

Job title:	Quality Lead
Reports to:	Head of Quality and Innovation
Business area:	Quality and Innovation
Responsibility for others:	No

Job purpose:

This role is pivotal to the Group in its focus on driving improvements in teaching, learning, assessment, and digital innovation across the Heart of Yorkshire Education Group. Working in a team of other Quality and Innovation Leads, you will support continuous improvement through quality activities across all provision types.

As part of the role, you will also be expected to teach for up to 0.2 of the full-time contract* with split line management into both the Quality and Innovation team and curriculum area.

The following list is intended to give an indication of the range of duties and responsibilities attached to the post and does not attempt to specify all aspects of the role.

Main duties and responsibilities:

- Support teams to plan and deliver high quality student experience with a focus on teaching, learning and assessment.
- Conduct a range of review activities including Learning Walks, Lesson Visits and Curriculum Check-in Weeks to support continuous improvement.
- Conduct ongoing analysis of data and follow-up to review activities.
- Mentor and coach teachers and assessors to support continuous improvement.
- Support the implementation of and correct use of business and IT systems including Smart Assessor, ProMonitor and ProSolution.
- Lead on the delivery of the Group's teacher induction and development programmes.
- Work with Heads of Curriculum to drive excellence in teaching, learning and assessment.
- Work with the Quality Coordinator to ensure Internal Quality Assurance processes are robust and effective.
- Ensure External Verifier/Moderator/Examiner reports are acted upon appropriately.
- Analyse an extensive range of available data to identify areas for improvement and implement effective actions accordingly.
- Maintain up to date knowledge of new and external sector developments within quality improvement and pedagogical research.
- Ensure best use is made of stakeholder feedback to drive continuous improvement.
- Support the self-assessment process through identification of TLA themes, good practice and progress.
- Support the development of corporate standards, processes and resources to improve quality.
- Secure improvements in teaching, learning and assessment through developmental activities.
- Provide professional learning opportunities for staff at conferences and Innovate sessions.
- Maintain a high-quality of teaching, learning and assessment in your chosen curriculum area.
- Identify areas of good practice for dissemination and ensure this is undertaken.
- Undertake any reasonable duties as directed by Senior Leaders.
- Implement appropriate quality management and assurance systems in accordance with Group policy.
- Ensure curriculum areas are ready for Ofsted inspection.

**Teaching hours will be sought in an area appropriate to the skills of the successful candidate. Where we cannot identify a suitable teaching role, the Quality Lead will undertake a full time Quality Lead role for 25/26 and be deployed into curriculum when hours become available.*

Health and Safety

Take full responsibility for the Health and Safety within the area including:

- Ensuring that safety procedures and practices are carried out in the area complying with current Health and Safety Regulations.
- Being aware of the Group Statement on Health and Safety.
- Ensuring appropriate risk assessments are undertaken, updated, and submitted in line with the Group Risk Assessment Policy and Procedure.

Safeguarding

Be responsible for the safeguarding of learners within the area and across the Group including:

- Ensuring compliance with the Group procedures for safeguarding children, young people and vulnerable adults.
- Ensuring compliance with Group Guidance on Safe working Practice.
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures.

Personal & Professional Development

- Participate actively in the Group's appraisal scheme and performance review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.
- Undertake appropriate learning and development including any academic, vocational, and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.
- Participate in a minimum of 30 hours per year learning development.

Health and Safety

- Ensure the health and safety of all students, staff and resources within their area(s) of responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974.
- Ensure appropriate risk assessments are undertaken, updated and submitted in line with the Group Risk Assessment Policy and Procedure.

Equality and Diversity

- The Heart of Yorkshire Education Group celebrates and values the diversity brought to our workforce by individuals and believes that the Group will benefit from employing a diverse workforce which represents our learner profile and the surrounding communities by providing positive role models.
- We are committed to upholding British Values, celebrating Equality and Diversity and maintaining a culture of respect and tolerance.
- We are committed to equality of opportunity for all our staff, regardless of race, ethnic origin, sex including gender reassignment, disability, age, religion, nationality or skin colour, physical appearance, sexual orientation, marital or parental status, civil partnership, status as ex-offenders and trade union membership.

- The Group works toward creating a positive, inclusive ethos with a shared commitment to challenging and preventing, stereotyping, prejudice, and discrimination between all members of the Group community. This will require staff to support the Group's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students, and visitors to the Group with an all-inclusive approach that celebrates differences.

Responsibilities of all employees within Heart of Yorkshire Education Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification – Quality Lead		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Essential or Desirable	Application (A) Interview (I) Reference (R) Task (T)
Qualifications and Training		
Qualified to degree level	Essential	Application
GCSE A* - C / 9 - 4 in English and Maths or equivalent	Essential	Application
PGCE or other full recognised teaching qualification	Essential	Application
Safeguarding and Prevent training (or must be completed within one month of appointment)	Essential	Application, Interview
Assessor/IQA Qualification	Desirable	Application
Relevant Experience:		
Track record of successful teaching, learning and assessment	Essential	Application, Interview
Track record of successful engagement with management information systems to identify issues and enable effective interventions.	Essential	Application, Interview
Track record of successful delivery of continuing professional development to teachers and / or assessors which resulted in improvement.	Essential	Application, Interview
Successful development and implementation of improvement plans	Essential	Application, Interview
Mentoring and coaching experience which led to improvements.	Essential	Application, Interview
Experience of working within a FE setting	Essential	Application, Interview
Experience of supporting Apprenticeship delivery	Desirable	Application, Interview
Experience of supporting EPYP and Adult provision including Distance Learning programmes	Desirable	Application, Interview

Skills and Knowledge:		
Understanding of what constitutes good and outstanding practice.	Essential	Interview, Task
Understanding of leading-edge theories of teaching, learning and assessment, including Digital	Essential	Application, Interview, Task
Excellent communication skills in all arenas and at all levels both written and verbal	Essential	Application, Interview, Task
Understanding of the Ofsted Toolkit	Essential	Application, Interview
Understanding of higher education quality assurance arrangements	Desirable	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References
Excellent inter-personal skills	Essential	Interview
Knowledge of Microsoft Office	Essential	Interview, Task
Ability to prioritise workload and adhere to set deadlines	Essential	Interview, Task
Ability to work under pressure and on own initiative	Essential	Interview, Task
Knowledge of how AI can be used to support teaching & learning	Desirable	Interview
Additional Factors:		
Have a flexible approach to working practices	Essential	Interview
Good team player	Essential	Interview
Ability to learn quickly and adapt to change	Essential	Interview
A professional approach	Essential	Interview, Task
The ability to deal with all levels of staff and students	Essential	Interview
A commitment to the principles of Equality, Diversity & Inclusion	Essential	Interview