
Job Description

Job Title: Quality Assurance Officer

Reporting to: SENCo

Grade/Salary: £27,000–£30,000

Hours: 35 hours per week

Contract: Permanent

Probationary Period: 6-month probationary period

Location: Main Road Nurseries, Stanwell Moor Road, TW19 6BS (Close to T5 Heathrow)

Background to the Role

Green Corridor is a dynamic UK registered Charity, working to improve the lives of 16–25 year olds with Special Educational Needs (SEN) through our various pathways and functional skills programmes. We run a section 41 Post-16 provision with about 50 learners on roll.

Summary of the Role

Our successful charity runs pathways which focus on employability and skills for every day living to help young people, with SEN and learning disabilities to gain confidence and social support, alongside nationally recognised qualifications.

Green Corridor requires the skills of a reliable, detail focussed Quality Assurance Officer, to:

1. Oversee the quality and consistency of Individual Learner Plans, and Reviews and feedback to the Head of Education on findings.
2. Administrate the EHCP and annual review process, collating and collecting information for reviews, convening and recording meetings and providing Information within statutory timeframes.

The role will require someone who is organised and computer literate to support the Head of Education with (1) and SENCo with (2).

Equality & Diversity

Green Corridor is committed to promoting a diverse and inclusive community, a place where we can all be ourselves and succeed. We invite all those from different backgrounds to apply for our advertised job posts, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment

We are committed to keeping our learners safe and as such we have robust Safer Recruitment and Safeguarding policies in place. It is a requirement to complete a full application form, and we will carry out pre-employment checks including references and an Enhanced DBS check for both Child and Adult workforces as part of this process.

To apply, please complete the application form and send to recruitment@greencorridor.org.uk

Specific Duties and Responsibilities of the Role

- To support the Admissions Officer in summarising information for the admissions panel to consider.
- Updating the admissions information with potential learners.
- Attending admissions panels and meetings, taking minutes and communicating the outcomes to local authorities.
- Liaising with local authorities and previous education providers to ensure that we have sufficient information for admissions and EHCPs.
- Liaising with the admissions officer and SENCo in order to ensure that learners needs highlighted in EHCPs are appropriately recognised, costed and met.
- To take minutes at the safeguarding meeting.
- To ensure that paperwork for annual reviews is up to date prior to the review, sent in advance, and that EHCP targets have been updated accordingly.
- To Support the SENCo at annual reviews – arranging the meeting, taking minutes and liaising with local authorities as appropriate.
- To do regular checks on quality of one-page profiles, ILPs and reviews – flagging to the Head of Education any issues in consistency and quality of paperwork throughout the academic year.
- To report regularly to the Head of Education and SENCo to flag up any issues arising, in particular with regards to paperwork.
- Support the Admissions Officer as required, in particular during busy periods.
- Ensure clarity of funding situation, liaising closely with Finance Manger to ensure that billing is correct.

Professional Development

- To participate in 15 hours CPD per year specific to the needs of Green Corridor.

Other duties

- The post holder will be required to undertake other appropriate activities related to achieving the organisations objectives, as determined by the CEO.

Additional Information

Hours of work are between 09:00-16:30 (incl. 30-minute unpaid lunch break) Monday – Friday, but will need to be approved in advance and will remain consistent on a weekly basis. There is the potential for hybrid working, term time only or job share.

Person Specification

Experience	Essential	Desirable
Proven experience in quality record keeping	✓	
Experience working with young people with SEN		✓
Experience of working in a quality assurance role		✓
Experience of working within Further education		✓

Qualifications & Knowledge, Skills & Personal Attributes	Essential	Desirable
Strong attention to detail	✓	
IT literate: Good standard of Microsoft365: Word, Excel, PowerPoint and SharePoint	✓	
Proactive, self-motivated, can-do attitude	✓	
Excellent time management skills	✓	
Excellent communication skills, both oral and written	✓	
Ability to obtain a satisfactory Enhanced DBS clearance for both Adult and Children's Workforce	✓	
Hold A-C/9-4 Grade GCSE or equivalent in Maths & English.		✓
Understanding of the ILP, EHCP and review process		✓