



HIGH
SPEED
RAIL

NATIONAL COLLEGE FOR HIGH SPEED RAIL

JOB DESCRIPTION

Job title: Head of Quality /Campus Director Doncaster

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Salary	c £52,000
Hours	37.5 per week (job share or part time working requests will be considered)
Location:	Doncaster - Carolina Way, Doncaster Weekly travel to the Birmingham Campus and to other business premises
The location, hours of work and duties could be varied according to the needs of the service.	

1. Context

The National College for High Speed Rail (NCHSR) is a brand new incorporated FE College that has been established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College is a post-18 provider focused on Higher Apprenticeships and higher education programmes. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The College's vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK.

Over the next 5 years the College has ambitious growth plans, with an expectation of growing to at least 1,200 new starts per annum. The College holds the ambition of being an outstanding college. A quality framework is being embedded and there is now a need to bring in the expertise to focus on the quality of our education delivery and support and build on the strong relationships we have with our employers.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector. This is a unique opportunity to get involved in a 'start-up' FE College.

2. Job purpose

The NCHSR has the ambition to be outstanding in all that it does. This role is to provide leadership on all aspects of quality assurance, through the implementation of the College's Quality Framework Strategy. As Doncaster Campus Director, the post holder will be accountable for the operational running of the Doncaster site to ensure a consistent culture, priorities and standards of learner and customer experience.

The purpose of this role is to lead on embedding, ensuring and overseeing Quality Assurance of our delivery, to drive and maintain the highest quality of learning, teaching and assessment and deliver an outstanding learner experience. You will place learners and employers at the heart of everything you do and have extensive experience of leading on Quality Assurance to meet the needs of the College, employers, external stakeholders, subcontractors and learners.

The post holder will provide expert leadership of Teaching and Learning, Quality & Assurance and Assessment practice and innovation across NCHSR (Direct and Subcontract Provision). The role is responsible for the continuous improvement and effectiveness of Teaching, Learning & Assessment, Quality Assurance and assessment across all contracts leading to a high quality learner experience and contributing to increased retention, achievement and progression rates and a culture of high expectation of staff, learners and, where applicable, their employers.

The post holder will be responsible for the creation, implementation and management of evidence-based quality procedures which focus on the learner journey and underpin continuous quality improvement in teaching, learning and assessment and leadership and management of learning. The role will work across the organisation, particularly closely with Heads of Department and Curriculum Leaders to identify areas of best practice and areas for improvement using accurate and robust data to manage risks that impact on learner / customer experience. The role will lead on the production of clear accurate and timely achievement rate data and in year learner progress information across all learning programmes.

3. Reporting relationships

Reports to Director of Technical Training on all matters relating to quality and will directly feed into the Chief Executive on matters relating to the Doncaster Campus.

4. Accountabilities

General

- To develop, embed and monitor the whole-college quality strategy, ensuring there is buy-in from all staff and being the champion for continuous quality improvement.
- To lead outstanding teaching, learning and assessment. To work with external quality providers through driving the Quality Framework Strategy integrating as appropriate an interactive independent e-learning approach to skills development and the

development and use of e-portfolio, e-technology and e-assessment to enhance the learning process and experience so that learners make good progress and achieve.

- To develop and drive the Quality Framework Strategy using effective and timely reporting of performance data so that operations can drive outstanding / excellent outcomes for learners through targeted, risk-based management.
- To ensure the highest standard of employer experience through interactions, understanding of curriculum delivery and apprentices' performance monitoring is to the highest standard to deliver on the College's industry-focused approach.
- To work with the Senior Leadership Team to manage the process of self-assessment culminating in a Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) which are effective and contribute to delivering outstanding outcomes for all learners.
- To work collaboratively across NCHSR and sub-contract to provide support and challenge, lead and have oversight of T&L improvement activity as identified through internal and external monitoring Quality Assurance such as commissioned monitoring, EV Reports, Inspection findings, learner and employer voice, leading to a culture of continuous improvement and outstanding retention, achievement and progression rates.
- To provide expert leadership through support and challenge to NCHSR in terms of T&L Learning standards, acting as a role model of excellence to all teaching/training staff. Sharing a clear vision of professional standards in teaching, learning and assessment.
- To work collaboratively with Human Resources and the Head of Education, Teaching and Performance to identify the T&L training needs, ensuring appropriate CPD programmes are in place and appropriate professional development targets are included in the appraisal process.
- To lead and coordinate the key processes for monitoring the quality of teaching and learning across NCHSR, conducting analysis in poor performance areas, identifying and acting upon improvement activity.
- To contribute to the preparation for internal and external inspections, acting as lead or campus nominee when appropriate.
- To contribute to the co-ordination and delivery of opportunities to share best practice and benchmarking internally and externally.
- To research new and innovative teaching strategies that can improve the experience of our learners and customers.
- To seek new and innovative ways to improve what we do and how we do it to ensure we are effective and efficient as a team.
- To update professional knowledge and skills through a commitment to own learning and development.

- To monitor and QA subcontract Provision – including teaching observations/reviews.
- To prepare reports/updates and present at SMT/SLT/Board and Committees as appropriate
- To work closely with the Head of Education, Training and Performance, the Head of Curriculum Development and the Head of Learner Experience to ensure an embedded quality approach.

Doncaster Campus Director Responsibilities

- To act as the Senior Responsible Officer for the Doncaster Campus to ensure a one-college, vision, priorities and culture.
- To be responsible for the day-to-day operations in Doncaster liaising with other members of SMT as appropriate.
- To work with the Senior Leadership Team on matters relating to the Doncaster Campus to ensure effective running and a seamless customer experience across the College's operations.

5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- All members of staff are expected to contribute to promotional events and activities that are focused on recruitment of learners and employer engagement.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- To participate in the College's appraisal process and to undertake and deliver staff development and training.
- The College is committed to being a 'public transport first' organization. It is expected that public transport is utilised for travel between campuses and for other business matters where it is reasonable to do so.
- The College aspires to be rated as Outstanding by Ofsted and for our customers to receive excellent customer service in their interactions with the College. All staff members are expected to contribute to this aspiration

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

	Sections		
	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Experience of and commitment to education leadership and management. • Academic credibility with a track record of excellence in teaching • Organisational & Planning Skills • Excellent communication skills • Being resilient under pressure and adaptable to change • Proficient in the use of all Microsoft Office packages • The ability to lead teams through inspirational leadership which commands respect and provides an environment where others feel motivated • Ability to communicate with all people at all levels including at Board Level. • Ability to analyse quantitative and qualitative data to drive improvement through effective solutions and planning • Excellent written, presentation and digital skills • Strategic and collaborative thinker with ability to share vision and solutions collaboratively with others and enthuse • Effective time management skills with the ability to work under pressure and in a complex environment • Commercial understanding and experience 	<ul style="list-style-type: none"> • E
	Experience	<ul style="list-style-type: none"> • Demonstrate success of leading a team. • Knowledge & Experience of higher & degree apprenticeships. • Experience within the education sector and/ or related sectors. • The ability to problem solve to meet the needs of the industry and learners. • Knowledge and experience of internal and external assessment, standardisation and verification processes • Proven ability to meet OFSTED and QAA requirements • Successful experience of quality improvement activities and procedures 	<ul style="list-style-type: none"> • E

		<ul style="list-style-type: none"> • Successful experience working in a leadership role • OFSTED Inspection experience • Experience of working in educational environments in FE and Skills Sector, especially work-based learning, working collaboratively with external bodies and Universities to develop quality and curriculum • A minimum of 3 years' experience in a management role • Development and implementation of innovative curriculum delivery models which are efficient and effective and narrow the achievement gap for all learners • Development and implementation of effective and efficient learning support which ensures all learners fulfil their potential • Safeguarding, Prevent and ALS tracking, monitoring and improvement through action planning 	<ul style="list-style-type: none"> • E • D • E • E • E • D • D
	Qualifications	<ul style="list-style-type: none"> • Degree level education/equivalent professional qualification or experience • PGCE / Cert Ed / DTLLS or equivalent with proven extensive knowledge of Teaching and Learning, particularly in work based learning • Training and experience of successful improvement in a range of quality assurance and continuous improvement and inspection methodology in the FE and Higher Education. Ofsted, Matrix, OFS and QAA • English and maths at level 2 or above • Digital Learning Technology expertise 	<ul style="list-style-type: none"> • D • E • E • E • D
	Personal attributes	<ul style="list-style-type: none"> • Well organised with the ability to set out a clear plan of action. • Self-confidence and stature to represent NCHSR in a variety of settings. • A creative thinker and energetic team player with a high level of enthusiasm. • Ability to prioritise and work under pressure with good time management skills. • Proactive self-starter with the ability to work with a high degree of autonomy. 	<ul style="list-style-type: none"> • E • E • E • E • E •

		<ul style="list-style-type: none"> • Customer focused in the context of a competitive environment • Committed to the organisation's values and standards of professionalism • Committed to continuous improvement in the interest of customers and the organisation • Commercially minded with a creative approach to delivering cost effective learning at high standard • Willingness to work as part of the team to take developments forward and to contribute to team-wide activities, when required 	<ul style="list-style-type: none"> • E • E • E • E • E
	Special requirements	<ul style="list-style-type: none"> • Able to meet challenging deadlines when necessary • Able to travel independently between college sites and other external venues with occasional overnight stays 	<ul style="list-style-type: none"> • E • E