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| <b>Academy of Live Technology Ltd</b>  | <b>Job Description</b>  |
| <b>POST TITLE:</b> Quality Officer (0.5 FTE)   | <b>REFERENCE:</b> ALT 2025-05   |
| <b>AREA OF WORK:</b> Quality & standards team  | <b>DATE COMPILED:</b> June 2024   |
| <b>SALARY RANGE:</b> £15-17.5K (subject to experience)   | <b>HOURS PER WEEK:</b> 20 Hrs   |
| <b>Probation Period:</b> 2 months  | <b>STANDARD WORKING HOURS:</b><br>08:30-17:30 (one hr unpaid lunch)<br>2.5 days per week<br><br><b>(This is an onsite role)</b> |
| <b>Notice Period:</b> 2 months   | <b>START DATE:</b><br>TBC   |
| <b>Holiday Entitlement:</b> 25 days & Bank Holidays  | <b>END DATE (If applicable):</b> N/A  |
| <b>FIXED TERM or PERMANENT CONTRACT:</b> Permanent   |   |
| <b>IMMEDIATE LINE MANAGER:</b> Director of Learning, Quality & Standards   |   |
| <b>DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER:</b><br><br>None   |   |
| <b>JOB PURPOSE:</b><br><br>The postholder will join a team which has responsibility for delivering the Academy's vision for quality assurance, enhancement, and new course development. As a member of Quality and Standards team, the postholder will have specific responsibility to the institution's UK training provision, as well as contributing to wider academic quality assurance and enhancement across the Academy.<br><br>The postholder will support cross-team working with members of the wider academic team and relevant Professional Service Departments, keeping abreast of the evolving external quality assurance and compliance landscape, through horizon- scanning and sector benchmarking.<br><br>The role will require the adoption of best practice approaches, systems, and structures in order to ensure that the Academy is compliant with external quality assurance requirements and other relevant regulatory frameworks in all areas of its taught provision. |   |
| <b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b><br><br>The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder:  |   |

- Monitor and support quality assurance processes for FE bootcamps and short courses, ensuring they meet regulatory, funding, and internal quality standards.
- Assist with the design, implementation, and review of quality assurance frameworks and continuous improvement plans.
- Prepare and support documentation and evidence for Ofsted inspections, funding audits, and other regulatory reviews.
- Support staff in maintaining high-quality teaching and assessment practices through training, coaching, and guidance.
- Oversee the analysis of learner outcomes, feedback, and other performance indicators to inform quality enhancement strategies.
- Produce performance reports as required by the internal committees and senior leadership team
- Collaborate with curriculum teams to ensure effective planning, delivery, and review of learning programmes.
- Support the Director of Learning, Quality and Standards with monitoring and reporting on HE quality processes, including internal and external reviews, academic board reporting, and policy development.
- Contribute to the development and implementation of institutional policies, procedures, and quality handbooks.
- Maintain up-to-date knowledge of FE and HE quality frameworks and sector expectations.

To undertake other such duties that may be required from time to time by the Academy as commensurate with the grade of the post.

The Academy actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development. Training and development is primarily focused as developing you in your present role.

## **SPECIAL REQUIREMENTS**

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Production Park Ltd.'s Health and safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms. This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

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| Academy of Live Technology Ltd  |           | Person Specification   |   |
| Post Title: Quality Officer   |           | Reference: ALT 2025-05 |   |
| Area of Work: Quality & Standards team  |           |                        |   |
| Attributes  | Essential | Desirable              | Assessed at Application(A) or interview (I) |
| Knowledge   |           |                        |   |
| <ul style="list-style-type: none"><li>Proven experience in quality assurance within <b>FE education</b>, particularly in relation to publicly funded bootcamps or similar short course models.</li></ul>                    | X         |                        | (A, I)                                      |
| <ul style="list-style-type: none"><li>Strong knowledge of <b>Ofsted inspection frameworks</b>, quality standards, and audit requirements.</li></ul>   | X         |                        | (A, I)                                      |
| <ul style="list-style-type: none"><li>Understanding of HE quality assurance processes and requirements.</li></ul>   |           | X                      | (A, I)                                      |
| Organisational and personal skills  |           |                        |   |
| <ul style="list-style-type: none"><li>Excellent management skills.</li></ul>  | X         |                        | (A, I)                                      |
| <ul style="list-style-type: none"><li>Ability to manage effective collaborative working relationships at a range of levels within the Academic Team and more broadly between departments.</li></ul>                         | X         |                        | (A, I)                                      |
| <ul style="list-style-type: none"><li>Strong inter-personal, negotiation and persuasion skills.</li></ul>   | X         |                        | (A, I)                                      |
| <ul style="list-style-type: none"><li>Ability to work flexibly and work effectively both independently and collaboratively as part of a team.</li></ul>   | X         |                        | (A, I)                                      |
| Qualifications/Certifications   |           |                        |   |
| <ul style="list-style-type: none"><li>Level 6 qualification or above (e.g. Bachelor's degree) – ideally in Education, Quality Management, or a relevant subject area.</li></ul>   |           | X                      | (A)   |
| <ul style="list-style-type: none"><li><b>Teaching qualification</b> (e.g. PGCE, CertEd, Level 5 Diploma in Education and Training) – or equivalent teaching/training experience in FE or HE.</li></ul>                      |           | X                      | (A)   |
| <ul style="list-style-type: none"><li><b>Quality assurance qualification or training</b> – such as internal quality assurance (IQA) or assessor awards (e.g. TAQA), or equivalent CPD related to quality systems.</li></ul> |           | X                      | (A)   |
| <ul style="list-style-type: none"><li>Evidence of continued professional development (CPD) in education quality, regulatory compliance, or curriculum development.</li></ul>  | X         |                        | (A)   |
| Experience  |           |                        |   |

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| <ul style="list-style-type: none"> <li>Experience working within a <b>small or specialist institution</b>, ideally in a creative or technical education environment.</li> </ul> |   | X | (A, I) |
| <ul style="list-style-type: none"> <li>Demonstratable experience of the management and implementation of monitoring and evaluation strategies</li> </ul>                        | X |   | (A, I) |
| <ul style="list-style-type: none"> <li>Experience of working with awarding organisations and external quality assurance bodies.</li> </ul>                                      |   | X | (A, I) |
| <ul style="list-style-type: none"> <li>Experience of facilitating academic change within quality assurance frameworks</li> </ul>  | X |   | (A, I) |
| <ul style="list-style-type: none"> <li>Experience of Periodic curriculum reviews and validation events.</li> </ul>  | X |   | (A, I) |

### Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.