**Director of Quality and Innovation**

**Full Time, Permanent**

**Circa £65k p.a**

***(Salary dependent on skills, experience and qualifications)***

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

Can you lead the development and innovation of the educational experience at Nescot?

Do you have the vision to exceed the highest standards in teaching and learning and quality assurance, empowering teams to deliver the best learning experiences they can for our students - inspire them to achieve exceptional results?

**Nescot** is seeking a dynamic and strategic leader to join our institution and College Leadership Team as the **Director of Quality**. This crucial role involves providing strategic leadership and management of quality assurance and enhancement across both Further and Higher Education provision, Adult Skills and Apprenticeships. You will play a key role in ensuring the institution delivers outstanding teaching, learning, and assessment, driving continuous improvement, compliance with regulatory requirements, and promoting a culture of excellence and collaboration – helping us innovate in a modern working world.

Reporting to the Deputy Principal, you will lead on the development and implementation of the institution’s Quality Framework, design and oversee quality assurance systems and champion student engagement in quality processes.

If you are passionate about educational excellence and have a proven track record in quality improvement, we would love you to apply for this exciting opportunity.

You will have proven experience in creating, developing, and implementing strategies for quality improvement.

**Duties/responsibilities:**

* **Strategic Leadership**: Lead the development and implementation of the institution’s Quality Framework, ensuring alignment with overall institutional goals.
* **Quality Assurance and Enhancement**: Oversee the development and management of quality assurance systems, policies, and procedures, ensuring compliance with external regulatory bodies such as Ofsted and OfS.
* **Teaching, Learning, and Assessment**: Monitor and evaluate teaching, learning, and assessment practices to drive improvements in learner outcomes and the student experience.
* **Reporting and Accountability**: Report regularly to the Deputy Principal, Executive Leadership Team, and Board of Governors on quality performance, and oversee the production of key quality reports.
* **Staff Development and Performance**: Lead professional development initiatives related to teaching quality and standards, supporting curriculum teams in implementing best practices.
* **Student Voice and Engagement**: Champion student voice in quality processes, ensuring mechanisms for student feedback are in place and that feedback informs practice.

**Benefits:**

* A discounted on-site gym, Starbucks sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Opportunities for professional development and career progression
* A supportive and collaborative working environment
* The chance to significantly impact the future of education
* Generous Pension Schemes
* Exceptional Annual Leave
* Cycle to work scheme
* Free parking on-site

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”.* At Nescot, we’re proud of our inclusive culture and we welcome all applications. *This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

**Closing date Wednesday 11 June 2025**

**Interviews will be held as and when candidates apply**

**Job Description**

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| **Position Details:** | |
| **Title:** | Director of Quality and Innovation |
| **Department:** | CLT |
| **Fraction:** | 1FTE |
| **Status:** | Permanent |
| **Grade:** | College £63k > £69,800 or NEL £64k > 73k |
| **Child/Vulnerable Adult Contact:** | Yes |
| **Reporting / Department Details:** | |
| **Responsible to:** | Deputy Principal |
| **Responsible For:** | Head of Quality & Innovation., Head of academic standards, Quality assurance manager, Quality administrations, Teaching and Learning coaches, eLearning Facilitators |

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| **Job Purpose:** |
| To provide strategic leadership and management of quality assurance and enhancement across further and higher education and apprenticeships the director of quality plays a crucial role in ensuring the college delivers outstanding teaching learning and assessment driving continuous improvement ensuring compliance and regulatory requirements promoting a culture of excellence. |

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| **Main Duties and Tasks:** |
| ***Strategic Leadership*** |
| * Lead on the development and implementation of the institution’s Quality Framework and Performance Improvement Cycle * As a member of College Leadership Team, provide senior leadership for quality assurance, quality improvement, and academic standards across Further, Higher and Apprenticeship provision. * Work collaboratively with senior colleagues to align quality priorities with overall institutional goals in relation to curriculum planning, development and outcomes. |
| ***Reporting & Accountability*** |
| * Report regularly to the Deputy Principal, Senior Leadership Team, and Board of Governors on quality performance. * Oversee the production of key quality reports, including Self-Assessment Reports (SARs), Quality Improvement Plans (QIPs), and Annual Monitoring Reports. * To contribute to the production and monitoring of the Curriculum Quality Performance Improvement processes. * To lead the colleges Higher Education quality assurance processes and support the Head of Higher Education with external validation, regulatory processes and advice curriculum colleagues on development opportunities |
| ***Quality Assurance & Improvement*** |
| * Lead on the development and management of quality assurance systems, policies, and procedures. * Ensure compliance with external regulatory bodies (e.g., Ofsted, OfS, awarding bodies). * Lead preparation for inspections, audits, and reviews (e.g., Ofsted, reviews, TEF). * To support the Deputy Principal (nominee) for external regulatory inspections. |
| ***Teaching Learning & Assessment, Staff Development & Performance*** |
| * Empower enable the Head of Quality and the Quality team to monitor the performance and impact of Teaching, Learning & Assessment to ensure high college standards * Drive improvements in student and apprenticeship outcomes supporting the enhancement of the students experience * Champion the use and devolution of data to all service and curriculum teams, working collaboratively with the Director of MIS to triangulate and improve performance and access to information * Lead on the development of impactful and engaging CPD opportunities related to TLA * Support implementation of best practice across curriculum teams, departments and provision |
| ***Student Voice & Engagement*** |
| * Support the Assistant Principal Student Experience in the deployment and engagement of student voice processes i.e. learner surveys appropriate for provision type. * Enable students to participate in student voice processes, by leading change in practice around digital engagement, College App, ILP and student curriculum performance tracking. |
| ***Professional Development*** |
| * To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records. * To actively participate in any scheme of regular performance review and appraisal adopted by the College * Collaborate with the Human Resources team to improve and develop high quality TLA performance review processes that sustain positive impact on the quality of TLA and learning experience. |
| ***Additional Duties*** |
| * Work with managers and employees to support a developing high-performing culture and facilitate cultural change. * Commit and adhere to the organisational Equality, Diversity and Inclusion, Health and Safety, Safeguarding and other policies, processes, values and objectives. * Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility. * The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances. |

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| **Personal Development:** | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment. | |
| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |
| **Safeguarding and PREVENT Responsibilities:** | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | |
| **Additional Duties:** | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | |

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| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding . * To take responsibility for the management of health and safety within the areas managed in accordance with NEL Health and Safety Policy and the Management of Health and Safety at Work Regulations 1999 (or any superseding legislation). To work proactively with the College Health and Safety Officer to ensure a safe working environment for students and staff. Managers have a responsibility to ensure that industry/faculty specific health and safety advancements and procedures and implemented and adhered to by all users.  |  | | --- | | **Terms and Conditions** | | * Please note that this is a post may be under Nescot Enterprises or Nescot College which have different terms and conditions. This will depend on the circumstances. | |

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| **Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * Annual Leave entitlement will depend on whether the post is offered on a NEL contract or Nescot College contract.  |  | | --- | | **Pension** | | * The pension scheme will depend on whether the post is offered on a NEL contract (NEST Pension) or Nescot College contract (TPS) |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: DP Date: May 25  UPDATED BY: HR Date: May 25 |
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PLEASE CONTINUE FOR PERSON SPECIFICATION

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| **Person Specification – Director for Quality and Innovation** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience in managing the quality of provision.  Excellent organisational skills. Line management and leadership skills and experience  Commitment to developing a positive professional and collaborative culture  Evidence of improving the student experience.  Evidence of creating, developing and implementing strategies to effect change and quality improvement.  Experience of practice in line with Ofsted standards, OfS conditions of registration experience and/or TEF experience.  An understanding of curriculum planning processes, accreditation and working with validation partners. | A/I  A/I  A/I  A/I  A/I  A/I |  |  |
| **Skills and Abilities** | High level of IT and literacy skills.  Experience of carrying out high level analysis of performance data to facilitate strategies to ensure continuous improvement.  Experience of leading and creating accurate and purposeful self-assessment and impactful quality improvement plans at a range of levels  A thorough understanding of current educational issues. | A/I  A/I  A/I  A/I | Experience of working strategically with awarding organisations, *governing or regulatory organisations and/or HEI’s* | A/I |

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| **Qualifications** | Educated to degree level  PGCE, QTS/QTLS etc or equivalent  Ofsted Inspection experience as a manager (and/or OfS/QAA)  Training and experience of working in this capacity at a similar level or organisation | | | A/I  A/I  A/I  A/I | *Further academic qualifications and/or a leadership qualifications*  *Principal or Senior Fellowship of Advance HE* | | A |
| **Personal Qualities** | Skills in promoting and driving improvements.  Ability to work under pressure and to deadlines.  Ability to think strategically and be both decisive and reflective, dependant on the situation  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | A/I  A/I  A/I  A/I  A/I  A/I  M  A/I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |