



Harlesden Road, Willesden, London, NW10 3RN

Introduction

Newman Catholic College is a diverse and dynamic learning community in North West London. We are an inclusive school of faith where our emphasis is on the development of the whole person.

We are an "Outstanding" Catholic School (CSI Section 48) and have been consistently rated a "Good" school by Ofsted, most recently in May 2022. Newman Catholic College is an inclusive school that has the highest of expectations for all its students. We believe that the motto, "*Everyone Counts, Everyone Contributes, Everyone Succeeds*" best encapsulates the ethos and values of the community we have established.

JOB DESCRIPTION

VOCATIONAL LEAD/ VOCATIONAL QUALITY REPRESENTATIVE
TLR 2B - £4340 per year

Job summary and purpose

To lead the vocational qualification programmes offered at Newman Catholic College, in accordance with the standards set by the relevant examination boards. To enable Newman Catholic College students to experience a consistently high-quality vocational education with appropriate employer engagement.

Job Description

Maintenance of Quality Measures and Reporting

- To complete yearly Quality Declarations for all vocational exam boards at the beginning of the year, such as the *BTEC Annual Centre Declaration* for edexcel and the *Annual Self-Assessment Review* for RSL.
- To oversee the yearly Quality Review for each vocational examination board such as the *Quality Management Review* or Lead Standard Verifier checks for edexcel/Pearson and the *Annual Centre Visit* for RSL. Reviews can involve a full inspection of existing student work, and existing and historic assessment and internal verification records and policy checks.
- To contribute to programming discussions alongside the relevant prospective Lead Internal Verifiers, Heads of Year and Senior Leaders, to ensure that proposed vocational qualifications are properly resourced and planned.
- To update, adapt or write all policies relating to vocational qualifications. This includes the *Vocational Registration, Assessment, Internal Verification* policy and *Appeals* policy as well as policies which also relate to General Qualifications such as the *Reasonable Adjustments* and *Malpractice* policies.
- To liaise with Lead Internal Verifiers, Curriculum Leaders, the Data and Exams Manager, the Senior Leader in Charge of Examinations, and the Heads of Year 10, 11 and 6th form, during registration and external entry- as per the *Registration* and *Assessment* policies.
- To be available to vocational Staff during External Assessment and Standards Verification, as required, to ensure programmes are prepared.
- To ensure each Lead Internal Verifier maintains accurate Assessment and Verification Records, as well as learner work, in accordance with the policies of each exam board.

Communication

- To act as first point of contact between the examination boards offering vocational qualifications and Newman Catholic College.
- To liaise with BTEC Assessors/ Lead Internal Verifiers and those in charge of examinations in the school: the Senior Leader in Charge of Examinations and the Data and Exams Manager, to facilitate effective communication across vocational qualifications.
- To update the Senior Leadership Team on BTEC and vocational business, through sharing meeting minutes and attending SLT once per half term.
- To meet the Lead Internal Verifiers and Assessors, formally through termly minuted meetings and on an ad-hoc basis, as required by vocational staff.
- To update the Vocational Google Classrooms to ensure all vocational staff are reminded of events on the Key Dates Calendars, of directives from the Exam Boards which arise over the academic year and have access to Key Documents.
- To update and share the Vocational Staff Handbook
- To update and share good examples of Learner Handbooks for Vocational programmes, for Lead Internal Verifiers to adapt for their own programmes.

- To ensure each Vocational Programme is represented in Options Evenings and that materials are available to potential students and parents to outline the benefits of vocational education in that area.

Support and Training

- To run a staff training session at the beginning of the academic year, setting out the role of Vocational Qualifications at Newman Catholic College.
- To run training for Vocational Staff at the beginning of the academic year with an Employer Engagement focus.
- To guide departments who are new to Vocational Qualifications through the Induction process for their exam board.
- To offer training on quality processes such as Internal Verification to staff/programmes who are new to BTEC.
- To keep their own training up to date through attendance at vocational drop-ins or INSET, where significant vocational changes are announced.
- To act as Internal Verifier for Lead Internal Verifiers in one person departments with Internal

Employer Engagement

- To ensure Vocational Learners have access to vocationally valid experiences and can engage with industry employers. In the case of Performing Arts, this would include theatres, drama companies and Drama Schools. In the case of Science this could include global healthcare companies and Medical Schools.

Application process

Visits to the school are welcome and encouraged. Please get in touch if you would like to arrange this: We would be more than happy to show you around, and answer any questions you may have in advance of the interview.

Newman Catholic College is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults.

Appointment is subject to a clear, enhanced DBS check.

Application forms must be completed and are available from the school website or by phoning the school office on 020 8965 3947. Please note that CVs will not be accepted.

Completed forms should be returned directly to Newman Catholic College at the above address or via email to trohan@ncc.brent.sch.uk.

Closing date: 1st May 2025

Interview: 6th May 2025

Person Specification

Skills/ Experience/ Qualities	Essential	Desirable
QTS	√	
Lead Internal Verification (of a vocational qualification) experience	√	
Ability to communicate confidently with vocational stakeholders (students, vocational staff, administrators Senior Leaders and senior exam board personnel)	√	
Strong written communication skills	√	
Ability to work to strict deadlines	√	
Willingness to adapt workload to fulfil the Key Dates calendar of exam boards.	√	
Approachable	√	
Ability to problem solve	√	
Strategic	√	
Experience of internal verification of subjects outside specialism		√
Willingness to internally verify subjects outside specialism	√	
Strong organisation skills	√	
Experience of building contacts with employers/ providers of vocational opportunities.		√
Willingness to build contacts with employers/ providers of vocational opportunities	√	