

# Candidate Pack

Director for Quality and Student Services

[wea.org.uk](http://wea.org.uk)



# WEA

Adult Learning  
Within Reach

# Introduction and welcome



Simon Parkinson is the CEO and General Secretary of the WEA. Simon was previously CEO and Principle of the Co-operative College and previously worked for 19 years at the Royal Mencap Society, including as Director of Education, Learning and Work. Passionate about education and its ability to empower and inspire, Simon believes that through working together, individuals can have a hugely positive impact on their own lives and the wider community.

Leading adult education charity, The WEA, empowers adults through learning at all stages of life. We bring great teaching to local communities, reaching around 50,000 students a year across England and Scotland.

We believe all adults should have access to the opportunities of education, right on their doorstep within reach. Whether they are learning ESOL, art or history, we bring education into the heart of communities, helping people learn whatever they want – from maths, English and skills for employment, through to health and wellbeing courses.

With 2,000+ dedicated professional tutors, 3,000+ active volunteers and supportive members, we spread our impact nationwide - with every new voice making us louder.

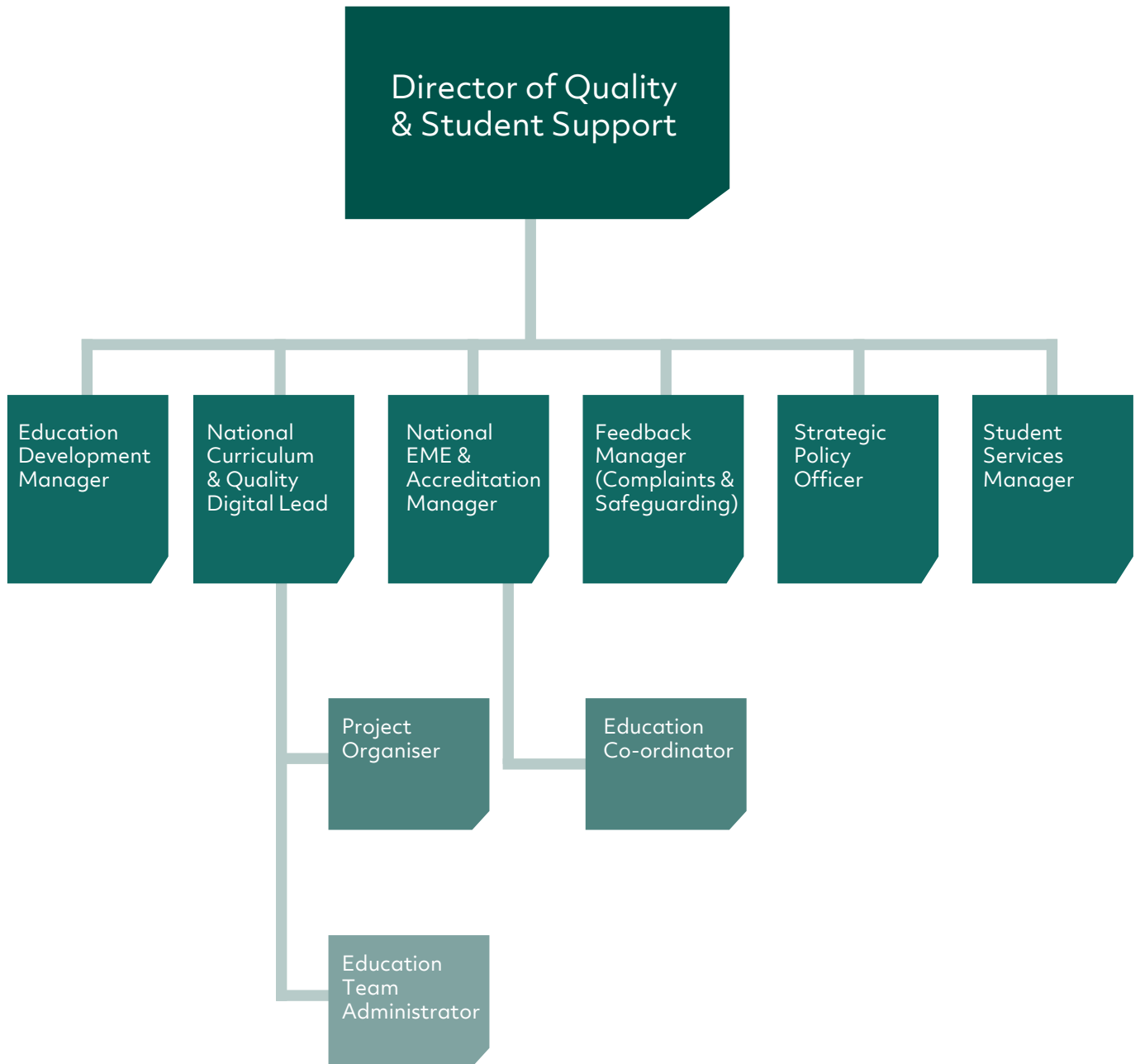
The role of Director of Quality and Student Support will lead and manage quality assurance and student experience across the largest voluntary sector provider of adult education in the UK, with a strong focus on purposeful education and progression for students across a broad curriculum.

The postholder reports directly into the CEO and is expected to contribute fully to the collective delivery of the organisation's strategy. This is a fantastic opportunity allowing you to develop your skill set and confidence in driving quality and curriculum improvements for a leading adult education charity.

I very much look forward to welcoming the successful candidate to the Leadership team.

**Simon Parkinson**  
CEO and General Secretary

# Directorate



# Job description

<b>Job title:</b>	<b>Director for Quality and Student Services</b>	
<b>Business unit:</b>	Association Services	
<b>Grade:</b>	Leadership Team	<b>FTE 1.0</b>
<b>Reports to:</b>	CEO & General Secretary	
<b>Direct re-ports:</b>	Quality, Curriculum, and Student Services Team	
<b>Place of work:</b>	Leeds (Flexible)	
<b>Purpose of the role:</b>	<p><i>Leading adult education charity, The WEA empowers adults through learning at all stages of life. We bring teaching to local communities, reaching around 50,000 students a year across England and Scotland.</i></p> <p>The Director of Quality and Student Services leads and manages quality assurance and student experience to ensure a curriculum that supports the intent of the charity, outstanding outcomes and progression for WEA students through exceptional teaching, learning, assessment and student participation based on continuous quality improvement and the delivery of a creative and challenging curriculum.</p> <p>The Director of Quality and Student Services will be the nominated person for Ofsted, will lead the relationships with all other external inspection bodies and will be the designated Director for Safeguarding.</p> <p>A member of the Leadership team reporting into the CEO directly, you will work closely with Director of Education, particularly around curriculum development, Leadership Team members, Regional Education Managers, and operational Heads of function relevant to student services.</p>	

# Job description

Key areas of responsibility	
<b>Quality:</b>	<ul style="list-style-type: none"> <li>▶ Leads and is responsible and accountable for quality of teaching, learning and assessment across the WEA's broad adult education provision, delivered across 2000 venues, including:</li> <li>▶ Development of robust and consistently applied quality processes across the WEA including sub-contractors;</li> <li>▶ Development of and support for WEA tutors including observations and training;</li> <li>▶ Development of self-assessment and quality improvement plan;</li> <li>▶ Preparation for and support of external inspections relevant to education and student services including Ofsted and Matrix.</li> </ul>
<b>Student Services and Support</b>	<ul style="list-style-type: none"> <li>▶ Leads and is responsible and accountable for safeguarding and complaints;</li> <li>▶ Champions the student perspective in the development and improvements of WEA processes and systems;</li> <li>▶ Leads WEA's approach to information, advice, guidance, and progression to ensure every student is able to achieve personal outcomes as well as learning goals including with community partners.</li> </ul>
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>▶ Working closely with the Director of Education to manage the delivery of a vibrant and challenging curriculum offer across the WEAs four themes and six outcomes, in line with the WEA's curriculum strategy. Responding to and shaping both business development opportunities and funder and partner needs;</li> <li>▶ Leads the development of digital approaches to education and the ongoing development of the WEA's virtual learning environment, Canvas, as a tool to increase accessibility, to enhance the student experience and a means to improve consistency and transparency of quality including assessment and feedback.</li> </ul>
<b>Governance and Leadership</b>	<ul style="list-style-type: none"> <li>▶ Manage relevant budgets and staffing, exercising responsible stewardship of charitable resources, recognising the complex funding climate and supporting growth of new business;</li> <li>▶ Ensure that key management decisions and allocation of resources support WEA's vision and prioritise high quality teaching, learning assessment and outcomes for students;</li> <li>▶ Reports directly to the WEA Board of Trustees and Education Strategy Committee;</li> <li>▶ Undertake such duties as reasonably requested by your manager.</li> </ul>

# Person specification

Criteria	Essential	Desirable	Assessment method (for recruitment only)
			A Application Form I Interview T Test
<b>Education &amp; qualifications</b>			
Degree level		Yes	A/I
<b>Experience</b>			
Experience of teaching		Yes	A/I
Extensive experience of Ofsted, preferably as a nominee, in the context of adult and community learning		Yes	A/I
Experienced in management of safeguarding	Yes		A/I
<b>Knowledge &amp; skills</b>			
Strong knowledge of adult education theory in relation to teaching and learning, co-production, active learning, democratic education.		Yes	A/I
Proven track record of leading and management quality assurance, preferably in the context of dispersed, community contract and grant based delivery	Yes		A/I
Experience of managing curriculum and programme development relevant to WEA's broad offer and outcomes for students		Yes	A/I
Deep understanding and appreciation of value of Adult Education in society		Yes	A/I
Excellent leadership and management skills	Yes		A/I
Proven track record in leading a quality and regulatory function at board level	Yes		A/I
<b>Competencies</b>			
Student and WEA values focused (Level 5)	Yes		A/I
Achieves results (Level 5)	Yes		A/I
Works collaboratively with others (Level 5)	Yes		A/I
Manages self, learning and personal development (Level 5)	Yes		A/I
Delivers excellent service (Level 5)	Yes		A/I
<b>Additional requirements</b>			
Comply with all WEA's Policies and Procedures, e.g. Code of Conduct, Health and Safety and Equality and Diversity Policy	Yes		A/I
A willingness to travel within the UK.	Yes		A/I
Be prepared to occasionally work flexibly, including outside of normal office hours.	Yes		A/I

To be used in conjunction with relevant person specification

# Who we are

The WEA has been providing high-quality educational opportunities to communities since 1903. Today, our Vision, Mission and Values inform everything we do.

## Vision

“A better world - equal, democratic and just; through adult education the WEA challenges and inspires individuals, communities and society”

## Mission

- ▶ Raising educational aspirations
- ▶ Bringing great teaching and learning to local communities
- ▶ Ensuring there is always an opportunity for adults to return to learning
- ▶ Developing educational opportunities for the most disadvantaged
- ▶ Involving students and supporters as members to build an education movement for social purpose
- ▶ Inspiring students, teachers and members to become active citizens

## Values

- ▶ Democratic
- ▶ Equal
- ▶ Inclusive
- ▶ Accessible
- ▶ Open

## Approach to Education and Learning

The WEA is committed to adult education for social purpose and to achieve social justice. To find out more, [click here](#) to download the WEA Approach to Education and Learning.

We deliver our mission by developing partnerships to meet individual and collective needs, using active learning and a student centred approach in which teachers and students work as equals. We constantly strive to adapt our services to meet people's needs, making full use of technology.

# Our students

## Never too late to learn

**WEA student Margaret's** teacher taunted her as a child because she couldn't read. Her confidence evaporated. 40 years later, encouraged by her WEA tutor in Falkirk, she is now a published poet... and a WEA Student Award winner as well.

I was dyslexic growing up. When I was at school, I did my best to hide it, but you can't, can you?

I was good at maths, and was moved up a class. But when my teacher found out that I couldn't read, she called me a stupid girl, and that was that. When your teacher calls you that, you just lose all confidence in your ability to learn.

It was my daughter Debbie who first suggested coming to the WEA in Falkirk for a literacy class. I wasn't sure. I'd hated teachers. I'd hated school. But we could go to the class between shifts and Ross, our tutor, was amazing. I left that first class feeling: I can do this. He made us feel so positive about ourselves.

After the first class, we'd really got the bug, so we both pushed Ross to do some more with us.

He got us writing these wee stories and poems. And, you know what? They were good!

And that's when he suggested publishing a book of our work.

I went up the road when the book was first published, and I felt like the Queen of England.

I just thought nobody can beat me now!

You're never too old to learn. Never. If I could speak to my 13-year old self, I'd tell her to ask for help. If you can openly admit you have a problem, your life will change – definitely. I wish I'd heard of the WEA years ago. My life would have been so different.







**The WEA**

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 @WEAadulted

 weadulteducation



**European Union**  
European  
Social Fund



**INVESTORS  
IN PEOPLE**

The WEA is a charity registered in England and Wales  
(no. 1112775) and in Scotland (no. SC039239).