

Job Description

Role Title:	Head of Apprenticeship Quality & Ofsted Institutional Nominee
School / Dept:	Academic Registry
Directorate:	
Reference:	MPF4237
Grade:	Grade 9
Full or Part time:	Full
Hours:	1.0 FTE / 36.25
Reports to:	Academic Registrar
Responsible for:	Direct reports

Overview

The University of Salford is an established provider of higher and degree apprenticeships delivering employer focused provision across key industry sectors such as construction, engineering and health. The provision is underpinned by strong partnerships with employers to ensure that programmes are aligned to industry needs and address regional skills priorities. Central to this offer is a robust framework of quality assurance and continuous improvement, with dedicated institutional leadership, regulatory compliance and oversight of standards ensuring all provision meets the requirements of the Ofsted Education Inspection Framework. The University is now seeking to appoint a Head of Apprenticeship Quality & Ofsted Institutional Nominee to build on this success and lead work to safeguard a consistently high-quality experience for apprentices, supporting their progression, achievement and long-term career outcomes.

As the senior lead for apprenticeship academic quality, the role is located in the Quality Management Office (QMO) within the Academic Registry. The Academic Registry is responsible for providing a wide range of services to applicants and students throughout their time at the University of Salford, and for supporting Schools and other Professional

Services in delivering a high-quality student experience. Across our teams, we manage key academic processes, including student records, quality management and standards, student casework, home office compliance, student systems and data, admissions, timetabling, and academic policy.

The Quality Management Office (QMO) enables Schools and partners to deliver high-quality education within a robust academic quality and partnerships framework. Working closely with Schools, the QMO provides expert advice, operational support, and maintains strong professional relationships to ensure effective programme validation and revalidation, continuous monitoring of academic provision, robust collaborative provision and to manage student casework. QMO coordinates the University's engagement with external education partners through initial enquiry, due diligence, business case development, operational setup and monitoring of academic quality and standards, ensuring that all partnerships align with strategic priorities and deliver high-quality educational outcomes. The QMO upholds academic standards and supports the achievement of the University's vision, strategy and long-term objectives for educational excellence and institutional growth.

Role Purpose

Institutional leadership of apprenticeship quality assurance, self-assessment and Ofsted inspection activity.

- Reporting to the Academic Registrar with a dotted line to the Pro Vice Chancellor Education and Student Experience, the Head of Apprenticeship Quality & Ofsted Institutional Nominee is the University of Salford's senior lead for apprenticeship quality, regulatory assurance and external inspection.
- The postholder is the University's formally designated Ofsted Institutional Nominee, acting with delegated authority from the Vice-Chancellor to represent the University throughout Ofsted inspection and monitoring activity.
- The role provides strategic leadership of apprenticeship quality and continuous improvement, ensuring that all apprenticeship provision meets the requirements of the Education Inspection Framework (EIF), statutory funding rules and the University's academic quality standards.

Principal Duties & Responsibilities

Ofsted Institutional Nominee

- Act as the University's named Ofsted Institutional Nominee and single point of contact with Ofsted.

- Represent the University throughout the full Ofsted inspection lifecycle, including notification, planning, inspection activity, grading meetings and post-inspection follow-up.
- Attend inspection team meetings as required and ensure the University's evidence, context and narrative are accurately and effectively represented.
- Exercise professional judgement and authority to challenge inspection findings constructively and evidence-based, in line with Ofsted guidance.

Apprenticeship Quality Leadership & Management

- Provide senior leadership for the assurance and continuous improvement of apprenticeship provision across the University.
- Line Manage the Assistant Head of Apprenticeship Quality and Deputy Ofsted Nominee
- Ensure apprenticeship quality frameworks align with:
 - Ofsted Education Inspection Framework
 - Office for Students expectations
- University academic quality frameworks
- Advise Executive and senior leaders on apprenticeship quality performance, inspection readiness and regulatory risk.

Inspection Readiness and Self-Assessment

- Lead and own the apprenticeship Self-Assessment Report (SAR) and Quality Improvement Plan (QIP).
- Ensure Ofsted inspection readiness is embedded as business-as-usual across academic and professional services areas.
- Maintain a comprehensive and current Ofsted evidence base, including performance data, learner and employer feedback and institutional documentation.
- Coordinate inspection planning activity, including timetables, meetings, staff deployment and the formal 48-hour inspection plan.

Leadership, Engagement and Governance

- Exercise delegated authority to secure effective engagement from Faculties, Professional Services, employer partners and subcontractors.
- Brief the Vice-Chancellor, Executive and Directors of professional Services ahead of inspection on risks, strengths, lines of enquiry and institutional narrative.
- Lead staff briefings, preparation and inspection simulations to ensure confidence and consistency across the University.
- Lead the University's response to Ofsted findings, including the development, implementation and monitoring of improvement actions.

Governance, Assurance and Reporting

- Provide assurance reporting to University Executive and governance committees on inspection readiness, quality performance and regulatory risk.
- Ensure learning from inspection, audit and review activity is embedded into institutional policy, practice and enhancement activity.
- Act as the senior institutional contact for Ofsted and other relevant regulatory bodies in relation to apprenticeship quality.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. Educated to degree level.
(E)
2. Post graduate qualification.
(D)

Background and Experience

3. Significant senior-level experience of apprenticeship quality assurance within a Higher Education environment
(E)
4. Proven experience of leading or coordinating inspection, audit or regulatory review activity
(E)
5. Previous experience acting as an Ofsted Nominee or deputy nominee
(E)
6. Experience supporting apprenticeship provision rated Good or Outstanding
(D)

Knowledge

7. Detailed, current working knowledge of: (E)
 - Ofsted Education Inspection Framework
 - Apprenticeship funding, compliance and statutory requirements
 - Institutional self assessment and quality improvement processes
 - Office for Students Quality and Standards
8. Understanding of employer-led and regional skills priorities, particularly within Greater Manchester
(D)

Skills and Competencies

9. Ability to operate confidently and authoritatively with inspectors, senior leaders and external stakeholders (E)
10. Strong analytical and communication skills (E)
11. Strong relationship management skills with the ability to influence and matrix manage academic and professional services staff. (E)
12. Highly organised, resilient and able to manage competing priorities. (E)
13. Politically astute with sound professional judgement (E)
14. Evidence driven and committed to continuous improvement (E)
15. Calm, credible and authoritative under pressure (E)