

Job Description for the Post of Head of Qualifications, Orchard Hill College

Job Purpose:

The Head of Qualifications provides strategic leadership, quality assurance, and operational oversight of all accredited and non-accredited learning programmes delivered across the college from Entry Level 1 to Level 3. The postholder ensures that all qualifications meet awarding body standards, reflect best practice for learners with Special Educational Needs (SEN), and support positive outcomes in employment, independent living, community participation, and personal development.

Key Responsibilities:

1. Strategic Leadership

- Support the development, implementation, and continuous improvement of the college's qualifications offer for (Entry Level 1 to Level 3).
- Ensure alignment with Preparation for Adulthood (PfA) outcomes and learner needs.
- Interpret and respond to changes in national policy, awarding body requirements, and Ofsted expectations.
- Support annual curriculum and qualification pathway reviews using performance and destination data.
- Ensure qualifications are aligned to meet emerging learner, employer, and sector needs.

2. Quality Assurance and Compliance

- Ensure full compliance with awarding body regulations and the college's internal quality processes.
- Oversee assessment, internal verification, and certification processes.
- Lead preparation for external quality assurance (EQA) visits, ensuring high-quality evidence and team readiness.
- Act as the Quality Nominee for the college
- Maintain robust systems for learner registration, tracking, and certification.
- Ensure appropriate exam access arrangements and reasonable adjustments for learners with additional needs.

3. Curriculum and Assessment Development

- Deliver high-quality lessons that engage and challenge students across all ability levels.
- Use data to inform planning, track progress, and implement targeted interventions where necessary.
- Encourage students to connect concepts to real-world applications and careers.
- Support curriculum teams to design inclusive, differentiated programmes of learning and schemes of learning for qualification delivery.
Develop assessment methods appropriate for learners, including practical and portfolio-based approaches.

- Embed English, maths, digital skills, employability, and independence across qualifications.
- Monitor attainment, progress, retention, and destination data to support quality improvement.

4. Leadership and Collaboration

- Support, IQAs, and examinations staff as required.
- Promote collaborative working with Heads and Deputies of the college centres.
- Provide CPD, coaching, and training on qualification requirements and inclusive assessment practice.
- Represent the college at external meetings, networks, and awarding body events.

5. Internal Quality Assurance (IQA) Team Leadership

- Lead, manage, and coordinate the Internal Quality Assurance (IQA) team across all qualification areas.
- Ensure the IQA team works within a clear annual quality cycle including sampling plans and standardisation.
- Maintain and update IQA policies, procedures, and documentation in line with awarding body requirements.
- Monitor IQA performance to ensure consistency and compliance.
- Implement risk-based sampling approaches reflecting assessor experience and qualification complexity.
- Coordinate regular standardisation meetings to ensure consistent assessment decisions.
- Provide mentoring, coaching, and CPD to assessors and IQAs.
- Identify themes or issues from IQA activity and implement improvements.
- Oversee timely completion of all assessment records, sampling documentation, and verification reports.
- Ensure thorough preparation for external quality assurance visits.
- Lead on action planning and follow-up after EQA visits.
- Embed inclusive IQA practice supporting differentiated assessment for learners.
- Analyse qualification data and report findings to senior leadership with recommendations.

6. Data, Reporting and Performance

- Maintain high-quality MIS processes for qualification data and compliance.
- Produce reports for senior leaders on outcomes, trends, and performance.
- Set ambitious targets for achievement, retention, and progression.
- Use data to identify areas for improvement and inform decision-making.

Person Specification for the Post of Head of Qualifications

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Experience and Skills	Experience managing Entry Level to Level 2 qualifications.	Essential
	Strong understanding of SEN, inclusive practice, and differentiated assessment methods.	Essential
	Experience with awarding body requirements, internal quality assurance, and external moderation (e.g., Pearson, AQA, NCFE, Ascentis).	Essential
	Proven leadership and staff management experience.	Essential
	Experience in specialist SEN provision.	Desirable
	Experience designing qualification pathways for learners with complex needs or EHCPs.	Desirable
Values and Attitude	The postholder will champion inclusion, accessibility, and learner-centred practice.	Desirable
	Support high expectations and continuous improvement.	Desirable
	Promote safeguarding, equality, and learner wellbeing.	Desirable
	Contribute actively to the strategic direction and development of the college.	Desirable
Interpersonal and Communications Skills	Excellent organisational, analytical, and communication skills.	Essential
Professional Requirements	IQA or EQA qualification.	Desirable
	Level 5 or higher teaching qualification.	Desirable

Orchard Hill College & Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College & Academy Trust endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*