

Job Description

Job Title: **Teaching, Learning and Assessment Quality Lead**

POSCODE: CCC1870

Grade: P1 – £33,816 (£17.53 per hour) - £36,470 (£18.90 per hour)

Reports to: **Senior Manager: Curriculum and Quality**

Overall purpose of the job

The role is to support the Senior Manager for Curriculum and Quality in ensuring that Cambridgeshire Skills direct delivery and subcontractors deliver excellent provision to all its learners. Gathering evidence and maintaining quality records to ensure that relevant data is readily available at short notice for the Senior Leadership Team and Ofsted.

The post holder will need to be a skilled and qualified teacher to enable them to complete observations, give feedback to tutors and teaching assistants within agreed deadlines. The post holder will work with Curriculum and Provider Managers to drive improvements and also develop and share resources demonstrating best practice and deliver mentoring; peer support programmes and staff development.

The post holder will also play a pivotal role in the application of the Service Quality Assurance Framework throughout our full curriculum offer.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities

1. Work with Curriculum Managers to plan and deliver peer support and mentoring as part of the induction of new Direct Delivery tutors and teaching assistants, supporting them to continuously evolve their teaching / learning support practice
2. Observe lessons on a regular basis during the day and evening, both online and in a face to face environment. Complete agreed paperwork accurately and effectively so it provides constructive feedback to enable staff to improve performance in line with the Service's Teaching Learning and Assessment Framework
3. Work with tutors and teaching assistants to establish best practice in the use of digital teaching methods and resources and help build a resource bank of teaching materials and ideas
4. Work with tutors and teaching assistants to develop and apply quality assurance processes to the digital offer

5. Carry out a range of quality audits on Scheme of Works and Course Files and feedback on improvement actions required to both tutors / teaching assistants and their line managers.
6. Complete Deep Dive activities on themed topics as identified by managers and provide an evidence base for quarterly reports for senior leaders and support the annual Self Assessment process
7. Plan and deliver engaging CPD, Training and Standardisation sessions, which will include a process for professional development via peer observations, to meet the needs of different curriculum areas and enrichment themes
8. Keep up with developments in the sector, particularly those relating to quality, Ofsted and awarding bodies; develop training resources as agreed with line manager and cascade to appropriate parties
9. Ensure Safeguarding and Prevent is effectively managed, and that British Values are embedded into lessons

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Level 5	Degree level or equivalent professional qualification	E
Level 2	Literacy and Numeracy	E
Level 5	DTLLS qualification or equivalent.	E
Level 2	ICT qualification	D
Level 4	IQA qualification	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge	<ul style="list-style-type: none"> • Familiar with and able to use Microsoft Office packages, including TEAMS. • Strong working knowledge of digital platforms and tools to enhance the teaching, learning and assessment experience. • Experience of delivering high quality learning to adults and have a clear understanding of what “Outstanding” teaching looks like. • Understanding of the current Ofsted Inspection Framework 	E
	<ul style="list-style-type: none"> • Awareness of national, regional and local priorities in relation to funded and non-funded training programmes 	D
Skills	<ul style="list-style-type: none"> • Ability to successfully implement and deliver new policies and strategies • Have an eye for detail • Excellent oral and written communication skills • Creative, innovative approach to identify and follow through opportunities • Excellent interpersonal skills and can relate confidently to people of all ages, gender, ethnic origins and abilities 	E

	<ul style="list-style-type: none"> • Good team member, willing to help and support colleagues and share good practice • Self-starter with a strong work ethic and ability to prioritize effectively • Ability to develop and quality assure E-learning 	
Experience	<ul style="list-style-type: none"> • Evidence of high-quality delivery of teaching or training within Adult Education • Successful record of meeting targets and deadlines • Successful record of working to a quality framework • Evidence of researching best practices within the adult education sector and making recommendations for improvement • Developing and writing engaging and effective learning resources 	E
Equal opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs 	E
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	<ul style="list-style-type: none"> • Demonstrate an understanding of the safe working practices that apply to this role. 	E
	<ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. 	E

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible	Field	Home
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Job description questionnaire

Page 1 and 2 of this document will form the job description and person specification for the post.

Job title:	Teaching, Learning and Assessment Quality Lead	POSCODE <i>(Needed for re-evaluations)</i>	
Reports to (job title):	Senior Manager: Curriculum and Quality	Directorate/Service:	People and Communities
Presenting Manager:	Head of Service	Date of evaluation:	
Supporting HR contact person:		New Post	Yes/No
		Re-evaluation:	Yes/No

Job context

Cambridgeshire Skills is funded by the Cambridgeshire and Peterborough Combined Authority and the Education Skills Funding Agency to deliver skills development to over 19 year olds, particularly focused on Functional Skills, Employment Skills and progression. The role will focus on the services Direct Delivery and sub-contracted work.

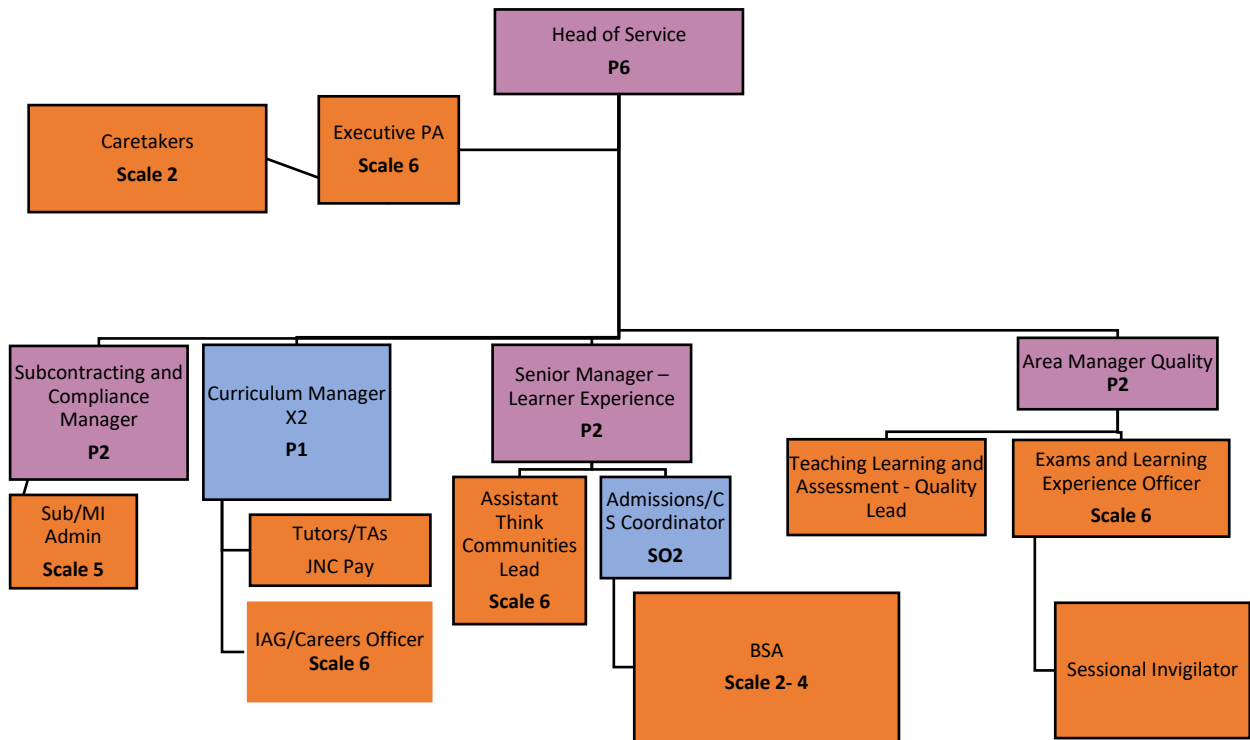
The role will be responsible for ensuring the capturing, measuring and monitoring of quality and impact information across Cambridgeshire tutors and delivery staff and subcontractors.

The post is required to underpin the Quality Framework and deliver a range of activities to quality assure Cambridgeshire Skills delivery ensuring learners receive a high quality experience enabling them to make positive destination and progression within their learning journey.

This role will be integral role in ensuring the Service can provide a strong evidence base that the Service delivery is working at Good or Outstanding to the Governing Board, External Funders and Ofsted.

The Service has been set the target to reach Outstanding at the next Ofsted visit, which this role has been identified to support in this journey.

Organisation chart (include grades)



Change of accountabilities (for re-evaluations only)

What are the major changes to the role?

These should clearly show the reason for this re-evaluation i.e. the:

- changes to the accountabilities;
- changes to the essential qualifications, knowledge, skills and experience; or
- changes to the team structure

Communication and influencing

Contact	Nature of interpersonal skills used
Internal	Daily contact, weekly meetings with Line Manager. Head of Service, CCC colleagues, other departments such as the subcontracting team to present findings from their quality assurance work and agree an implementation plan for improvement.
Senior managers	Negotiating, discussion
Other managers	Explaining and carrying out quality processes such as observations communications of service needs,
Team members	Skill sharing and development, engagement,
Learners	Understanding, support, empathy
External	Local Authority
	Employers
	Students

	Sub-Contractors who are delivering learning on our behalf through a contract of delivery agreement, this includes external training providers such as village colleges and, private training providers
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Supervision and work planning

What degree of forward planning is required in this job (daily, weekly, monthly, annual, etc)?

- Annual – provide evidence base and support the writing of the annual Self-Assessment Report which is published publically and provides desk base evidence source to Ofsted.
- Termly – writing of extracts to be included in the Quality Position Statement presented to Senior Leadership Team and Governing Board
- Weekly completion of observation reports and audits of learner files
- Day to day planning of CPD sessions and delivery of training programme

What level of supervision is this post subject to?

- Largely working independently to undertake research and development work on face to face and online teaching pedagogy practices leading to the creation of service wide policies and resources to drive improvements.

What type of priorities is the post holder able to set themselves?

Operational priorities for delivery in their area or work.

What kind of systems, procedures or 'rules' are set around the job?

The rules and standards of the Combined Authority which will be the key funder, the Department for Education, Educational Skills Funding Agency, OFSTED as well as the Governing Board, the County Council and the Gatsby Benchmarks and MATRIX standards.

Problems encountered

What types of problems are encountered in this job and what steps would you expect the post holder to take to find the solution (give 2 examples).

1. **Problem:** Lessons observed is to a poor standard and learners are not participating in lessons or progressing in course.
 1. **Solution:** In collaboration with the staff line manager set development plans to improve tutors practices and increase learners participation and improved learning experience.

2. **Problem:** While in contact with a learner identifies a Safeguarding concern

Solution: Follow Safeguarding policy gathering as much information and evidence from the learner and complete the incident report and return to the Service DSL.

At what point does the post holder escalate a problem to a more senior employee?

If related to:

HR, Health and Safety, breach of Data Protection, finance or quality.

Decision making

Does the post holder makes a decision based on	a set process to resolve the problem
	a solution based on their experience
	seek more information to determine the extent of the problem
	use creative thinking to develop new concepts

Please give an example to illustrate the approach to decision making specified above.

Through thorough investigation and a strong evidence base the post holder would present solution to a more senior managers. Following discussion the post holder will implement actions to resolve problem.

Freedom to act

Please give two examples of areas that the post holder has discretion over.

Research and developing appropriate classroom resources to improve lesson delivery

Making contact with peer groups to moderate and share practices to improve the learner experience.

Impact

Financial impacts of the role

Financial measure (e.g. income, expenditure, capital budget)	Amount (£)	Role (Direct control, joint control, advisory/influencing role)
N/A		

Statistical Information

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Physical effort and/or strain

Describe whether the job requires physical effort and/or strain more than is normally experienced in a routine office environment

None

Working environment

Does the job require working outdoors, or being exposed to objectionable, uncomfortable or unfavourable working conditions?

None

Declarations

All roles – Manager

JDQ completed by:

By submitting this JDQ to panel I confirm that the relevant Director/Assistant Director has given consent for this post to be evaluated/re-evaluated.

Signed:

Date:

Print name:

Re-evaluations only – Current Post Holder

Current post holder – by signing this form I confirm that I have been involved in completing the JDQ and confirm that it is an accurate reflection of my current role.

Signed:

Date:

Print name:

HR Advisory - Prior to submitting the job to panel please provide the Hay Lines of this posts Line Manager and Direct Reports.

Job title	Hay Line			Score
	Know How	Problem Solving	Accountability	

HR Advisory - Advice given to the manager

Use this section to record any relevant background information and advice that you have given to the manager.