

Group Member:		Luminate Group Services	
Job Title:		Programme Manager - Quality Standards	
Reports to:		Deputy Director Quality Standards	
Job Grade	T4	Department	Quality of Education

ROLE SUMMARY:

The Programme Manager Quality Standards will play a pivotal role in ensuring the delivery of high-quality education and training provision across Luminate Education Group. Working with the Deputy Director of Quality Standards, the role will be responsible for overseeing the development, implementation, and continuous improvement of quality to meet regulatory requirements, awarding body standards, and national rates.

Working collaboratively with curriculum teams, support services, and awarding organisations, the Programme Manager will drive initiatives that enhance assessment, feedback and learner outcomes.

The role will also provide guidance, training, and support to managers, teachers and assessors to embed best practice.

SPECIFIC ROLE RESPONSIBILITIES:

1. To work collaboratively with the Deputy Director Quality Standards and Manager for Data and Performance.
2. To work with the Deputy Director Quality Standards to inform, support and quality assure action plans for improvement, measuring their impact as part of the quality improvement plan (QIP) and to inform quality assurance processes for resources, assessment and training that are developed for staff and learners.
3. To support Quality Performance Review processes, monitor progress towards actions identified and signposting and /or facilitating targeted and intensive support for any area that has been identified as requiring additional intervention.
4. To support the Deputy Director Quality Standards with the creation and review of quality policies and procedures that are fit for purpose; in line with best practice, sector developments, external standards and requirements.
5. To manage the day-to-day course and apprenticeship review processes.
6. Participate in quality assurance and review activities, such as Quality Performance Review, Quality Monitoring, lesson visits, learning walks and learner voice.
7. Ability to participate in evening/weekend work as required.

CORE RESPONSIBILITIES:

1. To support the Deputy Director of Quality Standards in aspiring to excellence across the organisation and improving the overall quality of the learner experience.
2. To support the Deputy Director of Quality, providing advice and support to colleagues across the group, in compiling robust evidence and developing effective improvement actions to drive up standards across the group.
3. To oversee the work of Classroom based and Apprenticeship delivery teams, to ensure quality standards and outcomes improve consistently and that there is compliance and standardisation with awarding body requirements.
4. To have oversight of effective programme design, including the audit of Schemes of Learning and coordinate course approval processes.
5. To work with the Deputy Director of Quality Standards to monitor and analyse performance data and ensure the effective application of the Quality Cycle and improvement processes.
6. Manage and coordinate strategies to achieve high retention, attendance, pass rates, achievement, and high-grade outcomes for targeted courses.
7. To keep up to date with current and national developments and support the development of staff skills through the design and delivery of training, mentoring and professional learning activities.
8. Engaging curriculum managers and teams to identify opportunities for innovation and the sharing of best practice.
9. Any other duties that are specific to the department.
10. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Job Title:	Programme Manager Quality Standards
-------------------	-------------------------------------

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above.	A / C
D	Q2. Educated to degree level	A / C
E	Q2. Level 5 teaching or other education related qualification.	A / C
E	Q3. Assessor and IQA qualifications	A / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education sector.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience within the FE sector and of managing quality and contributing to the Ofsted inspection process	A / I

E	EK2. Experience of analysing data sets to make recommendations for performance or process improvement	A / I / T
E	EK3. Substantial experience of undertaking assessment, internal verification and moderation activities	A / I / T
E	EK4. A proven track record of raising standards and improving performance e.g. attendance, retention, achievement, pass, value added, progression	A / I
E	EK4. Experience of supporting and developing staff through the identification and sharing of good practice	A / I
E	EK5. Experience of developing positive working professional relationships with a wide range of stakeholders, particularly at curriculum level	A / I
E	EK6. Knowledge of current external drivers around curriculum and qualification reform	A / I
E	EK7. Experience of line management and the development of people and their performance	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work effectively with awarding organisations, evidencing excellence in assessment and verification	A / I
E	SC2. Ability to gather and interpret quantitative and qualitative data to monitor, review and report on impact and progress, including your own	A / I / T
E	SC3. Proven ability in setting targets, monitoring and reviewing outcomes	A / I
E	SC4. Ability to project manage and coordinate tasks	A / I
E	SC5. Ability to lead activities in the development and delivery of strategies to improve retention,	A / I

	achievement, pass and attendance rates for groups of learners	
E	SC6. Ability to utilise coaching and mentoring skills	A / I
E	SC7. Effective management skills to ensure high performance from a range of individuals	A / I
E	SC8. Excellent verbal /written communication and interpersonal skills	A / I / T
E	SC5. Ability to provide productive insight into the review process and development of identified courses	A / I
E	SC9. Excellent organisational skills, to ensure deadlines are met and progress in achieving results from team members and stakeholders.	A / I
E	SC10. Ability to make sense of complex issues, identify and solve problems with a 'can do' attitude	A / I / T

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I