



Cumberland Council

Post Specification

Date	May 2025
Post Group Number	8571
Post Title	Quality Assurance Officer
Job Family	Organisational Support
Job Family Role Profile	OS12
Final Grade	Grade 12

To be read in conjunction with the job family role profile

Service Area description	
Skills Bootcamps play a pivotal role in the design, development and delivery of flexible training programmes aimed at bridging the technical skills gap in various sectors. Skills Bootcamps are developed in partnership with local employers, providers and authorities, ensuring alignment with the prevailing market demands.	
Purpose of this post	
To ensure high quality Skills Bootcamp training is delivered across Cumbria through conducting Quality Assurance checks in alignment with the regulations stipulated by the Department of Education and Ofsted.	
Key job specific accountabilities	
<ol style="list-style-type: none">1. Visit and meet regularly with Skills Bootcamp training providers across Cumbria to observe teaching and learning, scrutinise Schemes of Works and policies to ensure compliance with Ofsted and the Department of Education.2. Provide guidance, support and feedback to training providers to ensure high quality teaching and learning are aligned with Ofsted and the guidance given by the Department for Education for Skills Bootcamps.3. Provide guidance and feedback to training providers to ensure their policies and procedures meet Ofsted and the Department of Education's rules and regulations.4. Manage, maintain and develop advice, guidance and templates to ensure efficient and robust Quality Assurance procedures.5. Develop, manage and maintain a Skills Bootcamp Quality Assurance Policy.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	<ul style="list-style-type: none">• None
Staff Management Responsibilities	<ul style="list-style-type: none">• No formal line management but supervising colleagues to provide guidance and feedback to ensure standards are met
Other	<ul style="list-style-type: none">• None
Essential Criteria - Qualifications, knowledge, experience and expertise	
<ul style="list-style-type: none">• Teaching Degree/PCGE or equivalent.• Recent teaching experience.• In depth knowledge of the requirements of Ofsted.• Experience of monitoring teaching and learning including observing lessons, scrutinising Schemes of Work, giving feedback, setting targets for improvement and mentoring.• Experience of developing, implementing and monitoring policies.	

- ICT literate.
- Experience of MS office software especially word and excel.
- Customer service experience and dealing with stakeholders.
- Proven experience of maintaining accurate records and working to deadlines.
- Proven experience of prioritising own work load.
- Ability to travel.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS

Job working circumstances

Emotional Demands

- NONE

Physical Demands

- NONE

Working Conditions

- NONE

Other Factors