

JOB DESCRIPTION

Job Title: EQR Scheme Manager

Job Purpose: To manage and promote the External Quality Review scheme (EQR), arrange reviews and ensure the smooth running of the scheme on behalf of member colleges.

Responsible to: The Chair of the Steering Group

Responsible for:

1. Planning an annual programme of reviews to meet the needs of the consortium.
2. Organising the annual college co-ordinators' day and training events in liaison with advisors.
3. In conjunction with college co-ordinators, selecting reviewers for training.
4. Maintaining accurate records of EQR activities.
5. Maintaining and updating the EQR website and working with the external contractor if needed.
6. Preparing reports for colleges and the Steering Group as required.
7. Identifying opportunities to promote the scheme to new colleges in order to maintain optimum subscribers.
8. Undertaking induction visits to colleges wishing to join the scheme and to new college co-ordinators.
9. Preparing invoices for additional training delivered by advisers.
10. Ensuring that co-ordinators are aware of training opportunities and scheme developments.
11. Acting as clerk to the Steering Group, including attending meetings of the Group.
12. Liaising with the Treasurer re tariff expenditure and fees to local advisors.
13. Collating feedback on reviews and, with the advisors, evaluating the programme.
14. Providing feedback to the Steering Group on the progress of the programme and its responsiveness to Consortium needs.
15. Any other duties as may reasonably be required by the Chair of the Steering Group.

PERSON SPECIFICATION

Post: EQR Scheme Manager

Category	Essential	Desirable	Ascertained by:
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent 		Letter of application / CV / original certificates at interview
Experience	<ul style="list-style-type: none"> • Has worked in an educational environment, preferably an FE or Sixth Form college 	<ul style="list-style-type: none"> • Has worked at a management level in an educational environment • Experience in a co-ordinator or similar role 	Letter of application/ CV / interview / references
Additional Skills and Abilities	<ul style="list-style-type: none"> • Proficient in the use of IT, including using databases • Skilled in website maintenance or ready to train to acquire those skills • High level communication skills, both written and oral • Systematic and well organised • Able to work independently • Personal qualities – able to deal with sensitive situations and challenges being persuasive yet diplomatic 		Letter of application/ CV / interview/ references
Other	<ul style="list-style-type: none"> • Displays a commitment to the ethos of member colleges and the aims and objectives of the scheme • Flexible regarding hours of work as required 	<ul style="list-style-type: none"> • Previous involvement with EQR or a similar scheme • Driver with use of own vehicle 	Interview / references

Additional Information – EQR Scheme Manager

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.

Membership is restricted to the geographical area described above and is at the discretion of the Steering Group which is made up of senior staff representing member colleges

The EQR Review:

Each review draws on three main sources of information:

- documentation provided in advance of and during the review
- discussions with individuals or groups during the review
- direct observation of work both inside and outside the classroom.

There are two main types of review. The most common is concerned with a particular subject or a group of related subjects. The second is concerned with a cross-college aspect of work. Subject reviews focus on the aspects of provision listed below, drawing on the new Education Inspection Framework for 2019:

- Quality of education
- Behaviour and attitudes
- Personal development
- Leadership and management

Cross-college reviews require careful specification so that both the college and reviewers have a shared understanding of what is to be covered. For each cross-college review, colleges should identify appropriate criteria from the EQR framework or, if this is not appropriate, a set of questions for reviewers to explore.

A third type of review, External Mentor Support (EMS), is currently being piloted. The aim of EMS is to assist a Head of Department/Subject in improving a specific aspect(s) of their provision. The EQR Mentor's core role is to help facilitate and add value to the internal review and development programme that the college is putting in place. The Mentor will typically provide two separate days' support, spaced apart within the academic year; the review does not require an adviser on the second day.

Colleges will normally request around 2-3 reviews a year and will put forward a number of experienced staff to carry out reviews and new staff to train to be EQR reviewers.

Roles and responsibilities:

EQR is a collaborative arrangement between colleges and relies for its effective functioning on all member colleges adhering to the code of conduct set out in the EQR handbook. This document is updated every year and is available on the website. It is the responsibility of all participants to acquaint themselves with its contents.

The main responsibilities of member colleges are summarised below. Colleges should consider carefully whether they feel able to fulfil these requirements before committing themselves to the scheme.

The responsibilities of College Principals are

- To appoint a senior member of staff to the role of EQR co-ordinator recognising that this role carries with it important extra duties.
- To agree to a reasonable number of staff being trained as reviewers each year and to release a reasonable number of staff to undertake reviews in member colleges.
- To authorise payment for travel and when necessary overnight accommodation for all reviewers who are nominated to go out on reviews.
- To ensure that trained reviewers fulfil their commitment to the scheme by making all reasonable efforts to complete a review for which they have been scheduled.

The Responsibilities of Co-ordinators are

- To administer the scheme within the college.
- To respond promptly to requests for information or action from the Scheme Manager.
- To ensure that all reviewers and potential reviewers are kept fully informed about the scheme and know their responsibilities.
- To make effective arrangements to facilitate reviews being conducted in the college including ensuring that all paperwork is prepared and dispatched to reviewers and the appropriate adviser at least two working weeks before the review.
- To brief departments before a review.
- To brief reviewers before they go out and to debrief them on their return.
- To ensure that adequate facilities are available at the college for reviewers during a review, that there are sufficient lessons to observe and that documentation is provided speedily on request.
- To ensure that evaluations are completed promptly after a review
- To attend the annual EQR Coordinators' Day, usually in March.

The Responsibilities of Reviewers are

- To complete successfully a two day training course and complete a mid- course task before they are eligible to review.
- To commit to three reviews over a three or four year period.
- To liaise with their co-reviewer (in a two person review) and the curriculum manager of the college to be reviewed at least two weeks before the week of the review.

- To write a report immediately after the review and send it to the Adviser for editing within one week.
- To send the completed report to the college no later than two weeks after the review.

The Responsibilities of the Steering group

A steering group of representatives of a number of the participating colleges has oversight of the scheme on behalf of principals of all the colleges. The main duties of the steering group are:

- to commission and receive reports and make proposals to the college principals for the strategic development of the scheme
- to provide an effective forum for members of the scheme to raise issues and, where necessary, to resolve any disagreement or conflict which may arise
- to set the annual fee for membership, to monitor the scheme's budget and to take decisions on the future allocation of resources
- to review applications for membership and propose a response
- to commission, receive and act upon reports as may be required to ensure that the quality of the scheme is maintained
- to act as a liaison point between EQR and national bodies such as the Association of Colleges and Ofsted
- to ensure that information about the scheme is disseminated effectively.
- to ensure the current membership of the steering group is available on the EQR website.

Code of Conduct for Reviewers

It is important that high standards of professional conduct are maintained throughout the review process. All reviewers are expected to work in a professional manner which demonstrates the characteristics listed below:

- A courtesy and objectivity in the conduct of work
- An acceptance of responsibility for the quality of work undertaken
- A respect for the confidentiality of information gained in the course of the review
- A respect for the rights of learners and staff and the avoidance of prejudice and discrimination on all aspects of the work
- The exercise of good management through careful planning and the completion of the review within agreed time scales

Conditions

The Scheme Manager reports to the Chair of the Steering Group. Payment is made on a claims basis every quarter. Hours will vary according to the time of year and there is no guaranteed minimum. Travel expenses are paid on a claims basis every quarter (at 40p per mile) from the nearest member college to the destination or from home to the destination, whichever is nearer. Travel expenses can also be claimed when travelling between member colleges on EQR business. Other expenses are as agreed with the Chair.

For further information about the post of EQR Scheme Manager please contact Jan Frost (Chair of EQR Steering): jfrost@stvincent.ac.uk or phone 07766 730905