

JOB DESCRIPTION

Job Title:	Director of Quality – Further Education
Department:	Senior Management Team
Contract:	Permanent, Full-time
Salary Range:	£80,000 plus benefits, potentially higher for an exceptional candidate
Report To:	Pro Vice-Chancellor (HE Curriculum and FE Principal)
Job Purpose:	To lead on quality monitoring and enhancement for the University's Further Education provision and to drive improvements in the student experience and outcomes.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To drive improvements in learning and teaching across the institution, including apprenticeship provision, leading staff to develop outstanding teaching practices. 2. To lead on lesson observations and processes and the training of a team of observers. 3. To routinely analyse and use all relevant data judiciously and effectively to identify and deliver where change is required. 4. To support and facilitate FE teaching staff to perform at their best and continuously improve in a positive, supportive environment. 5. To lead the University's preparations for future Ofsted inspections, including maintaining a strong understanding of the requirements of the Education Inspection Framework and related regulatory guidance. 6. To act as the Single Point of Contact (SPoC) in any external inspections. 7. To monitor and report on institutional KPIs. 8. To support the Director of Maths and English to improve student achievement and high grades. 9. To monitor, with Heads of Department, the consistency of tracking processes to ensure successful student progress and outcomes. 10. To hold regular quality monitoring meetings with Heads of Department to ensure successful qualification achievement rates across programmes.

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	<p>11. To complete the institutional annual Self-Assessment Report.</p> <p>12. To support the Director of Apprenticeships and curriculum leads to ensure the quality of education is comparable across all provision types.</p> <p>13. To attend and contribute to any relevant external meetings e.g. DfE, WMCA.</p> <p>14. To line manage relevant staff as appropriate.</p> <p>15. To co-ordinate requirements for Access to HE final assessment board meetings and attend board meetings as the UCB quality nominee.</p> <p>16. To co-ordinate external verification visits and monitor actions for improvements with relevant leaders and managers.</p> <p>17. To contribute to professional development activities for staff, delivering training sessions and working with external providers as required.</p> <p>18. Develop strong working relationships with the Senior and Academic Management Teams.</p> <p>19. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>20. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>21. Any other duties commensurate with the nature and grade of the post.</p>
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PERSON SPECIFICATION

Post:	Director of Quality – Further Education	Weighted criteria
Experience:		
1	Substantial experience of leading academic teams to drive continuous and sustainable improvements.	
2	Experience of achieving positive Ofsted judgements in line with current regulation.	
3	Substantial experience of teaching in an FE context.	
4	Experience of monitoring teaching processes, identifying potential risks and driving improvements.	
5	A track record of using data effectively to drive quality improvements	
Skills & Abilities:		
6	Excellent written, verbal and communication skills, with high attention to detail.	
7	Excellent data analysis skills and ability to use data meaningfully to identify areas for improvement, resulting in the implementation of strategies which deliver positive outcomes.	
8	High-level of IT proficiency.	
9	Strong resilience and ability to work under pressure.	
10	Outstanding interpersonal skills with an ability to build strong working relationships both externally and internally.	
Education & Qualifications:		
11	Teaching qualification	
12	Postgraduate qualification	
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Training & Professional Development:		
16	Evidence of a commitment to continuous professional development	
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Other:		
21	Flexible approach to work.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
23	Commitment to Equality, Diversity and Inclusion	
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