

Job Details

Job Title	Head of Quality
Reports to	Vice Principal of Quality, Learning & Teaching
Scale	Head of Department
Department	Quality
Date Prepared	23th May 2025
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Job Overview

Purpose Statement

The Head of Quality will lead a committed and experienced team of quality professionals to deliver an outstanding service to Bradford College colleagues and external stakeholders.

They will have a particular focus on supporting the college in its journey to becoming an outstanding provider of technical, vocational and academic education and training.

This is an opportunity to lead a diverse department which manages academic quality and standards. The post-holder will be responsible for the delivery of ambitious performance indicators. They will lead their team to identify and address risk through established quality assurance processes and will support curriculum departments to mitigate risk and deliver an outstanding student experience. Most importantly, they will be able to identify and promote outstanding learning, teaching and assessment practices across all cohorts of students.

To achieve this, they will possess well-developed verbal and written communication skills, insightful and proactive analysis skills and an appetite for taking intelligent risks to drive continuous improvement.

Role Accountabilities

Quality Assurance

- The management of Further Education academic quality across 14-16, SEND, 16-18 and 19+ provision – ensuring that the curriculum is delivered in line with awarding organisation regulations and internal quality processes.
- The management of apprenticeship academic quality, working closely with the Apprenticeship department, to incorporate the accountability framework into core quality assurance processes.
- The management of Higher Education academic quality across Levels 4-7, working to ensure alignment with the expectations of our validating bodies, PSRBs and the Office for Students.
- To develop and deliver effective mechanisms for the assessment of quality across all aspects of Learning, Teaching and Assessment. To support curriculum managers in promoting a high-performing culture across their departments.
- To work with Heads of curriculum departments to embed a culture that leads to the early identification of risk, utilising a broad range of data resources and a robust framework for capturing quality improvement activity. As part of this cycle of activity to become an expert in the college's performance review processes.
- To ensure that all curricula (across all areas of provision) are periodically reviewed, leading the department in developing and delivering effective self-assessment and monitoring activities which focus on data-led impact assessment.
- To manage departmental and college quality improvement plans, providing training and guidance to ensure SMART targets are proposed, monitored and achieved.

Academic Standards

- Through expert guidance and effective monitoring activities, to drive college-wide understanding of the expectations of OFSTED and the Office for Students. To ensure that changes in regulatory landscapes are captured and disseminated to the department and wider college community.
- Work with the Senior Leadership Team to develop regulations, policies and procedures that support impactful quality assurance activity.
- To support the development and delivery of information, advice and guidance to the curriculum, including up-to-date resources, training programmes and the sharing of best practice. This guidance will cover existing and novel quality and governance requirements.
- To ensure all staff are fully able to apply the regulations of awarding organisations and to offer expert advice and guidance to colleagues to ensure the requirements of awarding organisations are met.
- To manage the external examining process and assessment board processes for higher education, ensuring compliance with OfS conditions of registration and awarding body requirements.

Support for Curriculum Development

- To ensure that all curricula (across all areas of provision) are approved for delivery in line with college and awarding organisation requirements.
- To support the college's strategic objectives by incorporating curriculum priorities into approval processes.
- To respond efficiently to curriculum development, offering expert advice and guidance relating to internal and external approval processes.
- These duties may be amended from time to time by the line manager in consultation with the post holder.

Student Feedback

- To manage the administration of student surveys, ensuring accurate and timely data capture and dissemination of results.
- Support all staff through training and effective monitoring to accurately assess, record, monitor, and report on learners' progress.
- To manage the college's complaints and appeals in line with policy and procedures; reporting outcomes to the Executive, Corporation and external adjudicators as appropriate.

Leadership & Management

- To work with and influence other HoDs in developing a culture of continuous development that leads to the delivery of outstanding learning, teaching and assessment. Support all staff through training and effective monitoring to accurately assess, record, monitor, and report on learners' progress.
- To effectively lead the department across its diverse accountabilities with positivity and clarity.
- To model the college values within the department and through relationships with colleagues
- To model a high level of professionalism, impartiality and integrity

Finance & Funding

- To effectively prepare the department's business plan and manage the departmental budget
- To drive financial efficiency through the continuous improvement of processes and procedures

Method of working

Bradford College expects all staff to work effectively as part of a team or teams, delivering high-quality standards of work that support and provide an excellent student/employee experience across the College.

As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information by College guidelines, policies and procedures when requested and contributing to the maintenance of the Bradford College environment.

To do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Working Relationships

- Vice Principal of Quality, Learning & Teaching
- Quality Department Staff
- Heads of Curriculum, Curriculum Area Managers and Heads of School
- Senior Leadership Team
- Heads of Support Service Departments
- Student Representatives

Behaviours

Inclusive

- Develop effective relationships by removing barriers and promoting a sense of belonging.
- To promote and support an inclusive culture where staff and learners feel valued, safe and included.
- Works with all departments across the college to build their reputation and understanding of the organisation.

Trustworthiness

- Demonstrates credibility by being honest in their interactions with others and delivering what has been agreed.
- Assumes accountability for achieving personal and departmental objectives.
- Positively impacts those around them, working in cohesion to achieve results.

Excellence

- Demonstrates passion and commitment to all the college's strategic objectives.
- Focuses on delivering an outstanding student and employee experience.
- Challenges the status quo with confidence and innovative thinking.
- Full understanding of the business area and the contribution they make to the wider organisational strategy
- Demonstrates a proactive 'can-do' attitude irrespective of the challenge.
- Takes responsibility for own development and commitment to fulfilling own potential.
- Commitment to the college's mission to transform lives.

Person Specification

Criteria will be assessed using the details provided in your application and at the interview.

Essential	Desirable
<ul style="list-style-type: none"> • Educated to Degree Level, or equivalent experience • Evidence of continued professional development • GCSE 4-9 (A*- C) or nationally recognised level 2 qualification in Maths and English or equivalent. • Experience in identifying and amplifying outstanding learning, teaching and assessment • Experience of working with quality and regulatory frameworks • Experience in higher education quality processes • Experience of working with a wide range of people at different levels within an organisation, with evidence of having a positive impact on institutional culture • Evidence of having developed and implemented system/process improvements • Experience in staff management • Demonstrable understanding of the role that quality processes play in supporting the achievement of academic excellence and the provision of an outstanding student experience • Clear and articulated understanding of the key aspects of outstanding LTA practice across all cohorts • Excellent knowledge of IT packages, Word, Excel, PowerPoint, Outlook, Access • High level of interpersonal communication skills, both written and oral, using a 'stakeholder-centred' approach 	<ul style="list-style-type: none"> • A recognised teaching qualification (Level 5 or higher) • Ability to delegate and supervise to deliver high-quality operational results • Knowledge of regulatory frameworks, procedures and systems • Knowledge of GDPR • Knowledge of CMA legislation • Calm and considered manner under pressure • Keen to embrace change and offer innovative solutions to improve processes

- Ability to compile statistical information and produce reports
- A high level of accuracy and meticulous attention to detail
- Ability to prioritise a varied workload and work to competing deadlines
- Ability to work on own initiative with minimum supervision, but also to work co-operatively within a team
- Excellent organisational and time management skills
- Ability to work inspire a team to deliver an outstanding service to internal and external stakeholders
- Proactive attitude to continuous improvement initiatives
- Polite and professional manner
- Ability to deal with all levels of staff and contacts on a wide range of sensitive and confidential issues, and to exercise tact, diplomacy and integrity at all times

