

Job Description	
Job Title	Quality and Teaching Manager
Main Purpose	To drive quality assurance and improvement within teaching, learning and assessment processes across all aspects of the College's provision.
Line Manager	Head of Quality and Teaching
Date Job Description Agreed	13 th May 2026
Salary	Fixed Point 39

MAIN DUTIES
<p>Job role:</p> <p>a) To support the implementation of the College's 'Teaching Learning and Assessment Policy,' coordinating activities to ensure that the policy is implemented effectively by undertaking:</p> <ul style="list-style-type: none"> • Quality Assurance and Quality Improvement activities • Learning Visits • Staff training • Learner Voice Activity. <p>b) To support the Head of Quality and Teaching to drive the implementation of the College's Quality Plan coordinating activities to ensure that the policy is implemented effectively.</p> <p>c) To support the Head of Quality and Teaching in coordinating the College's professional development activities, to support continuous personal and pedagogical development and growth.</p> <p>c) To support the Head of Quality and Teaching to implement the Teaching, Learning, and Quality Year Plan and the range of activities involved within this:</p> <ul style="list-style-type: none"> • Deep Dive activities to provide an assessment of the quality of education and supporting the development of quality improvement plans • Implement Learning Visits across the whole college provision • Planning for and delivering Professional Development <p>d) Co-ordinate both internal and external quality assurance activities to ensure compliance with cross college and Awarding Organisation policies and procedures.</p> <p>e) To facilitate all initial teaching and learning induction sessions and subsequent professional development training plans.</p> <p>f) To monitor best practice in the sector and to keep up to date with professional standards in the sector, including the work of the Education and Training Foundation and the Ofsted inspection regime.</p>

Corporate Leadership Accountabilities:

- a) Make a significant contribution to the overall leadership and management of Derwentside College;
- b) Represent the College within the areas of responsibility in the absence of your line manager;
- c) Promote the College's core values, including its mission and vision, embodying the College's leadership principles;
- d) Uphold high standards of professional conduct and practice;
- e) Promote safeguarding, Prevent and the fundamental British Values;
- f) Seek to develop co-operative working relationships to support continuous improvement;
- g) Keep up-to-date with the major developments relevant to the post;
- h) Use those IT packages and systems available for the rapid and efficient completion of work tasks;
- i) Implement and monitor health and safety standards and procedures within the post-holder's area of accountability in order to secure compliance with statutory requirements, HSE recommendations, and the College's health and safety policy;
- j) Demonstrate commitment to the principles of equality of opportunity and treatment, taking appropriate action in order to secure compliance with statutory requirements and the College's equal opportunities policies;
- k) Meet agreed personal performance targets;
- l) Participate in staff training and undertake appropriate personal professional development;
- m) Attend (and, where appropriate, chair) working parties, task groups and team meetings, as directed;

Undertaking such other duties commensurate with the grade of the post as may reasonably be required.

Person Specification

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • a teaching qualification 	<ul style="list-style-type: none"> • a degree or equivalent relevant professional qualification
Experience	<ul style="list-style-type: none"> • of observing teaching, training and assessment in the workplace • of the assessment and internal quality assurance process • of employment in a college or work-based training for a minimum of 3 years • of the achievement of personal/team targets within a demanding work environment • of Ofsted inspection 	<ul style="list-style-type: none"> • of organising staff development

<p>Skills and abilities</p>	<ul style="list-style-type: none"> • to develop effective professional relationships with a wide range of college partners, employers and colleagues within the college • to communicate clearly, concisely and effectively (both orally and in writing) • to analyse information (numeric and written) – identifying trends and pinpointing inconsistencies • to keep accurate and accessible records • to work on own initiative • to use IT applications/packages/ systems 	
<p>Knowledge and understanding</p>	<ul style="list-style-type: none"> • of FE provision including classroom based and work-based programmes • of the Ofsted inspection framework • of effective quality standards and systems • of effective strategies for improving teaching, learning and assessment 	
<p>Personal qualities</p>	<ul style="list-style-type: none"> • a practical, resourceful and imaginative response to problem solving • a logical and methodical approach • a customer-focused outlook • a professional, friendly yet robust manner • a determination to succeed • personal presence • energy, drive and self-reliance • integrity and independence of mind 	
<p>Other requirements</p>	<ul style="list-style-type: none"> • demonstrable commitment to equal opportunities and diversity, and to the safeguarding of young and/or vulnerable service users • evidence of successful and relevant continuing professional development • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility) 	