

Role:	Excellence Coordinator
Package:	Pension, Unlimited leave, Flexible working
Location:	Home based
Salary:	£30,000 - £35,000 dependent on experience
Reports to:	Director of Excellence and Learner Experience
Working Hours:	Full time

Job Description

Corndel is seeking a values-driven, committed and skilled individual for a key role in our Excellence and Learner Experience Team. We are defining and developing Excellence in everything we do, building on our strong foundations and reputation, as we continue to grow and diversify.

'We are what we repeatedly do. Excellence, then, is not an act, but a habit.'

The Excellence Coordinator will play a key role in developing our world-class education provision and learner experience, working in close collaboration with the Excellence Team and other colleagues across Corndel. This role has a particular focus on quality assuring and developing our teaching and training and its impact on Learner progress and achievement. This will include carrying out observations of teaching and learning using our Excellence Rubric, evaluating the impact of our provision through work scrutiny and other evidence, and delivering coaching and professional development to colleagues to increase their effectiveness and impact on our learners.

This is an exciting opportunity to join a dynamic team, united in a core purpose to deliver Excellence for our learners, employers, ourselves and each other.

You will join a company which is breaking new ground and offering a more intelligent, dynamic, and achievable way of developing people through world-class programmes of vocational learning. Corndel delivers a range of Apprenticeship programmes, including Leadership and Management, Data Analytics, DevOps and Software Development, Project Management and Fundraising. We have also recently launched Traineeships and Youth Apprenticeships This is your opportunity to work with some of the largest and highest profile businesses in the UK, helping them and their staff succeed, and to support those looking to start their careers and achieve meaningful employment.

You will need to evidence an alignment with the values of Corndel and an understanding of the transformational impact of education.

You will:

- Drive and deliver excellence in all you do.
- Work in close collaboration with all members of the Excellence Team.
- Play a key role in evaluating the Quality of Education through Excellence Reviews and Deep Dives.

- Observe and evaluate the quality of teaching and training, both live and recorded, in 1-2-1 sessions, workshops, induction, and other provision as it develops.
- Provide effective feedback to colleagues to develop their pedagogy and practice and improve their impact on our learners.
- Carry out reviews of learner files, work scrutiny and evaluate other evidence on learner progress and achievement.
- Work efficiently and collaboratively across Corndel. Facilitate the sharing of best practice across the business.
- Communicate effectively with all stakeholders in the learner journey, seek and analyse feedback, and work in collaboration to agree, implement and monitor improvement activities.
- Challenge existing expectations and ways of working to create excellence and benefit our learners.
- Have, or quickly develop, a deep understanding of everything apprenticeships and traineeships, including compliance, delivery, curriculum, and quality.
- Support the Excellence Team to develop and embed Corndel's Continuous Improvement Framework and Excellence Improvement Plan to ensure that appropriate actions are taken to drive excellence across all our provision.
- Support the Director of Excellence in creating, developing, and implementing our Excellence and Learner Experience Strategy.
- Work with the team and key stakeholders to ensure Corndel is thoroughly prepared for external inspection and regulatory activities.
- Ensure Corndel meets the required standards for Safeguarding, Prevent and British Values.
- Be committed to Equality, Diversity and Inclusion and contribute to our mission of making Corndel an anti-racist and fully inclusive organisation.
- Carry out other duties in keeping with the nature of the post as directed by and agreed with the Director of Excellence.

Personality and Attitude

- Strong personal and professional values that align closely with our values
- High expectations and aspirations for self and others
- Commitment to excellence and continuous improvement
- A can-do and upbeat attitude to work, colleagues, and clients

- A self-starter and self-manager who can get things done and work systematically and thoroughly
- A positive, optimistic and enthusiastic team-player
- A strong growth mind set
- Ambitious for self, team, and the business as a whole
- An inquisitive mind, able to find things out and problem solve
- Solutions focussed with detailed attention to both the outcomes and the inputs to secure them
- The ability to prioritise, plan contingencies and adapt to changes at short notice
- Integrity and standards that mirror those of the Excellence Team and Corndel

Skills:

- Highly organised, able to prioritise well, work at speed and under pressure
- Ability to motivate and inspire people to adopt a growth mind set
- A highly-effective communicator who writes and listens well, can explain things clearly and presents information in a simple and impactful way
- Ability to make evidenced-based judgements
- Good attention to detail with a 'get things right first approach'
- A natural completer-finisher, with thoroughness and accuracy
- Proven ability to set and meet deadlines in a calm and efficient way
- Sound judgement and able to escalate issues as and when required
- Ability to analyse and interpret a range of data to inform judgements and recommendations
- Ability to think strategically to align recommendations and solutions to future team and business priorities

Knowledge and experience

- Experience within a further education and skills or related educational setting
- A teaching qualification
- Experience of observing, evaluating and improving the quality of teaching and/or training

- Experience of developing and delivering resources and training to improve the quality of teaching/delivery
- Experience of quality improvement activities, including auditing, and/or evaluating quality through a range of evidence
- Excellent understanding of the Ofsted Education Inspection Framework
- Experience of working within a regulated environment, ideally with experience of Ofsted inspection
- Knowledge of external quality kitemarks such as Matrix, Investors in People, etc.

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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