

## Role Description

<b>Role Title: Standards Officer</b>	<b>Pay Grade: : £31,437 - £39,296</b> plus market supplement of £5,000)
<b>Normal Place of Work:</b> Advanced Engineering Centre (AEC)	<b>Line Manager:</b> Training Manager
<b>Normal Working Hours:</b> Monday – Friday 37 hours per week	<b>Responsible For:</b> N/A

### ROLE PURPOSE

- To plan and high quality, imaginative and inspirational teaching and learning which meets curriculum requirements and the needs of all students on a range of programmes.
- To maximise retention, achievement and success of students.
- To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.
- To ensure that individual learner needs are met in a responsive way, in line with the concept of inclusive learning, and an outstanding student experience.
- To fully engage with the College Mission and Values, ensuring that these are at the heart working practices.

### PRINCIPAL ACCOUNTABILITIES

1. Deliver effective Schemes of Work, Assessment and Lesson Plans which are flexible to student needs and which address and embed English, Mathematics, functional skills and equality/diversity, taking into account the learning needs of individual students
2. Drive and inform the design and development of programmes to increase success rates
3. Ensure use of appropriate high quality learning resources to provide stretch and challenge to learners
4. Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.
5. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
6. ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
7. Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
8. Actively evaluate all aspects of curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase student success take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students' retention and achievement rates
9. Ensure completion of student ILP's, in setting long term goals and short term targets
10. Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students progresses is 'adding value ' to their previous achievements
11. Positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
12. Take responsibility for seeking out methodologies and resources in support of high quality teaching and learning
13. Be responsible for moderation and verification at key times throughout the year
14. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
15. Ensure accurate attendance records with follow up on attendance and punctuality

16. Be responsible for the development and maintenance of definitive course files
17. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
18. Deliver feedback on progress to students and other relevant stakeholders
19. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
20. Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs

**Breakdown of work load.**

1. 10% (0.5 day) per week - to cover the on track / off track for all 4 C&G Level 3 courses. This time would be set within the candidates contact and be linked with the time for point 3.
2. 40% (2 days) per week – to assist with the Chief knowledge examiner (CKE) role – this would then make the CKE role a fulltime role.
3. IQA activities for the provided courses.
4. 20% (1 day) per week – review of course notes, PowerPoint presentations for both internal and external qualifications to ensure that regulatory standards are valid and up to date.
5. 30% (1.5 days) per week – Nationwide Quality and Assurance visits of students doing the practical element of their course.

**Key Relationships**

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

• Head/s of Quality	To provide data and information to support the College's self-evaluation and quality improvement processes as well as contribute to the College's ongoing assessments of the quality of teaching, learning and assessment
• Study Coach/es	To share information about students' progress, along with any welfare and/or conduct concerns
• Awarding Bodies and Validating Partners	To ensure the quality of provision and compliance with awarding bodies' and/or validating partners' requirements for quality assurance.

**Generic Responsibilities**

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

**Values**

To role model the College values of: inclusivity, honesty, respect and ambition

**Behaviours**

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications)		✓	AF/Cert
Qualified to degree level or equivalent professional qualification (i.e. B1.1 Licence)	✓		AF/Cert
Teaching qualification (or preparedness to achieve one during the first two years' service)	✓		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Relevant industry and/or vocational experience, in the subject specialism to be taught	✓		AF/IV
Knowledge of current employment trends and required employability skills in the specialism to be taught	✓		AF/IV
Evidence of recent and up to date continuous professional development in the specialism to be taught	✓		AF/IV
Knowledge of arrangements for safeguarding children and young people	✓		AF/IV
Knowledge and experience of strategies for improving learning outcomes for young people and adults		✓	AF/IV
Knowledge of strategies to be used to improve retention of young people and adults		✓	AF/IV
Knowledge and experience of the Common Inspection Framework and/or equivalent arrangements for Higher Education		✓	AF/IV
Experience of teaching diverse groups of students		✓	AF/IV
Experience of developing learning resources for both face to face, blended and/or online delivery of learning		✓	AF/IV
<b>SKILLS AND ABILITIES</b>			
Good oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Good analysis, problem solving and decision-making skills	✓		AF/IV
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓		AF/IV
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓		AF/IV
Ability to use IT at a level commensurate with job role	✓		AF/IV
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓		IV

**\*Assessment method:**

AF = Assessed via application form

IV =

Assessed via interview

AT = Assessed via test/work-related task

Cert =

Certificate checked at interview

**Signed** .....

**Date** .....