

Role Specification

Role Title	Quality Assurance Manager
Department	Teaching, Learning and Skills Academy
Responsible To:	Director of Teaching, Learning and Quality (DTLQ)
Responsible For:	No Direct Reports
Staff Group	Teaching & Training

1: Purpose of Role

To support the Director of Teaching, Learning and Quality (DTLQ) in ensuring accountability and compliance across the College by collaborating with colleagues to develop, implement, monitor, and review quality assurance systems and practices. This includes fostering strong, confident relationships with awarding organisations and promoting a culture of continuous improvement and regulatory compliance. The role contributes to achieving excellence in teaching, training. Additionally, it supports the creation of a learning environment that is ready, respectful, and safe.

2: Key Responsibilities

2.1 Main tasks and responsibilities

- a) Support the DTLQ in developing, implementing, and reviewing quality assurance procedures and documentation, ensuring compliance with awarding organisation regulations.
- b) Collaborate with colleagues to plan and maintain college-wide quality assurance systems and policies.
- c) Assist the DTLQ in enhancing the Self Assessment Review process and action plans across departments, including Business Support.
- d) Coordinate and produce internal quality assurance reports.
- e) Advise managers and departments on best practices to ensure regulatory and accreditation compliance.
- f) Plan and deliver staff training on quality assurance matters.
- g) Support departments during EQA visits and follow-up actions.
- h) Assist in organising and conducting curriculum 'Deep Dives' and related action planning.
- i) Participate in Learning Walks and Classroom Visits, including validation and reporting.
- j) Develop and review strategies to engage employers and stakeholders in quality assurance and report outcomes.
- k) Evaluate the effectiveness of quality assurance measures and recommend improvements.
- l) Deliver 216 hours of high-quality teaching annually, aligned with curriculum and focused on learner outcomes.

2.2 Pastoral Care

- a) Safeguarding is everyone's responsibility here. You are required to actively contribute to the safeguarding, health, safety and welfare of all students in all aspects of your role and liaise with Learner Safeguarding and Wellbeing team members as necessary.
- b) Create working and learning environment that is safe and welcoming and ensure the learners and apprentices understand college expectations of them.
- c) Promote and support positive learner behaviour attitudes and wellbeing contributing to the College policy relating to Ready, Respect & Safe and safeguarding policies.

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- d) Develop and apply your knowledge of SEND (SEND / Complex / High Needs) learners and apprentices to create an inclusive learning experience and work with learner support teams to develop learner/apprentice confidence, autonomy and thinking skills.

2.3 Marketing / Promotion / Student Enrolment

- a) Contribute to the marketing and promotion of the courses provided by the College.
- b) Participate in learner recruitment and open events.

2.4 Continual Professional Development

- a) Participate willingly in the College teaching and training practice quality processes along with the college performance review processes.
- b) Critically reflect on and evaluate your own practices, values and beliefs to improve learner outcomes.
- c) Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence informed practice.
- d) Collaborate with colleagues to develop your own skills and knowledge and help develop others.
- e) Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.
- f) Actively engage with personal development and CPD opportunities.

2.5 College General

- a) Understand and comply with all relevant college policies and procedures, including Safeguarding, Data Protection, Equality & Diversity, and Health & Safety.
- b) Promote and embed equality, diversity, and inclusion in all aspects of your role, aligned with the College's 'Inclusion by Design' approach.
- c) Build respectful and collaborative relationships with learners, apprentices, colleagues, and external stakeholders.
- d) Use digital technologies safely and effectively to enhance learning and maintain accurate records.
- e) Model the College's core values and take appropriate action if concerns arise regarding others' conduct.
- f) Attend and contribute actively to meetings as required.
- g) Carry out other duties relevant to your role as directed by the Executive Leadership Team or Senior Management.

This job description is current as at the date shown. This does not form part of your contract of employment and may be amended or updated as may be appropriate. Any changes will be discussed with you.