

Job-role Description

Academic Quality Controller

1. Context

The quality strategy is key to providing assurance that the College continues to deliver an outstanding experience to students in line with College and official regulatory expectations. The College's Quality team is key to driving systems and processes which support a culture of continuous improvement.

The role of Academic Quality Controller is key to ensuring academic standards are met and maintained across the College's curriculum and qualification offer by undertaking a range of quality assurance activities.

2. Management accountability

This post is responsible to the Head of Quality

3. Main purpose of the role

To support the continuous improvement of the College's quality of education by embedding quality assurance systems and to support the identification, delivery and monitoring of strategic training and development which supports quality improvement.

4. Key responsibilities

- Alert the College's quality department of problems and contribute to the delivery of solutions.
- Ensure quality assurance procedures are being adhered to across the curriculum.
- Interpret information and data to support the monitoring of quality assurance.
- To ensure the College is meeting awarding body requirements.
- To support the implementation of an annual programme of quality audits which include the evaluation of activities such as, stakeholder feedback, lesson visits, schemes of work, student profiles, assessment of student work, course reviews, internal verification, remote learning and assessment.
- Contribute to the development and implementation of the College's Quality Strategy.
- To support quality improvement through the training and development of College employees.

- Support the administering and evaluation of formal surveys which provide feedback from key stakeholders, including employees, students, parents/carers and employers.
- Act as a point of contact for external agencies in relation to quality assurance requirements.
- To support the Head of Quality to ensure the College is effectively prepared for Ofsted and other external funding agency and awarding body inspections.

5. General College Responsibilities

- Participate in a range of College-wide activities, such as enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills.
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in all aspects of employment and service delivery.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.