

JOB DESCRIPTION

Job Title:	HE Validation Manager
Responsible for:	Oversee a proposal and validations of HE courses at WSC
Responsible to:	Head of Higher Education
Operational Liaison with:	Executive Directors Curriculum Teams Partnership teams at HEIs HE Course Directors HE and Access Administration team
Main Purpose:	The Validation Co-ordinator is responsible for supporting curriculum teams across the College to develop existing and new curriculum. The post holder will be required to maintain up to date knowledge of trends in HE in subject demand, recruitment activity and stakeholder needs in order to inform curriculum teams and curriculum demands. The post holder will be required to lead on CPD for teaching teams on requirements for validation and curriculum planning and design, including flexible and dynamic curriculum and supporting teachers as the workplace PgCAP mentor.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Lead the development and coordination of proposals, validation documents and validation events for all HE courses at WSC.
2. Work with Executive Directors and curriculum teams across the College in an advisory capacity to support validation of new programmes and reapproval of existing programmes.
3. Lead training and CPD activity across the HE provision to support teaching teams to develop the skills of accessible curriculum design and innovative delivery methods.
4. Support teachers as the workplace mentor for those enrolled on to the Post Graduation Certificate of Higher Education Practice.

5. Support the Head of HE to create processes to ensure that standards are raised across the Higher Education provision in order to ensure all students make rapid progress and succeed.
6. Provide the AP HE with data and detail in order that clear and concise reports can be provided to all levels required within the College on all HE KPIs.
7. Work with the Head of HE to ensure all staff involved with HE programmes, Access courses and ITE programmes achieve the required standards as outlined in the QAA UK Quality Code, Ofsted Common Inspection Framework or CAVA regulations.
8. Collaborate with Executive Directors across the College to ensure compliance with validating body processes and procedures, collaborative audits and annual planning and reviews.
9. Work closely with all curriculum areas to review and develop HE curriculum across the college which meets the needs of regional stakeholders.
10. Engage with employers to ensure that the curriculum plan for HE has employers needs met and connections with employers for student benefit are at the heart of the curriculum.
11. Be responsible for managing the HE curriculum plan.
12. Represent the college at HE events or on relevant committees as required, and as relevant to this post.
13. Be available to chair the HE Course Committees, Centre HE Meetings and Assessment Boards as required.
14. Engage with Curriculum areas to inform teams of developments in HE provision and updates from partner HEIs.
15. Monitor all relevant verification processes with awarding bodies, including scheme approval and course validation systems to ensure they are up to date, are implemented in a timely manner and are to a high standard.
16. Support course teams in applying for professional accreditation for students and courses.
17. Ensure all programmes are in line with the College policies and procedures as well as those of the validating HEI or awarding organisation that the College works with.
18. Comply with the College's Risk Management Policy, raise awareness of risk with staff, implement strategies to minimise risk and report any new or emerging risks.
19. Undertake any other duties commensurate with the grade of the post as required.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	Masters Level degree	Teaching Qualification (school or further education)	I,A,
Knowledge and Skills	HE curriculum and working with HEIs as partners HE Quality compliance and enhancement Supervising, monitoring and supporting staff	Current 'outstanding' teaching and learning experience	A,I,P
Experience	Understanding or familiarity with QAA UK Quality Code Curriculum development at Access and HE Level Validating processes, audit and planning		A, I,
Personal Qualities	High level of autonomy and independent thinking Self directing and proactive approach Attention to detail and accuracy essential Ability to analyse data Ability to work as a team or on own Good written and verbal communications Able to work to deadlines		A, I,
Training	Willingness to attend, undertake any training or development as, or when appropriate. QAA updating Awarding Body requirements		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 35 days, plus public holidays, raising to 29 days on completion of 5 years service.
2. New appointments to the College are subject to a twelve month probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council
4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.