**National Quality Assurance Manager**

**Introduction**

Thank you for your interest in the above role. This document does not form part of the terms and conditions, but aims to give you more information about the role, its context and an outline of the work you could be involved in.

**Background to the National Resource Centre for Supplementary Education**

The national headquarters of the National Resource Centre for Supplementary Education is based at Resource for London, Holloway and is operationally divided into three directorates.

Executive Director

Marketing and delivery

Finance and administration

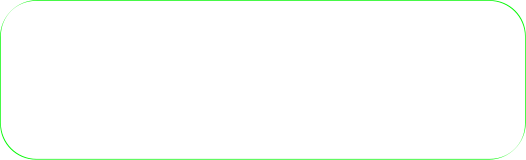
Board of Trustees

Quality Development

National Advisory Group

**Organisational chart**

The National Quality Assurance Manager is responsible for the Quality Development Team



Regional Development Manager (North)

Regional Development Manager (London)

Regional Development Manager

(W Mids/ SW)

Regional Development Manager

(North East)

Regional Development Manager

(E Mids/East)

National Quality

Assurance Manager

Quality Development Advisor

(JLC area)

Volunteer QF Mentors

(EFF Project)

Statutory/Voluntary Sector Mentors

(pro bono)

**Outline of role**

Providing a focal point for the NRCSE’s Quality Framework, this post is key to growing the NRCSE’s delivery of a national, tailored, quality assurance scheme for the supplementary education sector that responds to contemporary requirements of both community and statutory sector agencies and ensures safe and effective delivery of educational activities for children and young people. You will be working with community, voluntary and statutory sector staff at senior levels, and recruiting and managing volunteers.

An enthusiastic and skilled manager with proven experience of managing both home and office based staff and external partners, you will also have thorough understanding of the challenges facing a wide range of communities (including rural, urban and BME), you must also be able to work flexibly, including frequent travel and evening/weekend work. Outstanding interpersonal skills are essential.



Job Description

|  |  |
| --- | --- |
| Post Title: | National Quality Assurance Manager |
| Key Purpose: | 1. To manage the NRCSE’s Quality Framework (QF) for Supplementary Schools including:    * assuring consistency of the QF across England through management of the mentor accreditation, moderation and revalidation processes;    * developing training and information programmes;    * responsibility for the overall credibility and promotion of the Quality Framework. |
| Responsible to: | You will be line managed by the National Resource Centre for Supplementary Education’s Executive Director.  You will also provide reports to an Advisory Group |
| Responsible for: | NRCSE’s Regional Development Managers and Quality Development Advisers |
| Salary:  Disclosure & barring requirement: | £14,400 (pro rata £36,000) per annum + benefits  Yes - enhanced |
| Contract: | Part-time post – 2 days (14.4 hrs) per week.  The work is office based but will require occasional weekend working. |

### Major Objectives

*To manage the NRCSE Quality Framework for Supplementary Schools*

1. To manage the development and effective delivery of NRCSE’s supplementary school quality assurance framework, and associated training programmes, support initiatives and policies enhancing NRCSE strategies to assist supplementary and mother tongue schools nationally.
2. To perform internal and external audits ensuring successful corrective and preventative outcomes. In this role, you will be expected to develop and maintain effective QA systems and contribute at a senior level to process development. The NQA Manager will also be expected to provide leadership with potential regulatory inspections and audits.
3. To line manage all members of the NRCSE Quality Assurance team, including Regional Development Managers and Quality Development Adviser(s)
4. To develop and manage strong and vibrant regional and national training programmes for Quality Framework mentors based on the previous success of work carried out over a number of years both regionally and nationally on behalf of the NRCSE.
5. To manage, in collaboration with relevant NRCSE staff, NRCSE’s quality assurance training activities across all regions, by staff, pro-bono and volunteer mentors. In collaboration with relevant NRCSE staff, to ensure the Quality Framework is embedded in to all NRCSE training; and ensuring consistency, quality and contract delivery for a variety of audiences including supplementary schools coordinators, volunteers, school staff and local authority officers. You will work closely with other NRCSE staff and consultants involved in the delivery of training courses.
6. To facilitate the development and writing of operational and quality assurance procedures and reports and accredit additional elements of existing programmes to support the future direction of work NRCSE in collaboration with other relevant organisational staff.
7. To manage, in collaboration with relevant NRCSE staff, the existing online self-assessment tools, and further develop on-line support for NRCSE subscribers and accredited mentors.
8. To facilitate the dissemination of the Quality Framework and training packages for, and in conjunction with, members of the NRCSE team, consultants and other practitioners. This will include responsibility for the accuracy of Quality Framework and training information and materials on the NRCSE website.
9. To oversee the recruitment, training and contract arrangements for regional training delivery whether by NRCSE staff or consultants.
10. To identify funding opportunities for the expansion of the Quality Framework and, in collaboration with the Executive Director, prepare funding applications and bids.
11. The post-holder will, as required, contribute to NRCSE’s materials/resources /publications/newsletters/website.
12. To be aware of, and adhere to, the provisions of Health & Safety, as detailed in the Health & Safety procedures, in particular those relating to lone workers.
13. To uphold and reflect NRCSE's values and policies in respect of equality and diversity in all you do and say.
14. Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the role.

# Person Specification

Essentials

|  |  |
| --- | --- |
| Professional Expertise | Assessment |
| 1. Understanding and appreciation of issues and developments around both children’s learning within BME and disadvantaged communities, and supplementary education in the UK. | A, I, E |
| 1. Understanding of quality assurance within educational settings. | A, I, E |
| 1. Ability to support capacity development and quality assurance within BME and disadvantaged communities. | A, I |
| 1. Ability to work effectively and successfully at a high level with education professionals. | A, I |
| 1. Knowledge of the National Curriculum and current educational practice. | A,I |
| 1. Experience of delivering training to adults | A, I, E |
| 1. Experience of managing staff – both home and office based | A, I, E |
| 1. Demonstrate an awareness of barriers to learning | A,I |
| 1. Understanding of the management and operation of voluntary organisations in an inner city environment | A,I |
| General Management, Funding, Fundraising & Development |  |
| 1. Ability to lead a team through influence and consensus. | A, I |
| 1. Ability to think and work strategically, both individually and as a member of a team or partnership, and to generate a compelling vision for the work that your team delivers |  |
| 1. Ability to manage & maintain a budget. | A, I |
| 1. Experience of fundraising | A, I |
| 1. Experience of project design, development & delivery including monitoring and evaluation. | A, I |
| 1. Excellent organisational and administrative skills including ability to prioritise workload & to work under pressure. | A, I |
| 1. Experience of supporting projects when collecting monitoring and evaluation information to demonstrate impact | A,I |
| Communications, Values |  |
| 1. Excellent communication skills including ability to engage with, listen to and persuade a wide range of individuals and organisations (on the telephone, in meetings, making presentations etc) and well developed formal writing skills (for letters, reports, bids etc). | A, I, E |
| 1. Ability to build and lead a team, to generate good will and commitment. |  |
| 1. Good IT skills including MS Word & Excel and use of email and the Internet (MS PowerPoint & database experience an advantage). | A, E |
| 1. Ability to maintain & further develop a network of contacts within a broad range of organisations | A, I |
| 1. Ability to generate good will and commitment among those with whom you work | A, I |
| 1. Understanding of and commitment to diversity and equal opportunities. | A, I, E |
| 1. Enthusiasm for and commitment to NRCSE’s values. | A, I |
| Personal |  |
| 1. Able to operate from home based office accepting the constraints this places on personal/family life. | A, I |
| 1. Evidence of continuous professional development. | A, I |
| 1. Self-starting - must be pro-active and flexible. | A, I |
| 1. Be able to work flexible hours, including occasional weekend working. | A,I |
| 1. Successful completion of a Disclosure and Barring check. | Post interview process |

Desirables

* 2 years’ experience of working in the compulsory education sector

Experience of working in the voluntary sector in particular with BME groups.

Key to Assessment

A = Application Form

I = Interview

E = Exercise or Presentation

**Summary of Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title:** | National Quality Assurance Manager |
| **Contract:** | Temporary to March 2018 |
| **Start Date:** | As soon as possible |
| **Location:** | NRCSE, Resource for London, 356 Holloway Road, London N7 6PA |
| **Salary:** | £14,400 (pro rata full-time salary of £36,000 per annum) for the duration of this contract |
| **Hours:** | 14.4 hours per week with one unpaid hour for lunch each day, occasional out of hours working, overnight stays and some travel for which notice will be given. |
| **Annual Leave** | 11 days per annum (inclusive of any bank holidays) |
| **Probation:** | There is a standard probationary period of 6 months. |
| **Pension:** | After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the NRCSE group pension scheme with Scottish Widows. Employer contribution 3%, minimum employee contribution 3%. |

  
APPLICATION FORM

**Please complete *all* sections of the application form, by typing or in your own handwriting using black ink. Shaded sections are for NRCSE’s use only. Pages 1-3 & the Equal Opportunities Monitoring Form will be detached prior to short-listing.**

|  |  |
| --- | --- |
| **Post Applied For:** | Quality assurance and training manager |
| **Closing Date:** | 5pm, Tuesday 23rd August |
| **Interview Date** (*for those short-listed*): | Week beginning 5th September |

**1. YOUR DETAILS**

|  |  |
| --- | --- |
| **Last Name** |  |
| **First Names** |  |
| **Address**  **Post code** |  |
| **Telephone (day)** |  |
| **Telephone (evening)** |  |
| **Email address** |  |
| **National Insurance Number** |  |
| **If currently employed, what period of notice are you required to give?** |  |

**2. REFEREES**

Please provide details of two referees whom we may approach regarding your application. They should be able to comment on your experience and suitability for the post in question. One of your referees should be your current or most recent employer. You must not be related to either referee.

|  |  |
| --- | --- |
| **First Referee’s Name (***should be your current or most recent employer***)** |  |
| **Job Title** |  |
| **Organisation Name** |  |
| **Address**  **Post code** |  |
| **Tel** |  |
| **Email address** |  |
| **If shortlisted may we obtain a reference prior to interview?** | Yes / No (*please delete as applicable*) |
|  |  |
| **Second Referee’s Name** |  |
| **Job Title** |  |
| **Organisation Name** |  |
| **Address** |  |
| **Tel** |  |
| **Email** |  |
| **In what capacity are you known to the referee?** |  |

**3. HEALTH & DISABILITY**

NRCSE will make every effort to accommodate suitable experienced people with disabilities. You may wish to contact us to discuss this further if selected for interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any illness or disability that may affect your working ability?** | **Yes** |  | **No** |  |
| **If yes please state:** |  | | | |
| **Number of days sick in last 2 years** |  | | | |
| **No. of sickness episodes this represents** |  | | | |

1. **ASYLUM AND IMMIGRATION ACT 1996**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you require permission to work in the UK? | **Yes** |  |  | **No** |  |
| If “Yes”, please state the permission you have to work in the UK (e.g. visa type and visa expiry date) |  | | | | |

1. **DISCLOSURE OF CRIMINAL CONVICTIONS**

The aim of the Rehabilitation of Offenders Act 1974 is to ensure that individuals who have been convicted of a criminal offence were not permanently disadvantaged in the job market. In essence individuals were to be given another chance. However there are certain conditions on the offences committed outlined as follows:

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance on DBS eligibility and filtering of cautions and convictions can be found at:

* <http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf>
* <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

It is a criminal offence to apply for a position working with children if you are excluded from doing so. For some posts, NRCSE may also make checks through the Disclosure and Barring Service.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been convicted of any criminal offences including spent convictions? | **Yes** |  | **No** |  |
| If yes please give details in a separate envelope including the nature of the offence and sentence imposed: | | | | |

**6. DISCLOSURE OF INTERESTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a close relationship (eg. partner, child, sibling, parent) with any NRCSE staff or trustees? | **Yes** |  | **No** |  |
| If so please state who and what relationship: |  | | | |

**7. DECLARATION**

**The information that I have supplied in this application form is to the best of my knowledge true and correct. I understand that any false statement regarding my qualifications and/or experience will result in disqualification or termination of contract.**

**Signed:**

**Name:**

**Post Applied For:**

**Date:**

**Where did you see this job advertised? :**

Please return your application to: The Executive Director, NRCSE, Resource for London, 356 Holloway Road, London N7 6PA or email: [admin@nrcse.org.uk](mailto:admin@nrcse.org.uk)

Please complete this form in full supplemented by additional sheets if necessary. **CVs WILL NOT BE ACCEPTED** All personal data supplied to us on this form, which is subsequently processed is subject to the provisions of the Data Protection Act 1998.

***Please note****: If you return this form by e-mail in order to meet the closing date, your signature confirming the above will be required in a postal copy of this page as well.*

**8. EDUCATION AND RELEVANT TRAINING (from secondary school onwards)**

|  |  |  |
| --- | --- | --- |
| **Dates:** | **School / College/ University** | **Course Details & Qualifications Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**9. CURRENT (*or most recent*) EMPLOYMENT**

|  |  |
| --- | --- |
| Dates (Month & Year): | Position (s) held: |
|  |  |
| Salary/Spinal point: | Reason for seeking to leave: |
|  |  |
| Employers Name & Address | Main Duties: |
|  |  |

**10. PREVIOUS EMPLOYMENT (most recent dates first)**

|  |  |
| --- | --- |
| Dates (Month & Year): | Position held: |
|  |  |
| Salary/Spinal point: | Reason for leaving: |
|  |  |
| Employers Name & Address | Main Duties: |
|  |  |
|  |  |
| Dates (Month & Year): | Position held: |
|  |  |
| Salary/Spinal point: | Reason for leaving: |
|  |  |
| Employers Name & Address | Main Duties: |
|  |  |
|  |  |
| Dates (Month & Year): | Position held: |
|  |  |
| Salary/Spinal point: | Reason for leaving: |
|  |  |
| Employers Name & Address | Main Duties: |
|  |  |
|  |  |
| Dates (Month & Year): | Position held: |
|  |  |
| Salary/Spinal point: | Reason for leaving: |
|  |  |
| Employers Name & Address | Main Duties: |
|  |  |

**11. VOLUNTARY WORK/OTHER ACHIEVEMENTS** *(****please list below****):*

**12. STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please read the guidelines provided before completing this section. This section must be completed – CVs are not acceptable. **It is essential that you demonstrate in this section how you meet the Person Specification, including how you have gained the experience and abilities required.** You may if you wish attach a maximum of three continuation sheets.

**Equal Opportunities Monitoring Form – Recruitment**

Please **do not** write your name on this form.

Thank you for taking the time out to fill in this form. We are asking these questions to understand better the composition of our workforce by gender, ethnic origin, age, sexual orientation and faith. This information will help us guide our recruitment strategies.

We can assure you that the information provided will be kept completely confidential.

NRCSE is committed to equal opportunities and has a policy that is supported by a code of practice.

|  |  |
| --- | --- |
| **Please state which post you are applying for** | National Quality Assurance Manager |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Gender** (please tick) & **Year of Birth** | | | | | | | |
| Female |  | Male |  | Other (state if you wish) |  | Year of birth |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disability** | | | | |
| **Do you consider yourself to have a disability? (please tick)** | No |  | Yes |  |
| The Disability discrimination Act defines disability as “a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities” | | | | |

|  |  |
| --- | --- |
| **Ethnic Origin** | |
| Please indicate one of the five categories listed (please tick) then specify as you wish | |
| **Asian** | |  |
| Please specify if you wish | |  |
| **Black** | |  |
| Please specify if you wish | |  |
| **Other** |  |
| Please specify if you wish |  |
| **Mixed** |  |
| Please specify if you wish |  |
| **White** |  |
| Please specify if you wish |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Faith** | | | | | | | |
| Please indicate below how you would describe your faith or tick “none” OR “prefer not to state” | | | | | | | |
|  | | | | | | | |
| None | | |  | | | Prefer not to state |  |
|  |  |  | |  |  | | |
| **Sexual Orientation** | | | | | | | |
| Please indicate how you would describe your sexual orientation or tick “prefer not to state” | | | | | | | |
|  | | | | | | Prefer not to state |  |

By completing this form I understand that I give my consent under the Data Protection Act 1998 for the information contained in this form to be processed in accordance with NRCSE policy for the purposes of equal opportunities monitoring.