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| **Job Title:** Improvement Practitioner  **Reporting to:** Head of Improvement and Performance  **Base:** Cross College |
| **Hours** 37 hours per week, 52 weeks per year  **Contract Type** Academic  **Holidays** 35 days per year plus 6 closure days where applicable and 8 statutory days  **Salary** £41,683 per annum |
| **Job Purpose**  Proactively working as part of the Quality of Education team, you will perform a critical role in improving the quality of education across the group. This will involve collection, analysis and reporting of a wide range of performance data to identify key strengths and areas for development in the quality of education within own remit and aiding curriculum and apprenticeship teams with identified development. You will actively assist curriculum and apprenticeship teams to ensure all delivery is compliant with Awarding Organisation (AO) requirements, College Policies and Procedures and regulations. |
| **Key Responsibilities**   * Proactively support and encourage a culture of teaching and learning improvement as part of the Quality of Education team. * Assist the Head of Improvement & Performance to deliver the College priorities for improvement of Quality of Education and support the development of strategy related to Quality of Education. * Be the key point of contact for allocated provision, working with Assistant Principals, Heads, Curriculum and Apprenticeship Managers and Advanced Practitioners to collect, analyse and review performance and drive improvements and enhance student progress. * Establish and maintain effective communication with curriculum/apprenticeship areas. * Undertake and report on a range of reviews, including content of student ILPs, quality of Group Profiles, planning documents, Developmental Feedback Reviews and academic targets, and MarkBook/Onefile data, in line with policy and procedure and to support the standardisation process. * Conduct dual Learning Walks with Curriculum and Apprenticeship Managers as part of standardisation, and provide timely reports on outcomes, identifying strengths and areas for development. * Provide constructive and developmental feedback from observations of teaching professionals and IQAs and reviews of teaching, learning and assessment practice. * Identify and implement effective interventions to support improvement in teaching, learning and assessment in curriculum and apprenticeship areas. * Contribute to the Organisational Performance Management Reviews (OPMRs) * Contribute to Self-Assessment Reports (SARs) and curriculum business planning processes. * Support mangers with curriculum planning * Ensure accuracy of reports that adhere to internal and external procedures and guidelines. |

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| **Support with IQA and AO activity**   * Work in collaboration with Managers and IQAs to ensure assessments are fit for purpose, challenging and the process and assessment decisions meet AO expectations. * Observe IQA practice, including feedback to teachers and assessors, identifying and reporting on strengths and areas for development. * Enhance the Internal Quality Assurance processes and support areas to prepare for successful EQA and verification and assist with AO visits and activity as required. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification**  **Competencies**  **Essential**   * Extensive teaching and assessment practice within study programmes and/or apprenticeship standards and a clear understanding of key teaching and learning improvement processes that has had improved student/apprentice educational experience and outcomes * Proven ability to make sound judgements on the quality of teachers’ planning documentation and teaching, learning and assessment practices * Confidence with, and sound understanding of internal quality assurance processes and AO regulations and expectations * Ability to methodically collect, analyse and interpret qualitative and quantitative teaching and learning performance data to accurately identify strengths and areas for development * Ability to maintain currency of understanding of sector developments and assess their impact on the quality of education and teaching, learning and assessment strategies * Strong organisational, interpersonal and communication skills   **Desirable**   * Self-confidence to tenaciously challenge performance, leading to demonstrable improvements in the quality of education * Ability to produce accurate, high standard and accessible reports * Proven skill in working with students with diverse backgrounds and needs * Ability to work collaboratively and constructively with leaders, managers, teaching professionals and team members |
| **Knowledge & Experience**   * Knowledge of Ofsted and the inspection process (including Enhanced Inspections and Skills Contribution) * Robust understanding of High Needs Education, Apprenticeships, Adult Education and Study programmes. * Knowledge and currency of excellent pedagogy and assessment practice * Robust understanding of the drivers for improving teaching and learning * Robust understanding of IQA and EQA processes   Understanding of inclusive education practices and enhancing diversity and belonging   * Has performed role of IQA within own subject-specialism |
| **Qualifications**  **Essential**   * Appropriate teaching qualification such as Cert ED/PGCE * Minimum level 3 subject-specialist qualification * Hold a minimum of Level 2 qualifications in English and maths * Evidence of pursuing a programme of continuing professional development   **Desirable**   * Assessor and Verifying qualification |