

Job Description & Person Specification

Job Title:	Quality Manager
Service / Provision:	Horizons College
Job Family:	Senior Leadership Team
Line Manager:	Principal
Salary Band:	Leadership L1 – L5
Annex	Please ensure you refer to Annex 1 with this Job Description

Working together with the Senior Leadership Team (SLT) to manage and further develop the quality assurance procedures for the college in order to establish a total quality management approach to college services and continuous improvement on learner success and experience. To support the leadership team to deliver on the setting, monitoring and supporting of key priorities and college-wide self-assessment. To lead with the capturing, collation and analysis of quality data and produce reports for the Principal and Governors as required and to ensure all employees have the necessary training and support to be outstanding in their roles.

The post has a teaching commitment of two sessions per week (approximately 7 hours)

Key accountabilities, duties and responsibilities

Leadership & Management

- Working with the Vice Principal (VP) to develop and monitor the college's quality processes, policies, procedures and manual, to sustain continuous improvements and reflect Government initiatives in conjunction with the wider management team
- To actively promote and develop a whole-college approach to quality improvement
- To manage the day-to-day college self-assessment processes and quality initiatives
- To manage the development and training of key staff involved in teaching, learning and assessment processes.
- To be able to review the above processes based on monitoring and feedback.
- To rigorously monitor key college action plans in relation to continuous improvement and college impact through self-assessment reports and college development plans
- To support the Principal and VP to ensure the college meets the essential requirements of relevant inspection and regulatory bodies.
- To support the Horizons Quality Improvement Plan and contribute to the strategic vision of the Principal.

Teaching and Learning

- Play a leading role on the Quality Improvement Planning process, through agreed key priorities.
- Lead by example when implementing change and improvements in standards and practice.
- To role model outstanding teaching, learning and assessment whilst teaching at the college.

Learners and employees

- To manage a centralised approach to the collection of stakeholder views through internal and external strategies, and reporting back to stakeholders on actions taken, including external verifier and moderator reports
- Ensure a consistent and continuous focus on learner achievement through monitoring and using data effectively for measuring learner progress.
- Promote a culture of 'stretch and challenge' for all learners.

- To liaise with curriculum, therapy and/or support services in relation to improving the quality of teaching, learning and assessment and service delivery
- To write, communicate and present a range of detailed qualitative and quantifiable factual reports to support improvement/decision making
- To proactively investigate innovative developments to enhance systems, procedures and monitoring arrangements to support continuous improvements across the college
- To utilise the information from learner admissions, reviews and employee appraisals to provide an innovative and relevant training programme
- Attend appropriate training opportunities and disseminate information to employees
- To proactively implement the college's policies and procedures

Tasks/duties	Essential skills	Desirable skills
Qualifications & Training	<ul style="list-style-type: none"> • A Degree or above level of qualification • Qualified lecturer or Teacher level 6 or above (QTS) • Commitment to learning and professional development 	<ul style="list-style-type: none"> • Possess a recognised specialist qualification in SEND at PGCE or above level. • Leadership qualification or prepared to obtain one (NPQ)
Knowledge & Experience	<ul style="list-style-type: none"> • Extensive experience of delivering education to learners with learning difficulties and disabilities (SEND) • Teaching and assessment strategies within the SEND field • Quality improvement processes and the ability to demonstrate an improvement in service delivery • Experience of internal and external verification processes, moderation and Awarding bodies • Experience of conducting teaching, learning and assessment observations and of providing constructive feedback to employees • Experience of management including mentoring and coaching teaching and supporting employees • A robust knowledge of quality improvement systems and processes 	<ul style="list-style-type: none"> • Working flexibly across a range of disciplines. • Successful team leadership experience involving quality improvement • Understanding of the structure and assessment requirements of relevant awarding bodies. • Track record of managing and prioritising a substantial workload and meeting deadlines. • Experience of working in multi-disciplinary teams • An in-depth knowledge of the Common Inspection Process • Experience of Ofsted inspection • Good knowledge of personalised curriculum design which meets legislative requirements
Skills & Abilities	<ul style="list-style-type: none"> • Ability to review and evaluate complex material and data • Ability to represent the college in external forums and reflect a positive view of Horizons College • Ability to present oral and written communication to a range of audiences • Positive about change and finding solutions 	<ul style="list-style-type: none"> • Ability to inspire the confidence of others through clear approach to management in line with College values. • Highly developed interpersonal skills, including a proven ability to convey difficult ideas and problems, orally and in writing and recognises and responds to the needs and feelings of others. • Able to relate to a diverse range of people