



PLUMPTON COLLEGE

Teaching, Learning and Quality Administrator	
Reporting to:	Director of Teaching, Learning and Quality
Working Hours:	Part-time 0.5 (18.75), working hours can be flexible
Salary:	£25,077- £28,896
Position Code:	PC S4 points 17 - 22
Annual Leave:	26 electable days, 8 statutory days (pro rata) and up to 5 efficiency closure days at Christmas

Job purpose

The postholder will play a pivotal role in working across college to enhance Teaching, Learning and Quality activities. The administrator role will provide excellent administrative support to the teaching, learning and quality team, dealing with all aspects of quality enhancement, external and internal verification organisation, lesson observations, logistics of Cross-College events such as CPD and Inset Days, distribution of information relevant to curriculum from the Teaching, Learning and Quality Team. All of these activities would be undertaken in a timely manner according to service standards.

The postholder will work to ensure continuous quality assurance, improvement and service excellence to staff, and students (where applicable). To contribute towards achievement and maintenance of relevant quality standards, excellent support and teacher development and continuous College quality improvement.

Duties and Responsibilities of the job

a. To support the implementation and administration of all aspects of the academic cycle in relation to teaching, learning and quality activities.
b. To assist in maintaining and archiving staff CPD records, attendance and lesson observation records as required
c. To support validation and approval processes for new and existing programmes and to support the ongoing robust administration of programmes by working closely with central teams, internally and externally.
d. Develop knowledge of academic standards and to follow College policies and procedures within the TLQ department and to provide pro-active administration of processes to support academic staff.
e. To provide excellent customer service, handling enquiries relating to academic programmes, maintaining in depth knowledge of the different academic regulations and offering advice and guidance to staff and students.
f. To take a supporting role in all aspects of the academic cycle including quality cycle activities, CPD and Initial Teacher Education programmes.

g. To coordinate quality cycle activities, reporting and processes with all funding provision types and departments including HE, Apprenticeships, Full time and Part time study programmes.
h. To provide administrative support and service to relevant TLQ meetings as required, including compiling agendas, generating and circulating papers, taking minutes, collate follow-up actions, and liaising with a range of staff across the College and externally as appropriate.
i. To work collaboratively with external awarding partners to undergo and organise external training and meetings as required.
j. To support the Teacher Development Manager, Quality Manager and Director of TLQ with administrative tasks in relational to the effective day-to-day running of the TLQ office.

Continuous Professional Development

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Other responsibilities and duties

a. To undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Line Manager or a member of SMT.
b. To adhere to appropriate College policies including (but not limited to) safeguarding, equity & diversity, and health and safety.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Administrative experience, working independently, and as a part of a team in a busy office-based environment.
Ability to work effectively in a team, to organise work priorities and to balance the needs of staff and students.
Excellent communication and presentation skills through both written and verbal means.
Good ICT skills, including using databases.
Understanding of, and commitment to equal opportunities.
Ability to work effectively to deadlines while under pressure.
Level 2 Maths and English qualification as a minimum.

Desirable criteria:
Experience of working in a Further Education environment.
Experience of working with data in an educational environment.
Knowledge of GDPR and Safeguarding issues.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.