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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Excellence & Innovation Support Officer

**Department:** Excellence & Innovation

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of Quality & Teaching Innovation

**Reports:** N/A

**Salary / Scale:** Professional Services Band 8 £27,370.00 - £29,979.00 per annum (dependent on skills and experience)

**Date of Issue:** May 2025

**Organisation Chart:**

Head of Quality & Teaching Innovation

Excellence & Innovation Support Officer

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1. **Aims and Purpose of the Post**
   1. The Excellence & Innovation Support Officer plays a critical role in supporting the Head of Quality and Teaching Innovation in delivering high-quality teaching, learning, and assessment (TLA) improvement initiatives across the institution.
   2. This role is responsible for providing administrative and operational support in key areas such as lesson observations, teaching quality reviews, - Curriculum Staff Conference coordination, assessment compliance, and regulatory reporting.
   3. The postholder will ensure that all quality-related administrative processes run efficiently, and that staff receive timely and effective support in quality assurance, continuous professional development (CPD), and teaching innovation initiatives.
2. **Specific Responsibilities**
   1. **Quality Assurance and Teaching Innovation Support**
      1. Support the Head of Quality and Teaching Innovation in delivering key teaching, learning, and assessment (TLA) improvement initiatives.
      2. Assist in proving any administration support for collating evidence and reports on lesson observations, learning walks, and staff coaching programs.
      3. Maintain and update quality assurance documentation, including self-assessment reports (SAR), Quality Improvement Plans (QIP), and action plans.
      4. Support the administration of any internal or external quality reviews, ensuring all necessary records and evidence are in place.
      5. Assist in the preparation of reports, presentations, and briefing documents for senior leadership, governors, and external regulators.
      6. Serve as the main point of contact for awarding bodies as the Quality Nominee, overseeing quality assurance processes and ensuring compliance with regulatory standards across all programmes.
   2. **Continuous Professional Development (CPD) Coordination**
      1. Support in organising and coordinating Curriculum CPD events, workshops, and training sessions for academic staff.
      2. Manage CPD attendance records and collate feedback on training sessions to inform future staff development initiatives.
      3. Maintain a database of staff CPD participation and compliance with professional development requirements.
      4. Assist in the coordination of Teaching and Learning Conferences, Innovation Hubs, and Best Practice Networks.
   3. **Data Management and Reporting**
      1. Collate and analyse data on teaching quality, lesson observation trends, and student achievement rates.
      2. Generate reports that support quality assurance reviews and teaching excellence initiatives.
      3. Support the monitoring of KPIs related to student outcomes, staff performance, and CPD participation.
      4. Assist in the administration of student feedback surveys and wider stakeholder surveys.
   4. **Assessment and Compliance Support**
      1. Monitor, implement, and communicate updates from awarding organisations to ensure compliance and consistency across centre operations.
      2. Work with the Excellence & Innovation Team to ensure that assessment practices and internal verification (IV) processes meet awarding body requirements.
      3. Oversee and track the course approval process to ensure timely progression through all required stages, maintaining compliance with institutional policies and academic standards.
      4. Manage the process for handling extenuating circumstances, (for FE) ensuring cases are assessed fairly and in accordance with awarding organisations regulations and timelines, while providing appropriate support and guidance to students and staff.
      5. Assist in the coordination of exam board meetings, assessment standardisation sessions, and external quality assurance (EQA) visits.
      6. Support the Head of Quality and Teaching Innovation in maintaining compliance with any inspections/audits (e.g. Ofsted, QAA, ESFA), and awarding body regulations.
   5. **Teaching and Learning Resource Development**
      1. Assist in the creation and distribution of teaching and learning toolkits, digital resources, and best practice guides.
      2. Support the implementation of digital learning initiatives, working closely with the Head of Digital Innovation.
      3. Help develop innovative teaching methodologies and blended learning strategies by supporting research and pilot programs.
   6. **Administrative Support for Quality and Teaching Teams**
      1. Provide general administrative support, including managing calendars, booking meetings, and maintaining key documentation.
      2. Support the administration of the Teaching Innovation Coaches programme, ensuring records of coaching activities are maintained.
      3. Assist in the coordination of cross-college quality improvement projects.
      4. Act as a point of contact for academic staff, providing guidance on quality assurance and teaching innovation processes.
   7. **General Duties**
      1. To ensure College policies and procedures are applied consistently in all areas of work.
      2. To promote and adhere to the College’s Safeguarding Policies and Procedures.
      3. To promote and adhere to the College’s Health & Safety Policies and Procedures.
      4. To manage student conduct in accordance with College policies.
      5. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
      6. The active promotion of and commitment to best practice in equity, diversity & inclusion.
      7. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
      8. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

**POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION**

|  |  |  |
| --- | --- | --- |
| **Person Specification – Excellence & Innovation Support Officer** | | |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Level 3 qualification (A-Level, BTEC, NVQ, or equivalent) or higher in administration, education, or a related field | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| Degree or Level 4 qualification in education, business administration, or a related field |  | X |
| **Experience & knowledge** |  |  |
| Proven experience in academic administration, faculty support, or quality assurance in Further or Higher Education | X |  |
| Strong knowledge of academic quality assurance, assessment procedures, and compliance frameworks |  | X |
| Familiarity with Ofsted, QAA, or ESFA funding requirements |  | X |
| Experience working with lesson observation processes, CPD coordination, and teaching improvement initiatives |  | X |
| Proficiency in using student management systems, VLEs (e.g., Moodle, Canvas), and Microsoft Office (Excel, Word, PowerPoint) | X |  |
| Excellent organisational skills, with the ability to manage multiple tasks and deadlines efficiently | X |  |
| Experience working with data analysis for teaching quality, CPD, or student performance tracking. |  | X |
| Excellent communication skills, capable of liaising with academic staff, external stakeholders, and leadership teams | X |  |
| **Personal Attributes** |  |  |
| Highly organised and detail-oriented, with strong time management skills | X |  |
| Proactive problem solver, with the ability to anticipate administrative needs and find solutions | X |  |
| Data-driven mindset, comfortable working with performance reports and tracking quality improvement initiatives | X |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Excellent written and verbal communication skills | X |  |
| Ability to handle, analyse and interpret data | X |  |
| Ability to maintain confidentiality, especially in handling quality assurance and staff performance-related data | X |  |
| Team player, capable of working independently as well as collaboratively within a fast-paced environment | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.