

Reports to:	Vice Principal
Hours:	08.30 – 16.30 (52 weeks per year)
Type:	37.5 hours per week – permanent
Salary:	£38k-£40k (dependant on experience)
Closing date:	July 2020

APPLICATION IS BY APPLICATION FORM ONLY – applications should be sent to emilylang@landmarks.ac.uk

To apply visit: <https://www.landmarks.ac.uk/jobs/>

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a “real-life” hospitality and catering facility in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners' home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- Management and implementation of the College Quality Policy and Procedure, this includes the Quality Calendar
- Manage and implement the annual College SAR process with the Senior Leadership Team (SLT)
- Management monitoring and reporting of learner's progress and achievements
- Coordination of external national awards to ensure College KPIs are set and achieved
- Review and development of initial, formative and summative assessment processes
- Implement formal validation processes for internal achievements and external awards
- Support the SLT with the implementation of the College Quality Improvement Plan
- Implement quality improvement and best practice initiatives across the college
- Ensure regular reports of all quality matters to the SLT
- To lead staff development sessions in self-assessment, analysis of evidence and data. Best practice workshops, preparations for regulatory inspection, EIF and other appropriate improvements training to prepare staff for the Ofsted model
- With the SLT develop a strategy for Quality of Education in College
- Lead the curriculum, support managers, teachers, support staff and therapists on the use of success, retention and achievement data
- Monitor all college plans to include the QIP, college strategic plan and curriculum development plans
- Promote the high quality and excellence of the College by identifying and achieving external quality awards and kite marks
- To be the nominated quality link and responsible signatory with overall examining bodies
- Set targets and monitor the college performance in standards of compliance, compliments and complaints
- Maintain a high level of professional up dating on quality matters and regulatory requirements. Liaise and network to bench mark the college and its performance
- Take responsibility for the implementation of all questionnaires and feedback surveys on all services across the College. Ensure learners, parents and stakeholder feedback is a priority.

Other

- Promote equality of access to education, training and employment opportunities for learners and advocate a positive attitude
- Maintain and further develop the Colleges specialism in Employability
- Support HR to develop annual training plans for tutors and LSAs
- Monitor and report on the impact of training and development for the quality of education offered

- Support and Mentor trainee tutors to be successful in their roles
- Act as Nominee at inspection
- Lead and develop the Quality Assurance and Improvement Committees
- Lead and manage all Internal and External verification processes for all qualifications
- Line manage staff as directed
- Meet Landmarks Management Standards

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Level 2 Maths and English (willingness to work towards); ▪ Qualified teacher. ▪ Qualification or recent staff development in QA processes 	<ul style="list-style-type: none"> ▪ Bachelor's degree in relevant discipline; ▪ Qualification in staff development / counselling
Experience	<ul style="list-style-type: none"> ▪ Experience of working successfully within a QA role is FE. ▪ Experience of Ofsted regulatory inspections ▪ Experience of working in an FE or adult Education provision at a management level ▪ Experience of working on an established MIS system ▪ Experience of implementing of a QA cycle ▪ Experience of setting, maintaining and improvement standards in FE 	<ul style="list-style-type: none"> ▪ Experience of QA management in an ISC

	<ul style="list-style-type: none"> ▪ Delivering training to staff teams to improve performance. 	
Skills	<ul style="list-style-type: none"> ▪ Excellent communication and teaching skills ▪ Good analytical skills ▪ Effective audit, moderation and review skills ▪ Liaison and communicate effectively with others; ▪ Demonstrate outstanding organisational skills; ▪ Excellent technology skills ▪ Excellent knowledge and understanding of the Ofsted EIF. ▪ Skilled in making effective judgements and using evaluative language. ▪ Research and development skills 	
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of implementing best practice strategies across the college ▪ Ofsted's Education Inspection Framework ▪ Use of data and KPIs ▪ Standards of compliance in an ISC ▪ SEND Code of Practice 	<ul style="list-style-type: none"> ▪ Knowledge and experience of SEND FE teaching methods ▪ Knowledge of SEND FE curriculum

	<ul style="list-style-type: none"> ▪ Personalised learning and target setting ▪ Quality of Education and outstanding practice. ▪ Knowledge of Quality networks ▪ Equal opportunities; ▪ Safeguarding; ▪ Prevent (Radicalisation & Extremism); ▪ Support for learning 	
<p>Personal Attributes</p>	<ul style="list-style-type: none"> ▪ Flexibility is essential to enable Landmarks to meet the needs of our learners. ▪ enthusiastic and self-motivated ▪ can do attitude ▪ Great sense of humour ▪ Confident and composed ▪ resilient and manages pressure well. ▪ Team player ▪ highly professional 	

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52-week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks, please contact a member of HR – 01246 433788.

