**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Quality Development Co-ordinator | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| £20,657 to £29,880 per annum,  relating to qualifications and experience. | Teachers’ Pension Scheme  or Local Government Pension Scheme  32 days annual leave, to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Quality Assurance | N/A |
| **KEY TASKS AND RESPONSIBILITIES** | |
| The Quality Development Co-ordinator as part of the Quality Learning and Development Team will implement and develop a range of Quality Assurance procedures across all aspects of the organisation; FE, AEB, A&S and HE. | |
| DUTIES | |
| To support the Director of Quality and Performance and Head of Quality Assurance in achieving the overall objectives of the College Quality Strategy.  Support the Quality Assurance processes for cross college (HE, FE, AEB, A&S) external awarding body compliance, ensuring associated action plans are tracked and monitored.  Ensure compliance and management oversight with all HE Quality requirements  To complete audits of curriculum quality files across HE, FE and A&S and work with curriculum teams to maintain excellence in quality standards  To complete the monthly Assessment Board for timely completions of AEB and Apprenticeship qualifications.  To support the development of Quality related Apprenticeship Standards, for example, the L4 Assessor Coach Apprenticeship  To support the Head of Quality Assurance with any planned CPD activities, delivering effective training solutions to college staff. | |
| To support the gathering of data and information that underpins the Performance Management Meetings.  Support the quality processes within the College, including lesson observations and internal verification in conjunction with members of the Quality team.  Contribute to the annual quality calendar and ensure effective dissemination of processes including key dates.  Contribute to the evidence required for the governors’ reports by ensuring reliable and clean data around Quality Assurance.  Take a lead role in external reviews such as Ofsted, QAA, mock inspections and Landex Peer reviews.  Contribute to college policies and procedures around Quality Development.  To support both curriculum and support areas around all aspects of the College Self-assessment process including effective tracking and monitoring of Quality Improvement plans.  Disseminate quality assurance and improvement information internally through effective communication channels.  Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative     To promote Equality, Diversity and Inclusion at every opportunity specifically the FREDIE principles – Fairness, Respect, Equality, Diversity Inclusion and Engagement principles.  Promote College sustainability policies and strategies by personal commitment and lead by example.  Active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) | |

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| To be vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations.  Participate in staff review and development in line with College needs. Agree objectives with the Line Manager and ensure they are achieved. |
| Maximise effective use of time and personal ability.  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.  Work flexibly within own range of competence, undertaking the appropriate training and development to extend skills and abilities to meet the needs of the College.  Be committed to working towards the implementation of equality of opportunity in both service delivery and employment. The College’s mission and strategic objectives directly support this aim. All employees are required to support this aim and its implementation pro-actively.  Must be thoroughly aware of College Health and Safety policies and procedures and attend any mandatory health and safety training appropriate to their role and ensure that employees within their responsibility are also made aware of these policies and procedures and any mandatory training relevant to their role.  They must also seek to ensure appropriate implementation of such policies and procedures across all areas of their responsibility.  Ensure all accidents and near misses are recorded and reported following College procedures.  Adhere to the Data Protection Act 1998 and the General Data Protection Regulations 25 May 2018 and must be thoroughly aware of the College Data Protection Policy and Procedure and ensure that employees within his/her responsibility are also. He/she must also seek to ensure appropriate implementation of such policies.  Any other duties that may reasonably be required by Line Management and the 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 work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Teaching qualification e.g. PCGE/Cert or equivalent or be willing to work towards within an agreed timescale (A)  A Level 3 (or equivalent) or higher qualification. (A/I)  GCSE English at Grade C/4 or above (or an equivalent standard(A)  Evidence of highly successful experience in Quality Assurance in the Further Education and Skills sector (A/I)  Evidence of highly successful programme management (A/I)  Experience of working with a variety of awarding body organisations (A/I)  Sound knowledge of Technology Enhanced Learner including IT qualification at least Level 2.  Proven track record of delivering staff CPD (A/I)  Proven track record of designing and delivering learning programmes (A/I)  Proven track record of using data to performance manage (T/A)  Sound knowledge of learner tracking systems (A/I)  Good knowledge of the FE/HE sector and quality assurance processes | Higher level qualification Level 5, HND, Foundation Degree, Degree (A/I)  Internal Verification qualification (A)  TAQA Qualification (A)  Sound Knowledge of E-portfolios (A)  Use of Power-Bi dashboards (A)  External Verifier/ Moderator with an Awarding Organisation (A) |
| ***General Intelligence*** | |
| Sound educational background (A/I)  Capacity to communicate effectively both verbally, in the written word and via electronic methods/media (A/I/T) |  |
| ***Special Aptitudes*** | |
| Computer literate, particularly in the Office 365 suite including Microsoft word, Excel and Access  Use of VLE’s (A)  Student Tracking (A/I) |  |
| ***Interests*** | |
| A professional interest in the subject discipline (A/I/P)  Evidence of high levels of continued professional development (A)  Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) | Understanding of and empathy with land-based sector (A) |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I)  Ability to work with initiative, yet within a College and team framework (A/I) |  |
| ***General*** | |
| An understanding of health and safety requirements of a working environment (A/I)  An understanding of equal opportunities issues within an educational context (A/I)  An understanding of “safeguarding” and its importance within the College \* (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).(A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence or willing to travel as required by other means (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** |
| Quality Development Co-ordinator | Quality Learning and Development |
| **SALARY** | HOURS OF WORK |
| £20,657 to £29,880 per annum,  relating to qualifications and experience. | Full-Time (37 hours per week) |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 32 days plus Bank Holidays.  To include up to 5 days at the discretion of the Principal to be taken between Christmas and New Year. | Teachers’ Pension Scheme  Up to £27,047.99 pa 7.4% Employee  £27,048 - £36,410.99 pa 8.6% Employee  £36,411 - £43,171.99 pa 9.6% Employee  £43,172 - £57,216.99 pa 10.2% Employee  £57,217 - £78,022.99 pa 11.3% Employee  £78,023 and above pa 11.7% Employee  23.68% Employer  Or  Local Government Pension Scheme  Up to £14,600 pa 5.5% Employee  £14,601 to £22,800 pa 5.8% Employee  £22,801 to £37,100 pa 6.5% Employee  £37,101 to £46,900 pa 6.8% Employee  £46,901 to £65,600 pa 8.5% Employee  £65,601 to £93,000 pa 9.9% Employee  £93,001 to £109,500 pa 10.5% Employee  £109,501 to £164,200 pa 11.4% Employee  £164,201 or more pa 12.5% Employee  14.2% Employer  You will automatically become a member of the Pension scheme |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new 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 | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you 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** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007. 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 employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications. In the event that the requisite qualifications are not achieved within the period specified in the Regulations, 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 clause 30.3 | |
| **COLLEGE VALUES** | |
| Promote the College values:   * Respect for yourself, each other and the environment * Welcoming, honest and inclusive * Happy, safe and supportive culture * Inspiring learners and staff to be the best they can be * Positive and innovative * ***Employees are expected to take responsibility for managing their own health, safety and wellbeing*.** | |

**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 | |