

Role Description

Role title	ECF Quality, Compliance, and Impact Associate
Responsible to	ECF Director
Works with	ECF Lead Facilitators, Operations Team, Marketing Team, Strategic Projects and Operations Manager, Programme Directors and Facilitators, Schools Partners
Location	Home based requires occasional meeting attendance at BPN HQ at Newminster House, Bristol
Payment	40 days at £350 per day (November 2021-August 2022)
Main Purpose of the Role	<p>To support the provision of high-quality ECF programme through:</p> <ul style="list-style-type: none"> • Support on the development and delivery of ECF Development Programme including delivery models/schedules, software, quality, impact, DfE/Ofsted contractual requirements, staffing and commercial performance indicators • Support on leading the Quality and Compliance practices and processes through the effective management and oversight of the continuous quality assurance (CQI) programme. • Ensure that the quality systems and procedures meet the requirements of Ofsted, DfE (and their evaluators) and delivery partner expectations. • Support on the analysis of the participants and facilitators evaluations and work with the ECF Director to propose improvements to the programme and its delivery.

Duties	<ul style="list-style-type: none"> • Demonstrate the BPN Values • Stay abreast of the ECF/education market generally and maintain professional knowledge/credibility in your areas of responsibility • Be an advocate for Health and Safety, Safeguarding and Prevent, and ensure that this is embedded in everything you do • Support on the design and development of ECF training within agreed quality, budget and time parameters, engage with delivery partners and work with the Instructional Design team • Support in the development of schedules for non-standard ECTs as requested and deliver training on the ECF as required • Follow the ECF development plan to design and carry out CQI visits of delivery, feedback to the ECF team on findings to meet Ofsted requirements. • Summarise and feedback on participant and facilitator evaluations, plan for the implementation of improvements • Support on the planning and preparation for, and engage colleagues and partners in any external evaluations, audits or quality assurance by Ofsted or other • Promote continuous improvement to achieved Ofsted Grade 1- Outstanding • Contribute to the ECF SEF/Development Plan input ensuring achievement rates meet KPI's • Support on the learner monitoring process including support for the ECF team on following up participants who are not progressing as expected • Support BPN compliance activities related to the ECF including ensuring policies are fit for purpose for the programme • Ensure induction, training and quality management of facilitators and CQI officers is of the highest standard • Understand the market and identify programme development ideas and opportunities to grow our portfolio, (eg international and private sector schools & nurseries) bringing

business cases to the ECF/SLT team to ensure outstanding care, outcomes, retention and recommendations

- Identify candidate retention and quality improvements
- Any other tasks as required
- You will always act in the best interests of the company and promote BPN's good name and business interests.

Person Specification

Education and qualifications	Essential	Desirable
Undergraduate Degree and QTS	✓	
Professional qualifications (or significant experience) relevant to training or teaching	✓	
Experience, skills and attributes		
Knowledge of recent developments and debates within the ECF/Education landscape	✓	
Experience of the ECF and ITT programme training including understanding of the DfE funding and compliance	✓	
Evidence of successful work with education with accountability for results	✓	
Experience of Ofsted Inspection	✓	
Experience of budgets and management of costs		✓
Experience of creating partnerships, speaking at events and recruiting participants		✓
Expertise in learning for example: teaching/training / coaching / curriculum design / online learning	✓	
Driven to succeed and see things through to completion / results	✓	
Able to see the bigger picture, design the future and comfortable with change	✓	
Knowledge and experience of the new Inspection framework	✓	
Demonstrate accuracy and attention to detail	✓	
Excellent communication and interpersonal skills	✓	
Flexibility to travel with Full UK Driving License.	✓	

