



JOB DESCRIPTION

TITLE: Group Head of Quality and Data

GRADE: Management Scale

RESPONSIBLE TO: Deputy Principal – Havering GFE & Group Quality Lead

RESPONSIBLE FOR: Cross Group Quality

PURPOSE OF JOB:

- To work with the Deputy Principal Havering GFE and Group Quality Lead to develop Group improvement strategies that improve the student experience and moves the Group towards being regarded as outstanding by OFSTED and other stakeholders.
 - To ensure robust quality assurance and improvement practices which deliver an outstanding experience for all students in all aspects of provision in all Group locations
 - Lead on the implementation of a college curriculum improvement strategy and ensure its implementation across the college at group level, working with Group Curriculum Directors.
 - The lead on the production of curriculum data analysis to drive targeted curriculum quality improvement strategies.
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MAIN TASKS AND RESPONSIBILITIES:

1. Managing Quality Assurance

- To manage the implementation of the College's strategies for quality improvement across the College.

- To support the Deputy Principal Havering GFE and Group Quality Lead with the self-assessment process, ensuring that it is self-critical, evaluative, rigorous and accurate for all aspects of provision.
- To support the College's Inspection Nominee during OFSTED and QAA inspections.
- Work with the Deputy Principals and Group Directors to prepare the organisation for successful Ofsted inspections, QAA HE Reviews and other external reviews.
- To support the development of the College's strategic intent, annual operating objectives and key performance indicators.
- To show effective leadership and co-ordination for cross-College quality developments.

2. Managing Operations

- To ensure that appropriate measures are in place for the assurance of the quality of all aspects of provision, including partner provision and in particular to ensure that any weaknesses identified via inspection, external verification, peer review or the self-assessment process are addressed promptly.
- To use quality assurance processes to develop and deliver robust quality improvement practices which deliver outstanding teaching, learning, training and assessment and outstanding success and progression rates.
- To oversee the Learning Walk process internally and with partner providers ensuring that it is robust and accurate and leads to an outstanding student experience.
- To work with the Group Curriculum Director – Teaching, Learning and Development to ensure training is targeted to improvement needs.
- Prepare accurate and timely reports for a range of audiences including the Senior Management Team and the Corporation Board.
- Ensure that self-assessment at all levels of the organisation informs quality improvement plans that lead to sustained measurable improvements.
- Lead the internal validation of Directorate and Business Support self-assessment reports.
- To lead the analysis of data to inform quality improvement.

3. Managing Finance

- To plan and justify the annual budgets for quality assurance within College guidelines.
- To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College and national funding bodies.

4. Managing People

- To lead on the recruitment, selection and line management of staff within the designation of this post in accordance with College policy.
- To identify staff training and development needs and ensure that these are met according to strategic and operational priorities.
- To inspire, support and develop staff and teams to work to their full potential.

5. Managing Information

- To work with the Group Director Management Information Systems to ensure that the management information relating to quality is accurate, timely, reliable and complies with national funding bodies, Inspectorate and other agency requirements.
- To provide statistical data for the services for which the post holder is responsible.

6. In common with all other staff

- To support the College's mission, vision, values and strategic objectives.
- To implement the College's equality and diversity policies and to work actively to overcome discrimination on grounds of the following protected characteristic: age, disability, ethnicity, gender reassignment, religion and/or belief, pregnancy and maternity, marital status or civil partnerships, sex and sexual orientation.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's human resources, safeguarding and health and safety policies and practices.
- To work with the Deputy Principal Havering GFE and Group Quality Lead and designated senior managers to ensure the quality of all College programmes and services and to ensure that effective procedures exist and are implemented to monitor and evaluate quality against agreed standards.
- To ensure that data is handled in line with the General Data Protection Regulations.
- To carry out other duties as may reasonably be requested by the Group Principal & CEO.

Person Specification

Qualifications
1. Qualified to Degree Level.
2. Level 4 Professional Teaching Qualification.
3. Second Degree (Masters or equivalent - Desirable)
4. Recognised Management Qualification (desirable)
5. Evidence of continuing professional development
Experience
6. Substantial, successful management experience of curriculum management and / or quality management in the FE sector in a high performing environment.
7. Experience of financial and budget management.
8. Experience of leading and managing new developments.
9. Experience of setting and achieving targets and managing teams to achieve them.
10. Proven track record as a leader in FE.
11. Proven track record as an outstanding motivator with highly developed people and performance management skills.
12. Demonstrable experience developing and implementing successful strategic and operating plans either in the curriculum or quality management within FE.
Knowledge and Skills
13. Demonstrates clarity of thought with a sound understanding of policy and data for FE and demonstrable evidence for creating and implementing responsive objectives that achieve the desired results.
14. Leadership skills and the ability to work with managers to gain commitment of staff and high performance to implement the College's plans.
15. Knowledge of recent educational initiatives.
16. Demonstrable leadership skills to encourage, motivate, develop and support staff and managers to gain their commitment and buy in to deliver a high performing and outstanding college in accordance with the College's strategic aims.
17. Demonstrable ability to plan, develop, adapt and implement a relevant and coherent quality improvement plan.
18. The ability to write clear and concise reports, good IT skills and the ability to analyse and use data and Key Performance Indicators (KPIs) to drive improvement.
19. Team player with a flexible approach to changing demands.
20. Good analysis, problem solving and decision-making skills.

21.	Excellent communication and interpersonal skills.
22.	Good planning and organisational skills.
23.	Excellent numeracy skills.
24.	Good networking skills.
25.	Excellent understanding of Equality and Diversity issues and practical ideas for its implementation within the scope of the post.
26.	Understanding of relevant employment law.
27.	Strong persuasion, influencing and negotiating skills.
28.	Excellent understanding of Safeguarding issues and practical ideas for its implementation within the scope of the post.