



JOB DESCRIPTION

JOB TITLE: HEAD QUALITY ASSURANCE –TEACHING AND LEARNING

REPORTING RELATIONSHIPS

REPORTS TO: DIRECTOR OF ACADEMICS

DIRECT REPORTS: ALL FACILITATORS/TEACHERS

DATE PREPARED: MARCH 2023

JOB PURPOSE:

To develop, implement and monitor the Institute's quality assurance processes and systems to ensure the highest standards of teaching and learning, student welfare and satisfaction, as well as compliance with regulatory requirements.

KEY RESPONSIBILITIES

- Develop and implement the school's quality assurance policies and procedures, in collaboration with senior management, teaching staff, and other stakeholders.
- Provide quality advice to the Head of Institute and other colleagues on quality assurance matters across the entire Institute
- Establish quality standards and benchmarks for teaching and learning, student welfare and satisfaction, and regulatory compliance, and ensure that these are consistently met across all areas of the school.
- Develop and deliver training and support programs to ensure that teaching staff and other school personnel understand and adhere to the quality assurance policies and procedures.
- Be closely involved in the management of school learning and teaching.
- Conduct regular reviews of teaching and learning, student welfare and satisfaction, and regulatory compliance, and provide feedback and recommendations for improvement to senior management and teaching staff.
- Collaborate with other departments to ensure that quality assurance is integrated into all aspects of the school's operations, including administration, finance, and facilities management.

- Promote good practice in quality assurance processes fostering and embedding a strong student-focused quality assurance culture in the school.
- Develop and maintain effective relationships with regulatory bodies and other external stakeholders, and ensure that the school is compliant with all relevant regulations and guidelines.
- Ensure the effectiveness of annual monitoring, reporting and review processes in the Institute and report on and monitor outcomes and actions.
- Produce quarterly reports on the school's quality assurance performance, and present these to senior management, the board of governors, and other stakeholders as required.
- Lead and manage the performance of the Quality Assurance team.
- Undertake any duties assigned by the Head of Institute from time to time.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's or Master's degree in Education, Education Management, Quality Assurance, or a related field.
- At least 5 years of experience in quality assurance in an educational setting, with a proven track record of delivering high-quality results.
- Experience in managing and leading teams, with the ability to motivate and inspire others to achieve their best.

COMPETENCIES

Knowledge

- Strong knowledge of quality assurance principles, practices, and methodologies, and their application in an educational setting.

Skills

- Excellent communication and interpersonal skills.
- Ability to collaborate effectively with senior management, teaching staff, and other stakeholders.
- Strong analytical and problem-solving skills,
- A commitment to continuous improvement and professional development.

Abilities

- Ability to identify and address issues proactively.
- Ability to manage , motivate and inspire others to achieve their best.
- A commitment to continuous improvement and professional development.

