

Ruskin Mill Land Trust (the Trust)

Job Description

Position:	Accreditation Manager and Quality Nominee
Field of practice:	Practical Skills (Field 2) & Transformative Leadership (Field 7)
Post Reference No:	RMLT000035
Grade:	12:13:14
Responsible to:	Director of PSTE - Pedagogy
Location:	Ruskin Mill Offices in Nailsworth

Job Purpose

The Accreditation and Quality Nominee will hold the role of the quality nominee and head of centre for the Trust and build and manage relationships with all of the accreditation bodies used by the Trust (such as City and Guilds, AQA etc).

They will be responsible for the coordination and monitoring of the use of accreditation across its sub-centres and will operationally ensure that each sub-centre meets the requirements as set by the accreditation body and look for innovative methods to accredit Practical Skills Therapeutic Education (PSTE), the unique method of delivery of education of the Trust, in a way that meets the needs of the students and does not constrain the method.

They will ensure that there are robust and documented processes in place to meet the required standards and will on behalf of the Head of Centre act as the quality nominee to assure rigour in administration and quality of the internal assessment and quality assurance of the student learners who are registered on accredited programmes

They will work closely with the Head of Staff Education and Training to gain accredited qualifications for staff training programmes as well as source qualifications for social enterprise opportunities and PSTE programmes for students.

They will work collaboratively with colleagues to support learners, through delivering on programmes, attending regular meetings, disseminating information and updates, planning and where appropriate delivering training and standardisation requirements and reviewing the performance of Lead Internal Quality Assurers.

The post holder will be expected to embrace, articulate and work with the RMT's objectives, vision, values, purpose and method, ensuring that the paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the Ruskin Mill Land Trust and Ruskin Mill Trust and always remembering that the core purpose is to improve the education and lives of the young people at the Colleges.

The post holder will be expected to travel between the Trust's sites, and to and from

other places as the Trust may reasonably require. Overnight stays may also be a requirement.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Land Trust and Ruskin Mill Trust.

Main Duties

1. Take a lead on the end to end accreditation process, guiding and supporting examination officers, Lead IQA's and other relevant staff including communicating accreditation outcomes in an innovative way that meets the needs of the students and does not jeopardise the delivery of PSTE.
2. To take on full role and responsibilities of the named Quality Nominee and Head of Centre for the Trust including attending external standardisation meetings and lead on internal standardisation processes.
3. To ensure that all examination officers are trained and working in line within national requirements.
4. To work with awarding bodies to source appropriate and nationally recognised qualifications and amalgamate them within RMT's staff training programmes using the lens of the seven field of practice to provide the RMT staff with accredited training opportunities.
5. To work with the Head of Staff Education and Training to ensure that all trainers are sufficiently qualified and experienced to be able to deliver accredited training programmes in accordance with the requirements of awarding bodies and Trust's vision, values purpose and method.
6. To work with the Head of Staff Education and Training to ensure that the courses are written and delivered in accordance to meet the training needs and outcomes of both the Trust and accredited bodies.
7. To source appropriate qualifications to enable rewards and recognition for existing RMT programmes/and social enterprise opportunities offered to students and all service users within the RMT provisions.
8. To keep the Trust aware of any changes within qualification frameworks and always seek opportunities for gaining accreditation status through either working in partnership with accreditation bodies or becoming an accreditation awarding body ourselves.
9. Developing and proposing further development plans where necessary to the Director of PSTE - Pedagogy.
10. To carry out quality assurance visits to each RMT provision and provide feedback reports to the provision lead and Director of PSTE - Pedagogy.
11. Schedule, facilitate and, where appropriate, lead cross trust internal and external accreditation visits to sub-centres ensuring that evidence is gathered in a fair and transparent way.
12. Development and implementation of effective operational systems and processes relevant to both Quality Assurance and accreditation processes.

13. Consult with relevant sub centres and the Director of - Pedagogy in order to moderate accreditation decisions and identify new solutions to highlighting quality training and education.
14. The Accreditation and Quality Nominee will work closely with identified staff on each provision site and will provide regular reports and make recommendations to the Director of PSTE - Pedagogy.
15. Under the direction of the Director of PSTE - Pedagogy recruit, brief and monitor internal and external assessors and consultants.
16. Produce high quality specialist documents including accreditation reports, accreditation guidelines and pro-forma application and assessment forms.
17. Develop and implement effective recording and filing procedures to ensure all audit trails are clear, accessible and accurate. Lead on the delivery of specific project strands, ensuring outputs are delivered on time and within budget in order to maximise income flow.
18. Undertake financial tracking and management at an individual course level, ensuring the assessment of each course is conducted within budget as well as contributing and co-ordinating to financial tracking and budget reporting as required by the Director of PSTE - Pedagogy.
19. Provide effective internal and external communications regarding activities, including preparing and presenting internal reports and updates
20. To take ownership responsibility to review and update any Education Policy documents e.g:
 - Education Policy: Assessment and Malpractice
 - Education Policy: Learner Appels Policy and Procedure
 - Education Policy: Reasonable adjustments and Special Consideration Policy
 - Education Policy: Recognition of Prior Learning (RPL)
21. To support and deputise for the Head of Staff Education and Training in their absence.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.

7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled “Ruskin Mill Trust - Student Protection Policies”.
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To deliver training or development opportunities as required.
10. To maintain a ‘duty of candour’ and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Accreditation Manager and Quality Nominee has no direct line management responsibilities but may be required to supervise other designated staff if identified by the line manager and in the absence of other managers.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment. This job description will be reviewed annually during the post holder’s performance and development review.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Head of Accreditation and Quality Nominee

The following are the criteria that will be used for Shortlisting

- Educated to Master's level or beyond
- Level 4 Teaching Qualification or beyond
- Significant understanding of qualification frameworks and working with awarding bodies
- Experience of writing schemes of work/assessing work to ensure that accreditation needs can be achieved within PSTE
- Experience of managing work and projects independently
- Adaptable and shows initiative
- Excellent communication skills
- Excellent organisational skills
- High level of personal resilience

In addition, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Introduction to PSTE	2 weeks	2 weeks
Pedagogical Potential of Craft	To be started within 1 st year of employment	2 years
Safeguarding induction	Day 1	
Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role	2 hours
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	1 day