



Head of Quality Improvement

<p><b>What we value at Westminster Adult Education Service</b></p>	<p>We are passionate about transforming lives through education and enabling our learners to realise their full potential.</p> <p>We are ambitious for our learners, staff and community, setting aspirational targets and high standards. We aim for excellence in all our teaching and learning.</p> <p>We value our stakeholders particularly our local community and strive to be agile in meeting their needs.</p>
<p><b>Our culture</b></p>	<p>We are an open and welcoming service. We create an inclusive learning and working environment for each person, treating everyone fairly and with respect.</p>
<p><b>Portfolio/responsibilities of this role</b></p>	<ol style="list-style-type: none"> <li>1. To provide outstanding leadership in the development and deployment of the quality systems and processes to realise high standards across the service.</li> <li>2. To provide positive leadership and management by creating a supportive and innovative environment that encourages commitment to the service and achievement of high standards in teaching, learning and assessment.</li> <li>3. To lead the service on self assessment and improvement planning processes at all levels providing guidance and challenge for departments to reach the highest standards possible.</li> <li>4. To work collaboratively with colleagues across the service to provide a solutions focused approach.</li> <li>5. Provide clear leadership and management and direction through effective line management of a diverse team and in line with service requirements.</li> <li>6. To act as the Nominee with awarding bodies and ensure high quality systems to ensure compliance and high quality outcomes from EQA visits.</li> <li>7. To work collaboratively with the Assistant Principal, Curriculum and Quality on preparation for Ofsted, and any other external inspections, to ensure the best outcomes possible.</li> <li>8. To collaborate with Head of MIS and ensure that data is timely accurate, sufficient, user-friendly and appropriate and used effectively to inform planning and monitoring.</li> </ol>

	<ol style="list-style-type: none"> <li>9. To collaborate with the Head of Learner Development to ensure that stakeholder feedback is gathered within specific timeframes and acted upon to benefit the learner and service.</li> <li>10. To lead on the implementation of the e-learning strategy across the service working with specialists and curriculum teams to advance the use of technology to benefit learners.</li> <li>11. Lead, organise and deliver high quality professional development for curriculum including the promotion of sharing good practice both internally and externally in collaboration with Human Resources.</li> <li>12. To represent the service externally and develop appropriate business relationships with other organisations and represent the Service on a regional and national bodies.</li> <li>13. To keep up to date with post-16 funding, policy, curriculum and employment developments at a national, regional and local level.</li> </ol> <p>Budget Responsibilities:  Staffing Up to: £150K  Procurement £0  Other: In line with department budget 50K</p>
<b>What do we expect this role to achieve?</b>	<p>The success of this role will ensure that:</p> <ol style="list-style-type: none"> <li>1. Planning and reporting is timely and appropriate to bring around the changes required to improve the service and inform users.</li> <li>2. Data is available and meets the needs of the users at appropriate points.</li> <li>3. Internal and External Quality Systems show compliance and improvements in service delivery</li> <li>4. Key external relationships/partnerships are identified, nurtured and developed to benefit the organisation and the learners.</li> <li>5. E-learning strategy is realised, implemented and monitoring appropriate to bring around change</li> <li>6. High quality curriculum staff development that meets staff needs.</li> </ol>
<b>Band/Salary range</b>	Currently being evaluated
<b>Work style</b>	Agile
<b>Your Line manager and team</b>	Assistant Principal, Curriculum and Quality 2 x Advanced Learning Coaches, 2 E-Learning Technologists and 1 x Quality Coordinator

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of leadership and management in an education environment</li> <li>• Demonstrable experience in meeting and/or exceeding key targets in relation to learner outcomes</li> <li>• Experience of using IT systems to manage performance and bring about improvement</li> <li>• Proven ability to lead a department and bring about improvements</li> <li>• Experience of teaching, learning and assessment</li> </ul>
<b>Skills</b>	<p>The successful candidate will have demonstrable skills and abilities in relation to:</p> <ul style="list-style-type: none"> <li>• People management</li> <li>• Financial management</li> <li>• Excellent systems and project management skills</li> <li>• Excellent data management and analysis</li> <li>• Both verbal and written communication</li> <li>• IT, including but not limited to: Office 365 and associated applications.</li> <li>• High quality teaching and assessment</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Degree or professional qualification (Essential)</li> <li>• Recognised teaching qualification at level 5 (Essential)</li> <li>• Level 2 English and numeracy (Essential)</li> <li>• Management qualification at level 5 or willingness to work towards (Essential)</li> </ul>
<b>Corporate standards</b>	<ul style="list-style-type: none"> <li>• <b>Resources / Financial management</b> We expect you to manage delegated budgets, funding and resources in line with our processes and our Westminster Way. We would welcome your ideas on the development of outcome based commissioning models and/or income generation opportunities to help the service receive value for money.</li> <li>• <b>Values and behaviours</b> Our values and behaviours are at the heart of everything we do. We expect you to work in this Westminster Way empowering, engaging and encouraging your teammates to deliver our corporate vision.</li> <li>• <b>Compliance</b> We expect you to ensure legal, regulatory and policy compliance in area of your specialism, identifying opportunities and risks and escalate/report where appropriate.</li> <li>• <b>Equality and diversity</b> We value equality and diversity as a city council and we want you to support and promote this in your day to day work.</li> </ul>
<b>Additional leadership values and behaviours for managers</b>	<p><b>People and Service Management</b> (Managing excellent, cost-effective service delivery.</p> <ul style="list-style-type: none"> <li>• Driving forward performance - setting high standards, encouraging improvement and supporting the team to achieve.</li> </ul>

	<p>Having regular team meetings and one to one conversations about performance, including difficult ones when necessary.</p> <ul style="list-style-type: none"><li>• Developing our people and our partners - giving people the scope to do well, taking time to understand their strengths and motivations, stretching them and coaching them to achieve.</li><li>• Managing budgets responsibly – planning, monitoring and adapting budgets to respond to changing priorities. Delivering the Medium Term Plan</li><li>• Working within the democratic framework - understanding the democratic process and its role in public organisations, anticipating Member needs and responding to their feedback.</li></ul> <p><b>Leadership and Engagement</b></p> <p>Inspiring the team to deliver the corporate vision, embrace change and develop opportunities.</p> <ul style="list-style-type: none"><li>• Delivering the corporate vision – developing and communicating a direction for my service which keeps us focused on delivering the priorities of the corporate vision and makes it central to everything we do.</li><li>• Leading change - being realistic, transparent and clear on the challenges. Communicating the reasons for change and ensuring understanding. Inspiring people to get involved, to question, and to take change forward.</li><li>• Making difficult decisions – tackling issues proactively and finding solutions, being accountable for the decisions that have been made.</li><li>• Engaging staff, communities and customers - winning strong support through effective and regular communication, collaboration and feedback.</li><li>• Being commercial – creating opportunities to generate growth, income and maximise commercial potential.</li></ul>
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