | |
| Degree or equivalent Level 6 qualification (A)  Cert Ed/PGCE or equivalent (A)  Competent in Technology Enhanced Learning (A/I)  English and maths GCSE at Grade C or equivalent (A)  Proven track record in the field of Quality Assurance and Enhancement (A/I)  Evidence of high performance in previous jobs/roles, including teaching leading to evidenced positive outcomes (A/I)  Evidence of successfully raising standards and performance with a team or cross-college to exceed national benchmarks (A/I/P)  Experience of successful team leadership (A/I) | Masters level qualification in education, management or TQM (A)  Safeguarding and equality, diversity and inclusion training.  Ofsted inspector (A/I)  QAA/TEF Reviewer (A/I)  Awarding body consultant, moderator, Standards Verifier (A/I)  Experience as an Ofsted nominee (A/I) |
| ***General Intelligence*** | |
| Enthusiastic and self-motivated (A/I)  Outstanding ability to lead and manage (A/I/P/T)  The capacity to communicate highly effectively both verbally and in the written word at all levels and via electronic methods/media (A/I/P/T)  Thorough knowledge and understanding of the Ofsted EIF inspection process (A/I)  Thorough knowledge and understanding of Further and Higher Education and Apprenticeship Standards (A/I)  Proven track record of using data form quality improvement processes (A/I) |  |
| ***Special Aptitudes*** | |
| Outstanding leadership / communication skills and the ability to motivate and inspire a team (A/I/P)  Evidence of the ability to lead students / employers to successful outcomes within an educational or training organisation (A/I/P/T)  Experience of leading quality inspections and audits (A/I/T)  Clear evidence of the ability to build strong partnerships with external stakeholders (A/I)  Ability to manage the future development of the quality function innovatively and successfully (A/I/P)  Ability to confidently and accurately analyse and interpret data and make recommendations for effective action (A/I/P)  Have an ability to create an atmosphere of continuous improvement and to harness the creativity of the talented staff at the College (I/P) | Knowledge and experience of e-learning platforms in teaching, learning and assessment (A/I)  Knowledge/experience of working in the land based and sports industries (A/I).  Recent experience as an Ofsted inspector and/or QAA Reviewer. |
| ***Interests*** | |
| Continued professional development (A/I)  High levels of interest in the work and achievement of students and staff (A/I/P/T)  Full commitment to ensuring a high quality student and curriculum experience (A/I/P/T) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Person centred approach (I)  A leader who is hard working and capable of developing the performance of others (A/I)  Outstanding communication skills (I/P/T)  Friendly and approachable (I)  Able to motivate and inspire staff and students to high achievements (A/I/P) |  |
| ***General*** | |
| An understanding of ‘safeguarding’ and its importance within the College \*  An understanding of Equality, Diversity and inclusion issues within an educational context (A/I)  An understanding of health and safety requirements of a working environment (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure Barring Service clearance at Enhanced level (A/I)  Current driving licence / willing and able to travel (A/I)  Ability to work flexibly (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Director of Quality and Performance | Quality |
| **SALARY** | **HOURS OF WORK** |
| Band 8-9  £48,764 - £63,080 | Normally 37 hours per week |
| **ANNUAL LEAVE ENTITLEMENT** | **PENSION (FINAL SALARY)** |
| 38 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate % Up to £34,289.99 pa 7.4% Employee£34,290 - £46,158.99 pa 8.6% Employee£46,159 - £54,729.99 pa 9.6% Employee£54,730 - £72,534.99 pa 10.2% Employee£72,535 - £98,908.99 pa 11.3% Employee£98,909 and above pa 11.7% Employee28.68% Employer You will automatically become a member of the TPS |
| **PROBATIONARY PERIOD** | **DRESS CODE** |
| A probationary period of nine months applies to new management entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| **REFERENCES / MEDICAL CLEARANCE / DISCLOSURE** | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |