

JOB DESCRIPTION

Job Title: Quality and Curriculum Manager
(Adult Education)

Reports To: Head of Quality, Curriculum & Safeguarding

Post Holder: New Position – 1 Year Fixed Term Contract
£28,000 - £35,000 depending on experience.

Location: Home and Office Based

1. JOB PURPOSE:

State concisely the overall objective of your job and basic reason for its existence in its present form

As a Quality and Curriculum Manager, you will implement robust quality monitoring and management systems across all internal and external programmes to consistently maintain a low audit and inspection exposure risk. Remit will be Adult Education (AEB).

You will drive quality improvement across the delivery of AEB, ensuring that the quality of learning is improved by sustaining an Ofsted Good grade for Adult Education and supporting the organisation to achieve a good grade in the next Ofsted Inspection.

You will support the Head of Quality in preparing the company for OFSTED inspections and awarding body assessments for the AEB provision.

You will be responsible for supporting the ongoing development of Prevista's other Quality standards and frameworks, including but not limited to the achievement of:

1. Self-Assessment Review & Quality Improvement Plan - AEB
2. Matrix Standard

2. DIMENSIONS:

Identify:

- a) Annual budgets which you directly control or indirectly influence
- b) Numbers of staff for whom you are directly accountable, if any
- c) Other key statistics relating to your job

- a) To ensure all delivery meets Prevista's, Ofsted, Awarding Body and funder's quality and audit requirements
- b) To ensure prevista's Overall achievement rate for AEB is at least 5% above NA
- c) To maintain a paperwork error rate of less than 5%.

3. PRINCIPAL ACCOUNTABILITIES:

Summarise in 4-8 statements the principal end results expected from your job

1. To develop, implement and manage quality practices that meet the requirements of the business; Government and contractual requirements (OFSTED, Education, Skills Funding Agency Contracts and other Funder's Contracts).

2. Manage and improve the quality framework that delivers an excellent standard of teaching, learning and assessment across all contracts ensuring National Averages for success are exceeded and improving learners' experience.
3. Complete Quality Assurance observations of each point in a learning journey, providing actions for improvement and monitoring of these for named assessors.
4. To liaise with Performance and Centre Managers to ensure Prevista fulfils any Quality Assurance Requirements for AEB provision across all AEB contracts.
5. Co-ordinate and conduct monitoring visits on delivery centres, and work with centres to develop and implement changes and improvements to the standard of delivery.
6. Lead on the IQA function in all aspects of awarding body compliance, including monitoring visits maximising positive outcomes and ensuring that Direct Claims Status is maintained for all sectors in remit.
7. Be responsible for the timely awarding body registration and certification of all learners within named sectors.
8. Provide monthly reports to the Head of Quality of all Quality Assurance activity detailing areas of continued improvement and further development areas.
9. Ensure use is made of all available technology to ensure that learners receive appropriate, high-quality teaching and learning sessions.
10. Through proactive data monitoring and analysis, use solution focussed approaches and activities to drive continual quality performance improvements across all AEB contracts.
11. Lead quarterly standardisation meetings to ensure consistency of delivery within sector assessors; take part in quarterly IQA standardisation meetings, ensuring the constancy of the approach to quality assurance.
12. Agree and undertake regular professional development activities as agreed by the Head of Quality to ensure continuous improvement practices.
13. Create a positive high-performing organisational culture and develop staff within the function to promote a strong customer service ethos and high professional standards, ensuring that the function is effectively integrated and works in collaboration across departments. Actively champion the culture & values of Prevista via leadership & mentoring activities & language.
14. Fostering positive and effective internal and external communications, ensuring that stakeholders, staff and learners are informed of developments and decisions relating to Quality Performance.
15. Engage with external organisations, and attend local, regional and national network groups and meetings as appropriate to capitalise on good practice and promote a shared culture of quality improvement throughout the organisation in relation to all aspects of quality performance.
16. Carry out Impact review meetings to drive performance to ensure timely achievement.
17. Improve, update and maintain all Quality Assurance and Assessment policies within a version control process.
18. To ensure that development priorities are identified and actioned, providing continual professional development (CPD) to support staff with teaching, learning and assessment and internal quality assurance; support the staff induction process for all new staff members, ensuring all quality performance measures are discussed and understood.
19. Ensure the company quality manual and procedures are followed through regular testing and updated to meet new business needs and standards.
20. To lead the validation process of all due diligence information provided to ensure centres operate to all legislative requirements and service level agreement and funding guidelines.
21. To make recommendations to senior managers as to the suitability of partners in terms of delivering a project in the context of due diligence.

22. Undertake any other duties as appropriate to the post as agreed with Line Manager.

4. JOB CHALLENGES:

Describe briefly the most challenging parts of your job

- a) Ensuring all internal and external delivery meets Prevista's, Ofsted, Awarding Bodies and funder's quality standards and audit compliance.
- b) Ensuring Prevista's Overall Achievement Rates for all learners in line with Prevista Targets.
- c) To manage effective/productive relationships with delivery partners, funders and senior management.

5. KEY RELATIONSHIPS:

Identify the individuals (by title) and groups with whom you have significant working relationships both inside and outside the company and indicate briefly their nature and purpose.

Internal:

- Head of Quality Curriculum and Safeguarding
- Quality & Curriculum Team
- Centre Manager s- Tutors and IQAs
- Performance Manager

6. DECISION MAKING AUTHORITY:

Describe the decisions you make without reference to your manager.

- a) Operational matters relating to quality and compliance

7. JOB KNOWLEDGE, SKILLS & EXPERIENCE

Specify the educational background, qualifications, training and experience that are required for the job.

- Experienced in Adult (AEB education) Skills led training programmes – essential
- Relevant QCF Assessor qualification – e.g., D32/D33/A1/CAVA/TAQA Assessor
- Relevant Internal Verifier/Internal Quality Assurer qualification – e.g., D34/V1
- Clear understanding of learners' assessment, teaching, learning, achievement and progression
- Clear understanding of verification, moderation and standardisation
- Experience in delivering internal training to improve teaching and learning practices to be outstanding
- Experience with Self-Assessment process and Quality Improvement Plans
- Experience in performing OTLAs
- Commitment to a learner-centred approach
- Ability to build a rapport and good working relationships with partner organisations
- IT proficiency with experience in education management information systems
- Experience with electronic learner data systems
- A commitment to creating cultures that embody positive change, continuous improvement; health and safety, safeguarding and equality
- Communication skills both verbal and written

- Planning, monitoring and reporting skills

8. ADDITIONAL INFORMATION:

Note any aspects of your job which you feel are important and which have not been covered in previous sections

SIGNATURES:

After reviewing the job description sign it to confirm its accuracy

JOB HOLDER:

DATE: _____

LINE MANAGER:

DATE: _____