**Job Description**

**2021**

**JOB TITLE:** Director of Quality & Performance

**LOCATION:** Petty Pool Vocational College, Pool Lane, Sandiway, Cheshire, CW8 2DR

**REPORTS TO:** Director of Education

**SALARY:** £40k - £45k

**HOURS:** 35 hours per week (Monday to Friday) Term Time Only 8.30am – 4.30pm

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| Director of Quality & Performance |
| Main purpose of this job  The Quality Director will have responsibility for managing the organisations quality improvement processes and to ensure overall performance and quality outcomes are Good or better in line with current inspectorate framework and funding body requirements. **Summary of duties and responsibilities:** Strategic Leadership and Management   1. To work with the Director of Education to manage and oversee the quality improvement process across the College including the annual Self-Assessment Report, Continuous Improvement Plan and annual Team Training Plan 2. To develop and lead of staff CPD and ensure strong succession planning is in place in line with the business plan for the organisation 3. To lead the College MIS processes and ensure all quality and performance targets are met in line with the contractual requirements 4. To chair the Quality Improvement Group and drive QA and Performance into day to day practice 5. Ensure the college team are familiar with all quality practices and support in the performance management processes to strive for outstanding 6. To develop and lead QA strategy and processes alongside the Director of Curriculum and Planning 7. To support the development of additional services to young people/adults 8. To work with the CEO to put robust processes in place to oversee the QA of the Outdoor Centre delivery 9. To participate in the development of strong SEND partnership network with the Director of Education  **Strategy and Policy**  1. Provide high quality leadership of staff and support their professional development 2. Provide training in house and identify gaps in the annual Team Training Plan to ensure we have specialist education knowledge embedded in the team 3. Provide clear instruction and framework for the MIS Manager in relation to Quality and Performance reports to support the QA framework and Ofsted inspections 4. Work alongside the Director of Curriculum and Planning to identify talent growth in the college 5. Work with the Director of Inclusion to ensure EHCPs are of sufficient quality to identify student progress 6. To identify any national policy developments that impact College delivery Strategy and Policy to share with the wider team 7. To ensure that quality calendar is in place and a framework adhered to that is connected to the Team Training Plan 8. To work with the Director of Inclusion to ensure initial assessment are of a high standard and a through process in place to record targets and goals  **Quality Improvement**  1. To work in collaboration with all teams and external organisations to ensure active participation by staff in all quality improvement processes including self-assessment, course reviews and action plans 2. Ensure all Quality requirements in the contract are fulfilled and prepared for the contract performance review meetings. 3. To implement quality improvement processes and tracking systems to ensure that achievement of performance targets are being met, that the College can evidence impact on learners and added value. 4. To work with Director Curriculum and Planning on underperforming courses/staff to ensure they have robust actions plans and are clear about corrective actions, so they can demonstrate improvement and evidence impact on learners. 5. To ensure the College is inspection ready at all times. 6. To embed good Learning & Teaching Observation practices across all academic staff to raise standards. 7. To audit and quality review The Petty Pool Trust processes and procedures covering all aspects of the organisations processes, performance measures and policies.  **Student/Participant Support**  1. To ensure all students and participants have targets that are motivational, challenging and support them to achieve their full potential 2. To be responsible for the learner experience ensuing the highest levels of satisfaction for all learners ensuring the learner voice is heard and is acted upon in a timely way 3. Ensure all students receive the full range of support to which they are entitled including induction, tutorial support, enrichment and additional learning support in line with their EHCP measures  **Relationships**  1. To establish and maintain professional relationships with all key stakeholders 2. To develop effective working relationships with key partners and ensure compliance to the terms of the contract and the quality assurance measures 3. To create a strong SEND network promoting what we do as an organisation and seeking opportunities to share practice  **Staff Development**  1. To provide training to staff with regard to quality to enable them to achieve good / outstanding grades at all times. 2. To support the TLA of teaching staff including mentoring and coaching to staff, sourcing and arranging training as is required 3. To work with underperforming courses/staff to ensure they have robust actions plans and are clear about corrective actions, so they can demonstrate improvement and evidence impact on learners. 4. To monitor and develop the effectiveness of the tutors.  **General**  1. To oversee that staff undertake all duties and responsibilities in accordance with the organisation’s policies and procedures inclusive of safeguarding, health and safety, equality and diversity, quality and financial. 2. To deliver and participate in a robust appraisal process and to ensure the organisation is always improving 3. To undertake appropriate training and development activities or programmes to ensure up-to-date knowledge of FE legislation and practices are applied and maintained. 4. To take on any additional responsibilities and duties, commensurate with the post, as required by the Director of Education or CEO. 5. Attend and lead on agenda items at team meetings, training etc. as required   This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisations objectives, as determined by the CEO. This job description may be reviewed when necessary in line with the development of the organisation.  All staff must be flexible to attend open days/open evenings and some occasional weekends at various times throughout the year in addition to their ‘normal’ working hours. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Degree level qualification | **🗸** |  |
| PGCE/Cert ED | **🗸** |  |
| Speciality qualifications in special educational needs |  | **🗸** |
| GCSE Grade C or above Maths and English | **🗸** |  |
| Positive Behaviour Management |  | **🗸** |
| Evidence of further study to compliment the role | **🗸** |  |
| **Knowledge** |  |  |
| Knowledge of working in a SEN environment | **🗸** |  |
| Knowledge and understanding of quality assurance systems | **🗸** |  |
| Appreciation of FE funding requirements and methodologies |  | **🗸** |
| Knowledge and understanding of study programmes and work placements | **🗸** |  |
| Knowledge of the OFSTED inspection framework | **🗸** |  |
| Pre Entry Milestones |  | **🗸** |
| RARPA Framework |  | **🗸** |
| **Skills** |  |  |
| Skilled in use of Word, Excel, PowerPoint | **🗸** |  |
| Evidence of commitment to CPD | **🗸** |  |
| Proven ability to work with a variety of staff teams | **🗸** |  |
| Proven ability to design, implement and review quality procedures | **🗸** |  |
| Excellent communication skills | **🗸** |  |
| Excellent administration and organisational skills | **🗸** |  |
| Excellent time management | **🗸** |  |
| Ability to meet deadlines and manage resources efficiently | **🗸** |  |
| Recent and relevant proven ability to develop and manage quality assurance  processes | **🗸** |  |
| Proven ability to develop services in response to student, and curriculum needs and external body requirements |  | **🗸** |
| Proven ability to manage or co-ordinate staff and deal with challenging situations | **🗸** |  |
| **Experience** |  |  |
| Working with young people with LDD | **🗸** |  |
| Minimum of 4 years FE teaching experience | **🗸** |  |
| Working with learning support | **🗸** |  |
| Experience of teaching learners with a range of needs and to suit different learning  styles | **🗸** |  |
| Experience of the preparation and presentation of management reports | **🗸** |  |
| Experience of successfully planning, managing, and monitoring management  information | **🗸** |  |
| Proven track record of successful programme management and development of  quality, equality, and empowerment of employees | **🗸** |  |
| Experience of delivering outstanding lessons | **🗸** |  |