



Station House Media Unit

JOB DESCRIPTION

1. ORGANISATION

POST TITLE: Training and Qualifications Manager

STRAND: Core

LOCATION: Station House Media Unit (Aberdeen)

STATUS: Full time

SALARY: £31,419 - £34,213

2. JOB PURPOSE

You will have the lead responsibility for the development, delivery and quality assurance of our formal accredited qualification programmes across the organisation.

As SQA Coordinator you will ensure that all the organisation's accredited programmes are designed, managed and delivered to the highest standards through robust quality assurance and performance management in accordance with our own policies and SQA guidelines.

You will support the operational staff team to deliver our suite of accredited programmes across the organisation, ensuring the qualifications undertaken meet the needs of those who undertake them.

You will manage our Foundation Apprenticeship programmes, overseeing promotion of this opportunity and maintaining positive relationships with schools and relevant staff team within the local authorities. You will monitor, evaluate and report on all operational aspects of the Foundation Apprenticeship programme and will be responsible for the completion of all tracking and reporting information required by Aberdeenshire Council and Skills Development Scotland. You will also be responsible for the development and implementation of our FA Equalities and Diversity Action Plan.

3. REPORTING RELATIONSHIPS



4. MAJOR TASKS

- 4.1 Design and coordinate the strategic and operational aspects of the organisation's suite of accredited programmes
- 4.2 Ensure that the organisation's accredited programmes are designed, managed and delivered to the highest standards through robust quality assurance and performance management
- 4.3 Provide oversight and support to the Foundation Apprenticeship operational staff team to ensure consistency of delivery across the programme
- 4.4 Promote our Foundation Apprenticeship programmes to schools and maintain strong relationships with schools and relevant staff team across the local authority
- 4.5 Monitor, evaluate and report on all operational aspects of the Foundation Apprenticeship programme
- 4.6 To undertake other related duties as required

5. ACTIVITIES

- 5.1 Design and coordinate the strategic and operational aspects of the organisation's suite of accredited programmes**
 - 5.1.1 Work alongside the Chief Executive to implement a strategic plan for the review and development of accredited programmes across the organisation.
 - 5.1.2 Oversee the implementation of accredited programmes to ensure resources and staff are used appropriately and efficiently.
 - 5.1.3 Ensure that all qualifications delivered by the organisation meet the needs of those who undertake them.
 - 5.1.4 Undertake the role of SQA Coordinator for the organisation.
- 5.2 Ensure that the organisation's SQA accredited programmes are designed, managed and delivered to the highest standards through robust quality assurance and performance management**
 - 5.3.1 Develop and implement quality assurance measures to ensure services are delivered to the highest level.
 - 5.3.2 Facilitate accredited qualification unit standardisation meetings with the operational staff team.
 - 5.3.3 Oversee assessment and verification of units.
 - 5.3.4 Ensure SQA policies and procedures are followed at all times.
 - 5.3.5 Attend any relevant SQA meetings and training including FA Sectoral Calls and implement any changes required.
- 5.3 Provide oversight and support to the Foundation Apprenticeship operational staff team to ensure consistency of delivery across the programme**
 - 5.2.1 Support delivery team to create clear course session plans and resources.
 - 5.2.3 Support team to plan delivery for the academic year.
 - 5.2.4 Co-ordinate staff timetable for consistent delivery of accredited programmes, including protected time for prep, admin, marking and planning for cover for staff annual leave and sickness.
 - 5.2.5 Lead regular planning and support meetings for delivery staff.

5.4 Promote our Foundation Apprenticeship programmes to schools and maintain strong relationships with schools and relevant staff team across the local authority

- 5.4.1 Work alongside strategic and local partners to develop and deliver services.
- 5.4.2 Develop relationships with relevant staff within schools (DHT, guidance and support staff).
- 5.4.3 Facilitate discussions on timetabling, room availability, staff/course needs (such as IT access, social media access, open space for filming etc).
- 5.4.4 Obtain information on pupil support needs; facilitate meetings with school support staff and council staff.
- 5.4.5 Develop promotional materials for our Foundation Apprenticeship courses to attract under-represented groups

5.5 Monitor, evaluate and report on all operational aspects of the Foundation Apprenticeship programme

- 5.5.1 Ensure the collection and collation of all tracking and reporting information required by local authorities and Skills Development Scotland.
- 5.5.2 Ensure qualitative and quantitative evaluation data is gathered at agreed points in the programme – baseline, mid-point and final.
- 5.5.3 Gather and disseminate destination data of pupils on completion of the Foundation Apprenticeship.
- 5.5.4 Support the creation of case studies of Foundation Apprenticeship pupils.
- 5.5.5 Support Foundation Apprenticeship operational staff team to use evaluation tools effectively.
- 5.5.6 Keep accurate and up to date records on shmu databases.
- 5.5.7 Ensure school reporting is completed consistently and maintain engagement with parents' evenings and other relevant school events.

5.6 To undertake other related duties as required

- 5.6.1 Take part in training and attend relevant meetings as required.
- 5.6.2 Undertake other duties as required by the shmu Chief Executive and/or alongside the Management Team.

Person Specification

Job Title: Training and Qualifications Manager

Salary: £31,114 - £33,881

CRITERIA	ESSENTIAL	DESIRABLE
1. EXPERIENCE	<p>Experience of managing formally accredited programmes</p> <p>Experience of creating and facilitating partnerships to meet service needs</p> <p>Experience in monitoring and evaluation techniques</p> <p>Experience as an SQA assessor or verifier</p>	<p>Experience of managing and/or delivery of Media qualifications</p> <p>Experience in the role of SQA co-ordinator</p> <p>Experience line managing staff</p>
2. QUALIFICATIONS	<p>Qualification at degree/post-graduate level or equivalent in a relevant field <i>or</i></p> <p>Substantial work-based experience of managing and quality assurance of accredited qualifications</p> <p>Full driving licence</p>	<p>SQA Assessors qualification L&D 9DI (or equivalent)</p> <p>SQA Verifiers qualification L&D 11 (or equivalent)</p> <p>Health & Safety training</p> <p>First Aid qualification</p>
3. SPECIAL SKILLS/ APTITUDES	<p>A team player with the ability to work under own initiative and to use skills flexibly</p> <p>Ability to prioritise and plan the work of self and others and to work to tight deadlines</p> <p>Well-developed interpersonal skills with ability to communicate well, both verbally and in writing</p> <p>The ability to build multiagency relationships and negotiate with a range of agencies and partners</p> <p>The ability to develop innovative and effective solutions to work practice</p> <p>The ability to motivate and support staff effectively</p>	<p>Understanding and awareness of trauma informed principles</p>
4. PERSONAL QUALITIES	<p>The ability to be tactful, flexible and sensitive but assertive when appropriate</p> <p>Willingness to expand professional practice through ongoing training, a commitment to personal learning and development</p> <p>A commitment to, and an understanding of, the principles and implementation of Equal Opportunities, Child Protection, and Health & Safety policies.</p> <p>A willingness to undertake duties in the evening or at the weekend as necessary</p>	