

YOUR NEW ROLE AT THE TRUST



JOB TITLE:	Head of Assessment & Quality	PAY BAND:
FUNCTION:	Programme Development	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Qualifications team is responsible for the design, development and awarding of qualifications and apprenticeships that young people across the UK can access as part of our enterprise, employability, education propositions and apprenticeships offer. The team ensures King's Trust Qualifications fulfils its requirements to operate as a regulated 2qualification and apprenticeship awarding organisation, providing qualifications and apprenticeships for young people.	

WHERE YOU WILL FIT

CEO	Chief Technology & Programmes Officer	Responsible Officer	Head of Assessment & Quality	Qualifications Assessment Managers
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will join a team that operates across the UK to award qualifications to young people. By working closely with your team to design, develop and implement qualifications and apprenticeships across both our programmes and the national space, you will help transform the lives of young people who need us most. This role ensures young people gain access to high-quality, accredited qualifications and apprenticeships that boost their confidence and support progression into work, education, or training. By leading these developments, you will help to maximise young people's success and The Trust's influence in the youth sector.

WHAT WILL YOU DO?

-  Responsible for the quality assurance strategy for King's Trust Qualifications and Apprenticeships, ensuring compliance with regulatory requirements and organisational standards.
-  Develop, implement and continuously improve policies, systems and processes that maintain the validity, reliability and integrity of qualifications and apprenticeship assessment.
-  Ensure effective governance and operational controls are in place for assessment, certification and learner achievement activities across qualifications and apprenticeships.
-  Oversee centre and delivery partner approval, monitoring and review activities, ensuring robust quality assurance and compliance arrangements are in place.
-  Responsible for processes relating to reasonable adjustments, special considerations and equality, diversity and inclusion requirements.
-  Lead quality audits, reviews and compliance activities, ensuring readiness for regulatory scrutiny and external quality assurance.
-  Monitor quality and performance data to identify risks, drive continuous improvement and support positive learner outcomes.
-  Lead the management of malpractice, maladministration, complaints, appeals and conflicts of interest, ensuring risks are effectively mitigated and resolved.
-  Provide leadership and expert advice on qualification and apprenticeship quality, compliance and operational matters across the organisation.
-  Collaborate with internal and external stakeholders to support the development, delivery and continuous improvement of qualifications and apprenticeships.
-  Build effective relationships with regulators, awarding organisations, employers, delivery partners and sector bodies to promote best practice and organisational influence.
-  Contribute to the strategic development of The King's Trust as an Awarding Organisation and promote an equitable, diverse and inclusive culture.

THE SKILLS YOU'LL BRING



All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Detailed knowledge of qualification frameworks, awarding principles and assessment methodologies.	To ensure qualifications are designed, assessed and awarded consistently, fairly and in accordance with sector requirements and best practice.
Thorough understanding of awarding organisation responsibilities, governance and compliance requirements.	To ensure robust governance arrangements are maintained and risks to the organisation are effectively managed.
Detailed understanding of Regulator requirements, Conditions of Recognition and associated regulatory principles.	To ensure all qualification and assessment activity remains compliant and protects the organisation's status as a regulated awarding organisation.
Strong knowledge of apprenticeship standards, assessment requirements and quality assurance practices.	To provide effective oversight of apprenticeship provision and ensure quality, compliance and positive learner outcomes.
Strong analytical skills with the ability to interpret performance, compliance and quality data to inform decision making.	To identify trends, monitor performance, support continuous improvement and make evidence-based decisions.
Experience	Why do we need this?
Significant experience of leading assessment, quality assurance and compliance functions within an awarding, education or skills environment	This role provides leadership across qualifications and apprenticeships and requires the credibility and expertise to oversee complex quality and compliance activities.
Experience of developing and maintaining quality assurance systems, policies and procedures across multiple stakeholders and locations.	To ensure consistent standards are maintained across centres, delivery partners and programmes operating throughout the UK.
Experience of managing regulatory compliance, audits, external quality assurance activity and risk management.	To ensure the organisation remains inspection and audit ready whilst proactively identifying and mitigating risks.
Experience of leading apprenticeship and/or qualification quality assurance activities and continuous improvement initiatives.	To drive continuous improvement, enhance learner outcomes and maintain confidence in the organisation's products and services.
Experience of building and managing effective relationships with regulators, external partners and senior stakeholders.	Success in this role depends on influencing stakeholders, maintaining confidence in our provision and promoting collaboration across the sector.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working within a youth-focused, charitable or social impact organisation.	To bring an understanding of the opportunities and challenges associated with supporting young people to achieve positive outcomes.
Experience of successfully leading complex change or transformation programmes.	The role will help shape future developments and requires the ability to lead organisational change effectively.
Experience of managing contracts, partnerships or delivery agreements with external organisations.	To support effective oversight of delivery partners and ensure services meet agreed quality standards.
Experience of supporting the implementation of new assessment product for qualifications and apprenticeship standards.	To contribute to the ongoing development and growth of the organisation's qualification and apprenticeship offer.
Experience of leading teams through periods of organisational growth and change.	To build resilience, maintain performance and support colleagues through evolving priorities and business needs.
Skills & Knowledge	Why do we need this?
Knowledge of qualifications and apprenticeship funding rules and operational requirements.	To support effective decision making and ensure both qualifications and apprenticeship activities are delivered within funding and compliance requirements.
Knowledge of The King's Trust programmes and the wider youth sector.	To better understand learner needs and ensure qualifications and apprenticeships support positive progression outcomes.
Understanding of quality improvement methodologies and organisational performance frameworks.	To support the development of effective improvement plans and enhance organisational performance.
Hold assessor and/or internal quality assurance qualifications.	To provide practical insight into assessment and quality assurance practices and the challenges faced by centres and practitioners.
Working knowledge of sector systems and databases used by regulators and awarding organisations.	To support efficient management of regulatory submissions, reporting requirements and operational processes.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works at a technical lead or head of level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do. You keep young people and our end goal in mind. You instil trust in others through consistency, professionalism and being accountable for team success. Resilient and determined in the face of challenges. You're authentic, bringing unique talents to work and encouraging others to do the same. Role models integrity and acts according to our Values	You understand the internal & external factors that demand change and innovation from The Trust You lead change processes with skill & positivity and help others see the benefits and opportunities. You take an entrepreneurial approach to improve how we do things. You take steps to further own development, coaching others to do the same. You encourage a culture of constant improvement. You role model a positive & constructive approach to giving and receiving feedback	You're approachable, clear, and inspiring. You effectively communicate information throughout The Trust You challenge the thinking of others and raise issues in a diplomatic, non-judgemental way. You seek to understand multiple perspectives, listening to others' concerns or barriers before responding	You role model effective and mutually supportive teamwork with colleagues You bring the team together in pursuit of shared purpose. You manage relationships with multiple stakeholders, gaining buy-in and balancing their different priorities. You share knowledge and information. You build a broad range of trusting relationships both across The Trust and externally. You have a broad organisation knowledge and awareness of how actions in one team will affect others	You translate The Trust's vision into a vision for your own team, making long-term plans and setting goals accordingly. You make decisions through establishing facts, considering consequences, and making sound judgements. You address obstacles, finding workable solutions. You set quality standards & challenge others to maintain them. You empower the team and place trust in them to take ownership and deliver results. You manage resources to maximise their impact and deliver results

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.