

**Main purpose of job:**

The Quality Improvement Lead will lead on quality development across Adult Learning and Study Programme provision with the aim of maintaining and improving quality standards across all programmes. Specific responsibilities within this role include the continuous improvement of the quality of teaching, learning and assessment, ensuring readiness for future Ofsted inspections and ensuring compliance with Awarding Body standards.

**Location:** Swarthmore Education Centre

**Responsible to:** Education Manager

**Hours:** Permanent. 21.6 hours per week (3 days). Term Time Only (36 weeks).

**Salary:** Starting Salary £30,569.76 - £31,206.24 (pro rata)

**Conditions:** Swarthmore terms and conditions apply

The post holder will be expected to carry out her / his duties in the context of the Centre's Equal Opportunities Policy and Health & Safety guidelines.

**Key Responsibilities:**

- Lead on the quality improvement across the centre, including Adult Learning and Study Programme provision.
- Work alongside Managers to implement the annual Centre SAR process, and lead on the Quality Improvement plans across the Centre.
- To be responsible for ensuring that appropriate quality assurance systems for qualification provision are in place and adhered to and meet Awarding Body requirements.
- Ensure all exams are JCQ compliant and be the nominated quality link with Awarding Bodies, working with the Exams Officer to ensure best practice and compliance.
- To ensure readiness for future Ofsted inspections across all delivery.
- To lead on development and implementation of systems for collecting and reporting on learner views, action planning for improvement, and feeding back to learners on actions and improvements.
- To lead on development and implementation of systems for collecting and reporting on learner progression through learning aims and destination.
- To develop, review and monitor assessment, verification and standardisation practices on all programmes, including RARPA processes for non –accredited learning.
- Complete lesson visits across the provision aimed at developing and sharing good practice.
- To lead and organise staff development sessions relating to teaching, learning and assessment to improve practice and develop skills.
- To lead and analyse effectiveness of lesson visit processes.
- Lead all Internal and External verification processes for all qualifications across the Centre.
- Ensure regular reports of all quality matters to the SLT.
- To ensure that all administration and other routine tasks relating to the programmes are carried out to deadlines as required by the Centre and its accrediting and funding bodies.
- Facilitate the introduction of new initiatives, ideas and practices within the programmes.
- Contribute to the curriculum planning process.
- To liaise with Managers to ensure that the programmes meet agreed targets e.g. on enrolment, retention and achievement.
- To represent Swarthmore at external meetings and events as requested by the management team.
- To carry out any other duties which may reasonably be requested by the Management team to support the running of the Centre.
- To work with the Managers in the evaluation and dissemination of new learning resources.

- To actively promote the Centre's safeguarding, equality and diversity policies, encouraging staff awareness and participation in all areas.
- Manage and handle information and data in line with the Centre's agreed policies on Information Governance and Data Protection.
- Promote and deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, community engagement activity and/or human resource areas.
- Ensure adherence to Health and Safety in accordance with all statutory obligations and relevant health and safety policies.

## Qualifications & Experience

Criteria	Essential	Desirable
Teaching qualification	x	
Level 2 (minimum) in English and maths	x	
Experience / qualification in Internal Verification of qualifications	x	
Experience of delivering outstanding lessons and achieving excellent outcomes for students	x	
Familiarity with the Education Inspection Framework	x	
Experience of developing and maintaining effective quality systems and processes	x	
Experience of OTLA processes	x	
Experience of working within a charity		x
Experience of working with adult learners, SEN and Autism	x	

## Skills

Criteria	Essential	Desirable
Knowledge and understanding of EHCP processes		x
First rate organisational and time management skills	x	
Excellent communication skills	x	
Ability to prioritise conflicting demands	x	
Highly effective organisational and administrative skills	x	
Strong IT skills	x	
Experience of using Office 365 and Google suite		x
Excellent written and verbal communication skills	x	
Excellent attention to detail	x	
Strong interpersonal skills with the ability to build relationships with different stakeholders at a variety of levels	x	
Ability to research, collate and assimilate information succinctly	x	

## Personal characteristics

Criteria	Essential	Desirable
Self-motivated, forward thinker, who proactively seeks opportunities and proposes solutions	x	
Willingness to work within all aspects of the Centre as needed	x	
Confident and positive attitude	x	
Thrives on variety and change	x	
Able to adapt and respond to unexpected events	x	
Able to balance multiple conflicting priorities	x	
Friendly and professional manner	x	
Highly motivated and committed to working as part of a team	x	
Diplomatic and discrete with an understanding of confidentiality and the ability to exercise good judgement in a variety of situations	x	
Understanding of and commitment to the work and ethos of Swarthmore	x	