

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Quality and Compliance Lead?**

<b>Job Title</b>	Quality and Compliance Lead
<b>Ref No.</b>	ME2526017
<b>Department</b>	Business Centre
<b>Reporting to</b>	Director of Work-based Learning
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £38,090 - £42,952 per annum  Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	37 hours per week, 52 Weeks per year
<b>Contract Type</b>	Permanent

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

The Quality and Compliance Lead will be responsible for ensuring the highest standards of quality assurance and regulatory compliance across all apprenticeship provision within the College.

This role will lead on the development, implementation, and continuous improvement of quality systems, ensuring alignment with Ofsted, Department for Education (DfE), awarding bodies, and other regulatory frameworks within the apprenticeship provision.

The postholder will play a key role in preparing for inspections, audits, and external assessments, and will drive a culture of excellence, accountability, and student-centered provision for apprentices.

## Main Duties and Responsibilities

1. To lead on the quality assurance processes across all apprenticeship programmes, including developing a quality calendar and process to cover all aspects of apprenticeship delivery.
2. To ensure compliance with DfE funding rules, Ofsted Education Inspection Framework, and awarding body requirements.
3. To develop and implement robust internal quality assurance (IQA) and self-assessment processes to include standardisation across all apprenticeship provision.
4. To work with Apprenticeship Programme Team Leaders and curriculum team coordinators in meeting performance indicators including timely achievement, retention, and progression for apprentices achieving gateway timely.
5. To work with Apprenticeship Delivery Manager and Business Administration Team Leader to oversee and coordinate mock inspections, compliance checks, and internal audits.
6. To monitor and audit to ensure consistency and accuracy in the use of systems such as Smart Assessor, Pro Suite, and other apprenticeship assessment tools.
7. To audit check apprentice's work, learning, and assessment of apprentices to ensure quality feedback to apprentices.
8. To maintain and audit apprenticeship delivery team Continuing Professional Development (CPD) records, working with the Apprenticeship Delivery Manager to develop a suite of training to progress and upskill Trainer/Assessors.
9. To maintain up-to-date knowledge of changes in policy, funding, and inspection frameworks.
10. To work with the college Quality Team to ensure compliance for awarding bodies with assessment and verification requirements and other required College quality activities.
11. To manage and report on quality Key Performance Indicators (KPIs) to managers.
12. To work with the Business Administration Team Leader to monitor and maintain accurate records and documentation for audit readiness at all times.

13. To champion best practice in teaching, learning, assessment, and safeguarding within apprenticeships.
14. To analyse learner and employer feedback and data to inform quality improvement plans.
15. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Relevant Industry qualification at least one level above the level being assessed (will be explored with shortlisted candidates during the selection process).</li> <li>Internal Quality Assessor Award or willingness to work towards</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of assessment procedures for apprentices</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational environment</li> <li>Understanding of the principles of Data Protection</li> <li></li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Liaising with industry and employers</li> <li>Relevant industry experience</li> <li>Experience of assessing and verification</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong Work Ethic: Exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence.</li> <li>Collegiate: Works well within a team environment, cultivating a collaborative and cooperative approach.</li> <li>Enthusiastic and Innovative: Displays a positive attitude and a creative mindset, contributing fresh ideas and solutions.</li> <li>Adaptable and Reliable: Adapts easily to changing situations and is dependable in meeting commitments. Prioritises the needs of the team, customers, and the organisation.</li> <li>High degree of integrity and honesty</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Empathetic: Demonstrates thoughtfulness towards others</li> <li>• Resilient: Able to recover from setbacks quickly.</li> <li>• Self-motivated: Demonstrates initiative, positivity and a proactive approach.</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to adhere to, and promote, the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

You will be responsible for ensuring compliance with the General Data Protection Regulation (GDPR) and for handling all personal data in accordance with applicable data protection laws and College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

