

# Head Quality Assurance – Teaching and Learning

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Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Jun 23, 2023

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Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Bachelor Degree

## Job Description

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**JOB PURPOSE:** • To develop, implement and monitor the Institute's quality assurance processes and systems to ensure the highest standards of teaching and learning, student welfare and satisfaction, as well as compliance with regulatory requirements. **KEY RESPONSIBILITIES** • Develop and implement the school's quality assurance policies and procedures, in collaboration with senior management, teaching staff, and other stakeholders. • Provide quality advice to the Head of Institute and other colleagues on quality assurance matters across the entire Institute • Establish quality standards and benchmarks for teaching and learning, student welfare and satisfaction, and regulatory compliance, and ensure that these are consistently met across all areas of the school. • Develop and deliver training and support programs to ensure that teaching staff and other school personnel understand and adhere to the quality assurance policies and procedures. • Be closely involved in the management of school learning and teaching. • Conduct regular reviews of teaching and learning, student welfare and satisfaction, and regulatory compliance, and provide feedback and recommendations for improvement to senior management and teaching staff. • Collaborate with other departments to ensure that quality assurance is integrated into all aspects of the school's operations, including administration, finance, and facilities management. • Promote good practice in quality assurance processes fostering and embedding a strong student-focused quality assurance culture in the school. • Develop and maintain effective relationships with regulatory bodies and other external stakeholders, and ensure that the school is compliant with all relevant regulations and guidelines. • Ensure the effectiveness of annual monitoring, reporting and review processes in the Institute and report on and monitor outcomes and actions. • Produce quarterly reports on the school's quality assurance performance, and present these to senior management, the board of governors, and other stakeholders as required. • Lead and manage the performance of the Quality Assurance team. • Undertake any duties assigned by the Head of Institute from time to time.

## Education & Experience

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- Bachelor's or Master's degree in Education, Education Management, Quality Assurance, or a related field.
- At least 5 years of experience in quality assurance in an educational setting, with a proven track record of delivering high-quality results.
- Experience in managing and leading teams, with the ability to motivate and inspire others to achieve their best.

**Must Have**

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**COMPETENCIES** *Knowledge* • Strong knowledge of quality assurance principles, practices, and methodologies, and their application in an educational setting. **Skills** • Excellent communication and interpersonal skills. • Ability to collaborate effectively with senior management, teaching staff, and other stakeholders. • Strong analytical and problem-solving skills, • A commitment to continuous improvement and professional development. **Abilities** • Ability to identify and address issues proactively. • Ability to manage, motivate and inspire others to achieve their best. • A commitment to continuous improvement and professional development. • Senior management, teaching staff, and other stakeholders. • Establish quality standards and benchmarks for teaching and learning, student welfare and satisfaction, and regulatory compliance, and ensure that these are consistently met across all areas of the school. • Develop and deliver training and support programs to ensure that teaching staff and other school personnel understand and adhere to the quality assurance policies and procedures. • Conduct regular reviews of teaching and learning, student welfare and satisfaction, and regulatory compliance, and provide feedback and recommendations for improvement to senior management and teaching staff. • Collaborate with other departments to ensure that quality assurance is integrated into all aspects of the school's operations, including administration, finance, and facilities management. • Develop and maintain effective relationships with regulatory bodies and other external stakeholders, and ensure that the school is compliant with all relevant regulations and guidelines. • Produce regular reports on the school's quality assurance performance, and present these to senior management, the board of governors, and other stakeholders as required.

**Educational Requirements**

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Bachelor Degree

**Compensation & Other Benefits**

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