

Blackburne House Group

Head of Quality & Compliance Vacancy Pack



BLACKBURNE
HOUSE

Welcome

Thank you for your interest in applying for the role of Head of Quality and Compliance at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation.

For More Information about the Role

If you require further information about this role, please email angelamckenna@blackburnehouse.co.uk to arrange a discussion.

Applications Procedure

Completed applications and monitoring forms should be returned to Angela McKenna, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively **email** your completed application and monitoring form to angelamckenna@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process

Deadline for Applications

5pm, Friday 8th July 2022.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training, and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30-place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

Blackburne House is a Liverpool based social enterprise that supports the development and education of local and often vulnerable women. Our Head of Quality and Compliance Manager will have the skills to secure continuous improvements to our education provision to ensure we provide our learners with an inspirational learning experience.

They will lead the team to evaluate and develop the quality of education across our provision ensuring we are always compliant with external regulators including OFSTED, Awarding Organisations, The Liverpool City Region Combined Authority and ESFA.

Our Head of Quality and Compliance will work as part of our management team supporting the vision and values of educating and upskilling women through Inspiration, Transformation, Equality, Independence, and Social Values.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from ethnic minorities, disabled people and LGBTQIA+ people.

We believe the position you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and a satisfactory enhanced disclosure is required which will include a children's and/or adults' barred list before you commence employment. The position you are applying for may involve engaging in regulated activity with children and/or vulnerable adults and it is a criminal offence to apply for this role if you are barred from working with children and/or vulnerable adults. If you are invited to interview, you will be required to declare all unspent convictions and conditional cautions, and all spent convictions and adult cautions (simple or conditional) that are not 'protected' (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020) You will be required to provide the necessary identification documents at interview to enable the DBS

check to be completed before you commence employment. These identification documents may be different to those required to confirm your right to work in the UK.

About You



We are looking for someone who is fully conversant with Ofsted Inspection Framework 2019, ensuring these standards are fully embedded within all delivery and programme development. You must have quality management experience including leading and supporting staff and leadership teams on Ofsted preparation, quality assurance process and regulatory/awarding body requirements.

We're looking to welcome someone into our team that shares our [Values](#) and is able to form positive relationships and work with openness and integrity. During any employment with Blackburne House, you will be expected to conduct yourself in a manner appropriate to the professional image of the Institution. You will be expected to provide a prompt and efficient service and to maintain appropriate standards of professionalism and of personal appearance at all times.

Job Description

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| Post: | Head of Quality and Compliance |
| Salary: | Up to £40,000 |
| Responsible to: | Director of Education |
| Direct Reports: | IQAs, Compliance Team, MIS Officer |
| Responsible for: | Leading the team to evaluate and develop the quality of education across our provision ensuring we are always compliant with external regulators including OFSTED, Awarding Organisations, The Liverpool City Region Combined Authority and ESFA. |
| Location: | This post will be based at Blackburne House, Liverpool |
| Flexibility: | Willingness to adapt working hours to suit the needs of the organisation. This may involve occasional evening weekend work. |

Main Tasks

- To provide inspirational leadership by collaborating with the Director of Education to implement a clear vision for the development of educational programmes within the organisation.
- To line manage the Internal Quality Assurance and Compliance Teams reviewing performance and wellbeing during 1-1s and appraisals and provide personal development opportunities.
- To ensure Blackburne House always meets the requirements of external regulators including Awarding Organisations, OFSTED, the ESFA and LCRCA. Ensure statutory data validation processes and returns take place within the timeframes set out by external bodies.
- To lead, manage and review systems to ensure the effective collection and analysis of learner information and the timely completion of all funding agency returns ensuring data complies with funding rules and regulations and highlighting any implications of any changes to these regulations.
- To keep up to date with best practices relating to teaching, learning and assessment, implementing policies linked to the quality of education and compliance.
- To lead on the self-assessment and the improvement planning processes across the provision aligned with the Education Inspection Framework.
- To complete face to face and remote observations of teaching and learning, providing developmental verbal and written feedback and clear action plans ensuring the continuous improvement of learning.
- Contribute to the implementation of Blackburne House's safeguarding and Prevent agenda.
- Responsible for the attainment and retention of Quality Awards including Direct Claims Status and Matrix Standard.
- Produce and monitor reports including KPIs, contracts and budget performance.

- To provide clear, accurate, and regular Management Information reports to inform strategic planning and to assist in operational decision-making.
- Perform any other duties which may be required from time to time, and which are commensurate with the post.

Person Specification

Qualifications

- A full teaching qualification
- Level 2 qualification in Literacy and Numeracy or above

Skills and Experience

- To be fully conversant with Ofsted Education Inspection Framework 2019 ensuring these standards are fully embedded with all delivery and programme development.
- Full teaching qualification (PGCE, DTLLS, Cert Ed or equivalent)
- Experience in managing a team or working in a similar role.
- Evidence of providing innovative training to support teaching and learning professional development.
- Experience in leading quality assurance and quality improvement activities.
- Experience in working with Awarding Organisations.
- Experience in leading face to face and remote observations and making judgments in line with the standards identified in the current Education Inspection Framework.
- Knowledge of current thinking regarding effective pedagogy, best practices and teaching and learning research and the impact of these on the quality of learning.
- Experience in coaching and mentoring individuals to improve standards.
- Experience in ensuring funding compliance within an organisation.
- V1 or alternative recognised internal quality assurance qualification.
- Minimum of 3 years teaching experience
- 3 years of management and performance management experience
- Quality management experience including leading & supporting staff and leadership teams on Ofsted preparation, Quality Assurance process & regulatory/awarding body requirements
- Relevant vocational experience in Education in compliance and/ or quality role
- Proficient in a range of MS packages and experience working with Data Management Systems
- Proficiency in managing the quality of students' learning including all aspects of planning, delivery, and assessment
- Experience in funding rules and compliance, including the process of validating and submitting ILRs
- Ability to develop, implement and drive quality processes
- Ability to evaluate self and course performance and willingness to implement necessary adjustments
- Knowledge of trends and developments in the Further Education sector

Behaviours

- A readiness to be flexible, setting high expectations of yourself and others within your team
- To communicate effectively to colleagues and learners
- Ability to relate professionally to students and staff of all ages, backgrounds and ability

- Ability to self-motivate, work under pressure and act as a team player, whilst working to tight deadlines