



- Job Description:** Quality/Curriculum Lead
- Hours** Full time (40 hours per week)
- Responsible to:** Centre Manager
- Location:** Based across both PGL Exeter Sites
- Salary Scale:** £30,000 - £35,000 commensurate with prior experience
- Package:** 33 days annual leave including bank holidays plus Christmas Shutdown, Pension, Company Sick Pay
- Job Purpose:** Responsible for the quality of the curriculum and teaching and learning at PGL

Main Responsibilities:

- Establish and maintain quality systems and procedures for all training programmes (Funded and Commercial) to ensure the Centre meets all requirements of awarding organisations;
- Ensure all policies and procedures are updated and maintained as per awarding organisation and company policies;
- Work closely with the Management team to develop and implement plans for the evaluation of the training programmes and produce reports on good practice; improvements needed and planning towards this;
- Ensure effective communication with Ofsted, our awarding organisations and other stakeholders as necessary;
- Manage External Verification visits and ensure positive working relationships with our delivery and quality teams;
- Provide effective support to lead IQAs and all delivery staff to enable individuals to reach their full potential;
- Ensure a robust induction process for learners, including initial assessment, basic skills assessments, skill scans and facilitate clear understanding of the programme/qualification they are undertaking;
- Work closely with the delivery teams to ensure that training programmes are aligned to employer requirements and meet their expectations;
- Contribute to the implementation of new qualifications and apprenticeship standards based on employer feedback and market analysis, in conjunction with delivery teams;
- Provide consistent CPD across the organisation to stay in line with current changes within education;
- Monitor learner progress across qualifications/standards across electronic and paper-based centre platforms in conjunction with section leads;
- Co-ordinating and monitoring of EPA activities and Gateway requirements.

Key Skills:

- Excellent organisational and time management skills;
- Excellent communication skills at all levels;
- Committed to safeguarding and promoting the welfare of young people and vulnerable adults;
- IT Literate
- Full driving licence



Job Description: Quality/Curriculum Lead, Continued

Key Skills, Continued:

- Essential: Teaching qualification, understanding of e-portfolio systems, experience of assessment and IQA processes and procedures; robust understanding of EPA processes and requirements.
- Desirable: Minimum of 5 years experience within a similar setting/role.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as Curriculum Lead. This job description does not represent a Contract of Employment.