

### EQR Scheme Manager

Due to the retirement of the current scheme manager we are looking to appoint a suitably qualified person to manage the external quality review process for EQR, starting from September 2019.

EQR stands for External Quality Review. We are a peer review consortium of approximately 28 sixth form and general further education colleges in the South of England with a current geographical spread from the edge of the New Forest to West Sussex and from the south coast to the Home Counties. A large number of our colleges are in Hampshire which is where the consortium began in 1993.

Our main purpose is to assist colleges in the continuous improvement of teaching and learning using peer review to share good practice between member colleges. EQR has three main objectives:

- To give teachers the opportunity to share ideas with colleagues in other colleges
- To assist colleges as they improve the quality of their work
- To provide teachers and managers with an external assessment of the strengths and weaknesses of key areas of work.

The role of the EQR Manager is to manage and promote the External Quality Review scheme, arrange reviews and ensure the smooth running of the scheme on behalf of member colleges. In order to achieve this the Manager will successfully coordinate the annual programme of reviews and training; organise the annual coordinators' day and training events; liaise with the team of advisors; select reviewers for training; maintain accurate records of EQR activities and prepare reports for the Steering Group as well as undertaking induction visits to colleges wishing to join the scheme and to new college co-ordinators. In addition to this there are further responsibilities as detailed in the job description.

Working hours are flexible and would generally average around 2.5 days a week. The salary for this post is £25,500 per annum.

To apply, please read through the job description, person specification and additional information and then send a letter of application (with contact details of 2 referees) and curriculum vitae to:

Jan Frost - Chair of EQR Steering  
St Vincent Sixth Form College  
Mill Lane  
Gosport  
PO12 4QA

The closing date for applications is **midday on 22<sup>nd</sup> March 2019** and interviews will be held in the week beginning 1<sup>st</sup> April 2019.