

## JOB DESCRIPTION

<b>Job Title</b>	Director of Quality & Digital Innovation
<b>Salary Scale/Grade</b>	SMT
<b>Contract Type</b>	Full time, Permanent
<b>Department</b>	Senior Management Team
<b>Responsible to</b>	Deputy CEO/Principal Curriculum & Quality
<b>Responsible for</b>	Quality Team
<b>Child/Vulnerable Adult Contact</b>	Yes
<b>Date of Job Description</b>	April 2024

### **Purpose**

The Director Quality & Digital Innovation will have significant pedagogical currency and a demonstrable passion for excellence in Teaching Learning & Assessment (TLA) that inspires those around them.

They will also have a demonstrable recent track record of improving the quality of education in a further education college, implementing quality improvement and playing a leading role through an inspection.

The role reports to the Deputy CEO/Principal.

Duties include:

- Implementation of all aspects of quality enhancement across the breadth of provision and student support at the college
- responsibility for designing and implementing TLA and quality strategies that develop our teaching staff.
- Inspire and motivate staff to embrace digital innovation in teaching & learning.
- working with the Senior Management Team (SMT) and the Executive Leadership Team (ELT) to nurture, instil and develop a rigorous and dynamic culture of quality improvement to provide an outstanding experience for learners and in which teachers are excited to talk about teaching and feel confident taking managed risks and trying new things.
- Your approach to staff development, observation, lesson visits and wider quality assurance will engage and energise colleagues, building consensus and shared goals that move the organisation forward.
- You will have the ability to build strong relationships and maintain compliance with external organisations processes and regulations, while having a focus on how we teach and how we impact our students' learning.

## **DUTIES AND RESPONSIBILITIES**

- To inspire and support colleagues to achieve excellence in teaching, learning & assessment and delivery of an enriched student experience that broadens our students worldview and increases their opportunities for meaningful employment and progression
- To work collaboratively with the Vice Principals Curriculum and Quality and Student Services to implement a high quality of education for all of our students, recognising the importance of curriculum and quality teams working together in our pursuit for excellence
- To develop and drive continuous improvement and compliance through quality assurance processes that lead to exceptional qualification, skill and personal progression outcomes
- collaborating within the sector, industry, employers and professional bodies identifying emerging areas of digital innovation and facilitating the integration of these innovations
- To maintain compliance with our regulatory, legislative and contractual obligations (including those within our own internal policies and procedures) and encompassing our obligations related to quality assurance bodies (OFSTED/JCQ/Matrix/Gatsby etc) and awarding organisations (NCFE/City and Guilds etc)
- To be a credible role model that creates a culture in which teaching staff are encouraged to be brave with their TLA practice
- To champion and celebrate the principles of our Equity, Equality, Diversity and Inclusion Policy and demonstrate our values through your actions and leadership
- To maintain your professional currency by staying abreast of new developments in TLA
- Develop and implement a forward thinking and innovative Observation, Teaching, Learning and Assessment (OTLA) and lesson visits strategy that leads to improved Teaching, Learning and Assessment practice
- Create a strategic approach to embed an inspirational CPD programme that supports the development of pedagogical practice
- Enhance the curriculum through the Championing of educational technologies, delivering the ambitions of the college's Digital Strategy (TLA)
- Focus the direction of quality within the academic and student support staff from onboarding and initial training and ongoing development
- To lead and manage the Quality Team
- Lead on the internal & external quality assurance processes to meet awarding organisation & other external quality requirements
- Provide relevant and high-quality reporting and support to the Senior Management Team, Assistant Principals and Curriculum Managers
- Ensure the offer of day-to-day support to Assistant Principals and Curriculum Managers to help them successfully implement identified quality improvement initiatives and achieve their quality metrics is of the right standard
- To implement and lead the TLA Strategy Group
- To model our expected behaviours and values and act as a professional advocate for our college, staff (including volunteers and Governors) and students

- To lead on the whole college Self-Assessment process throughout the year and support curriculum leaders / managers to implement identified areas for improvement in Quality Improvement Plans

#### **Whole College Responsibilities:**

- Enhance and effectively implement a whole college quality assurance, improvement and digital innovation framework, culminating in the whole college self assessment and quality improvement plan process, with robust monitoring of progress and identification and proactive support of interventions required to drive improvement

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#### **Leadership and Management:**

- Leading by example, to empower, motivate, manage, support and inspire staff
- Nurture flexibility, innovation, creativity and high performance across your teams
- Champion the College vision, mission and values, promote effective communication throughout your teams and across the College
- Work with all members of the academic curriculum and the senior management team to develop and implement the College's strategic and operational plans.
- Lead the development, implementation, monitoring and review of all academic and linked learning and curriculum planning
- To champion, promote and support equity, equality of opportunity and diversity including active promotion of British values for staff and students and to implement the College's equity, equality, diversity and inclusion policy in the areas of responsibility
- Together with direct reports and the HR team, implement the College's Performance Management Scheme for all staff within your own areas of responsibility and to participate in standardisation and review procedures
- Contribute to the production of timely and accurate information to support management decision-making, to satisfy external bodies as appropriate and to ensure effective use of resources

#### **Staff Development**

- Take a lead in the writing of the staff development plan, working in partnership with the wider SMT
- Play a leading role in the development and planning of CPD events for teaching staff; encourage staff to deliver training and lead by example here as required
- In collaboration with the Director of People Strategy & Organisational Development:
  - Ensure a comprehensive development strategy is delivered across college group
  - Ensure that Performance Management CPD requests/requirements have been met
  - Manage the induction of all NQTs and their mentoring
  - Oversee applications from college to the Wessex training schemes, including management training
  - Manage the placement of PGCE students in college and their mentoring

#### **Business Growth and Profitability**

- Business growth will be achieved indirectly through improved TL&A. This will be achieved through continuing to improve the student experience and hence the reputation of the college

#### **Finance and Resources**

- Ensure that all resources are 'fit for purpose' and used effectively and that budgets are carefully managed

#### **Policies:**

- Ensure the completion and updating of all policies relevant to your areas of line management

#### **Health and Safety:**

- Ensure that the College health and safety policies and procedures are being implemented appropriately for your areas of responsibility, under the direction of the College health and safety team

#### **Equality of Opportunity**

- Ensure the development of equity, equal opportunities, diversity and inclusion throughout all aspects of service delivery and employment.

#### **Professional Standards:**

- Ensure the highest ethical standards in the conduct of the College activities and in all College policies and procedures.
- Develop a culture of continuous quality improvement within the College and the aspiration of the highest possible standards.

#### **Risks:**

- Contribute to the overall college risk management strategy

#### **Quality, Standards and Compliance:**

- Contribute to sharing good practice through peer and cross College activities
- Adhere to College financial regulations
- Ensure compliance with the Data Protection Act 2018
- Ensure compliance with the College's health and safety policies and procedures
- Ensure that the principles of equal opportunities, diversity and inclusion underpin working practices
- Report any safeguarding issues in accordance with the College's policies and procedures immediately
- Keep your line manager informed of any irregularities or breaches of procedure that you become aware of

#### **GENERAL**

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff

- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, ensure that students who are not displaying ID badges are being challenged and that appropriate interventions are in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- To provide evening management duty cover, as required
- To be a member of such College Committees and working parties as may be agreed from time to time
- Any other duties as may be reasonably allocated from time to time by the Deputy CEO or Principal

The job description is a current statement of the duties and tasks required of the post holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list of duties, and duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

## PERSON SPECIFICATION

<b>Job Title</b>	Director of Quality & Digital Innovation		
<b>Department</b>	SMT		
<b>Salary Scale/Grade</b>	SMT (Spot)		
<b>Criteria</b>	<b>Description</b>	<b>Essential Desirable (E/D)</b>	<b>Assessed By Application Interview Test</b>
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	Teaching Qualification (Level 5 minimum)	E	A
	Leadership & Management Qualification	D	A
	Quality assurance qualification (IQA) or significant experience of quality assurance	E	A
Experience	At least 5 years experience of Further & Higher Education, preferably complemented by recent OI/HMI experience	E	A/I
	Has led recent demonstrable quality improvement on a large scale, including TLA	E	A
	Significant leadership experience in further or higher education	E	A
	Experience of developing Observation, Teaching, Learning and Assessment (OTLA) systems	D	A
	Relationship Management and Coordination of Awarding Organisations and Quality Assurance bodies	E	A
	Substantial experience of working with and developing quality standards and performance measures	E	A
	Experience of holding a lead role during external inspection and audit activities	D	A/I/T
	Experience of of training staff – including, coaching, mentoring and delivery to individuals, small groups and large groups, including digital (pedtech)	E	A

	Commitment to exploring and implementing emerging technologies to support TLA and deliver skills for the future	E	A/I
Skills, knowledge, and competencies	Up to date knowledge of Ofsted requirements (EIF) and curriculum and teaching, learning and assessment	E	A/I/T
	An understanding of educational issues that impact student engagement with education and their learning	E	A/I/T
	Substantial Knowledge of Post-16 education and training, including Education programmes for young people, apprenticeships adult and higher education	E	A/I/T
	An understanding of Equality Act 2010, safeguarding obligations and health and safety, relating to students and curriculum delivery	E	A/I/T
	Key policies and targets for national, regional and local further and higher education	E	A/I/T
	Microsoft Office applications, including Word, Excel, PowerPoint and Outlook	E	A/I/T
	Effective Quality Assurance Policies and Practices, including the Education Inspection Framework & QAA	E	A/I/T
	Safeguarding Children and Young People and Vulnerable Adults	E	A/I/T
Personal characteristics	Time management skills, organisational skills and the ability to meet targets and deadlines	E	A/I
	The ability to network and build a strong internal & external profile	E	A/I
	Ability to create compelling visions and to develop and implement effective strategy	E	A/I
	Practical problem solver, with decision making skills	E	A/I
	Ability to communicate to a diverse range of people at all levels, verbally and in writing	E	A/I
	The ability to articulate a vision, show how it can be achieved and inspire others to success.	E	A/I
	Recognise, develop and effectively promote new opportunities for The College	E	A/I
	Professional approach to work and appearance	E	A/I
	Commitment to excellence and quality	E	A/I
Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I
	To undertake continuing professional development	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.