Alison Whatsize

39 Linden Avenue

Countesthorpe

Leicester

LE8 5PG

Tel: 07921578497

Email: ali.whatsize@btinternet.com

Personal statement

I am a highly motivated, focused and experienced Senior Manager with many years of extensive leadership experience within the Adult Education sector including Apprenticeship provision, Offender Learning and over ten years’ experience also working within the Welfare to Work industry leading the support of long term unemployed to gain sustainable employment through high quality training and IAG. I am dedicated to the principles of academic integrity and intellectual honesty and hold a proven track record of successfully raising standards and driving exceptional levels of quality and performance. I am a fully qualified further education teacher with an English specialist qualification and hold a BA (Hons) in Lifelong Learning and Professional Development. I have extensive experience of Ofsted inspections and the self-assessment reporting process and have developed over the years to become a successful policy maker and leader.

I am results focused, strategic, self-driven and lead by example with a consistent track record of successfully raising standards and driving exceptional levels of quality and performance. I have excellent communication and organisation skills and adapt well to change.

Prior to becoming a freelance education and training consultant, my most recent role as Assistant Director of Teaching, Learning and Assessment within a large Ofsted grade 1 inspected national training provider was to work at a strategic level to ensure the quality of teaching, learning and assessment is outstanding and learners are provided with the best possible learning experience and outcome. The organisation was Ofsted inspected in November 2017.

Formerly, I held the role of Education Manager for a short time at a male category B prison after working for a large international Adult Skills, Justice and Welfare to Work provider as Head of Quality and Curriculum. The focus of this role was to successfully lead the organisation through all contractually required quality standards, assessments and inspections. Through my leadership, each division of the organisation achieved the Matrix standard with the organisation achieving a grade 2 (Good) Ofsted inspection result in addition to other contractually required quality standards.

Key Skills

* Expert knowledge of the Adult Skills sector (including the Justice sector).
* Strategic lead on the Quality Improvement of all Adult Skills programmes including Apprenticeships.
* Strategic lead on the Quality Improvement of Welfare to Work provision.
* Extensive knowledge of the Common Inspection Framework/Education Inspection Framework and a range of other Quality Assurance frameworks.
* Extensive experience of Ofsted inspections including Ofsted nominee.
* Company self-assessment lead.
* Strong leadership skills, and the ability to motivate a successful team.
* Excellent communication skills.
* Highly efficient in meeting tight deadlines.
* Excellent business change management skills.
* Qualified and experienced Matrix standard internal champion.
* Experience of managing a wide range of business areas such as Customer Service, Qualification Compliance, Curriculum Development, Safeguarding and Teaching, Learning and Assessment.

Employment History

Freelance Consultant for the education, skills and work-based learning sectors. Current

Recently completing Ofsted inspector training supporting the FE and Skills sector. Undertaking both short and long term projects providing tailored support and advice to the FE and Skills sector.

Assistant Director of Teaching, Learning and Assessment (Ixion Holdings – part of the Shaw Trust Group) May 2017- July 2019

A highly successful strategic lead for the quality of teaching, learning and assessment across all contract areas through innovative teaching and curriculum content ensuring learners and apprentices are provided with the best possible learning experience and outcome.

Leading curriculum development to ensure all work-based learning programmes are employer and learner responsive with innovative teaching and learning content and methodology which has led to high success and achievement rates across all learner groups. I successfully supported the organisation through a period of rapid change due to the introduction of the apprenticeship levy and apprenticeship standards. All areas of the curriculum successfully and effectively embed British values and safeguarding as well as personal development, behaviour and welfare ensuring that learners are provided with a meaningful, holistic learning experience.

Supporting with business development has helped Ixion to continually grow and expand the range of provision ensuring all programmes are relevant, learner and employer responsive.

Developing and implementing excellent and effective quality improvement strategies which have resulted in improved learner success and achievement, high satisfaction rates as well as supporting the organisation to achieve a grade 1 (Outstanding) Ofsted inspection result in November 2017. These strategies include further developing the use and analysis of learner and employer feedback to continually inform improvements; the development and implementation of a successful teaching, learning and assessment observation strategy with associated processes which link to a meaningful and effective continual professional development strategy for all teachers and assessors supporting them to continually improve their practice.

I am accountable for the implementation of robust improvement planning across the organisation and the self-assessment process for Ixion - leading to a secure and accurate self-assessment report and quality improvement plan.

Through my leadership Ixion holds continued direct claims status for all qualification programmes and has received exemplary quality reports from the wide range of awarding organisations Ixion works with; this validates Ixion’s continued robust compliance of qualifications in line with Ofqual requirements.

As deputy safeguarding managera key responsibility is to ensure all staff are provided with ongoing awareness raising, learners feel safe and concerns are reported where required.

Education Manager - OLASS (Milton Keynes College) October 2016-May 2017

Operational Manager leading the Offender Learning Education Department at HMP Nottingham. My role is to successfully lead and manage the department of administrative and teaching staff to ensure high quality teaching and learning provides an innovative and stimulating curriculum which reflects and responds to students’ needs - as well as supporting the strategic direction of the Learning and Skills department within the Establishment.

I successfully manage the Department’s budget and resources to ensure they are used effectively and efficiently and that financial targets are met.

Head of Quality and Curriculum (PeoplePlus Ltd) (acquisition of Avanta Enterprise Ltd) (October 2012 – July 2016)

A highly successful senior manager working nationally as strategic lead for the achievement of all Quality standards, assessments and inspections. As an experienced company Ofsted nominee I achieved grade 2 (Good) for the organisation in 2015. Through working with business leaders across the organisation I have raised the Quality agenda and have continually provided them with insight and recommendations on actions required to improve quality, learner/employer experience, retention and achievement.

Through the formulation and implementation of an effective continuous Quality Improvement strategy and associated policies and processes, I successfully developed the quality of provision. The delivery of teaching, learning and assessment was improved through ensuring appropriate recruitment, an effective observations policy, relevant improvement plans and effective CPD. The highly effective teaching, learning and assessment was validated by Ofsted in 2015 as well as by achieving improved success rates.

The implementation of an effective curriculum development strategy supported the innovative and up to date curriculum offer providing employability, personal development courses and apprenticeship frameworks which successfully met the requirements of employers, learners and other stakeholders; this was corroborated by excellent achievement results as well as exceptional feedback. The exemplary quality reports received from all awarding organisations and continued direct claims status (DCS) validated the robust compliance of qualifications in line with Ofqual as well as awarding organisations.

Through developing a clear IAG strategy the provision of effective IAG continually improved and this was substantiated through the achievement of the matrix standard as well as the high number of individuals led into sustainable employment through the welfare to work division.

The robust Safeguarding/Prevent policy I was responsible for worked extremely well, ensuring staff were provided with awareness raising, learners felt safe and concerns were reported where required, including a number of Prevent incidents and concerns.

As the Quality leader, I was accountable for ensuring an effective self-assessment process was in place leading to an accurate self-assessment report (SAR) and quality improvement plan (QIP). The process I introduced to the organisation ensured that all stakeholders (learners, employers and staff at all levels) were involved in the self-assessment process. This resulted in highly favourable feedback from Ofsted as well as the DWP PAT (Provider Assurance Team) and the Matrix and Merlin assessment teams who all complimented the organisation on the robust and highly effective Quality Improvement policies and processes in place.

Whilst in post my customer experience team managed over 7000 calls per year and addressed many complex complaints (99.9% complaints being from DWP customers on the organisation’s Work Programme contract). The customer experience policies and processes I implemented protected the reputation of the organisation as well as protecting from litigation and financial recompense.

**Teaching, Learning and Curriculum Manager (including responsibility as Designated Safeguarding Manager) (Newcastle College Group - Intraining) (July 2007– October 2012)**

As a successful manager leading a team of Quality Assurance staff I developed and implemented a highly effective Teaching, Learning and Assessment policy, as well as associated policies for English and Maths, IAG, Initial Assessment, Observations of Teaching, Learning and Assessment, Qualification Compliance, Safeguarding Vulnerable Adults and Children and Equality and Diversity.

I led the content development for an online employability skills screening tool and associated e-learning and classroom based materials to support the development of individual’s employability skills. This resulted in supporting the organisation’s success in winning major new government contracts such as the Work Programme.

I improved the quality of teaching, learning and assessment as well as the IAG support provided to all customers across the Adult Skills and Welfare to Work divisions. The improvements resulted in higher success rates for all adult provision including classroom based employability programmes and Apprenticeship frameworks.

Working closely with Newcastle College Teacher Development team I ensured a robust CPD programme for all teachers, assessors and advisory staff was in place to achieve qualifications such as a Specialist Diploma in Teaching Life Long Learning Skills (DTLLS) and to provide regular and relevant CPD opportunities such as dyslexia awareness raising, mental health awareness raising, improving teaching strategies, etc.

As designated safeguarding manager, I was responsible for driving the safeguarding policy ensuring processes were followed to address any concerns raised around the safeguarding of children and/or vulnerable adults providing advice and support and undertaking external referral as and when required. I implemented appropriate safeguarding and equality and diversity training for all employees, through engagement with specialist organisations.

I was the strategic contact for all awarding organisations and EQA activity ensuring appropriate development plans and DCS (direct claims status) was maintained as well as effectively building strong relationships with awarding organisations to enhance and develop the business. On a number of occasions, I delivered a keynote speech at awarding organisation events.

As a leading member of the Quality Standards and Risk team specialising in teaching and learning, I was heavily involved in Ofsted preparation and all other inspections including ETI and Estyn inspections in Northern Ireland and Wales successfully achieving a Good outcome with Intraining achieving a grade 1 Outstanding Ofsted inspection during this time.

**Skills for Life Specialist (Carter and Carter Group prior to acquisition by Newcastle College Group)**

**July 2005 – November 2007**

This specialist role was focused to continually improve the quality and performance of the organisation’s Skills for Life (English and maths) curriculum and ensure a whole organisational approach to Skills for Life through the development of a highly effective Skills for Life strategy. To ensure appropriate staff development through carrying out a training needs analysis resulting in the upskilling of all delivery staff to support them to deliver high quality teaching and learning. This was confirmed through regular observations (in accordance with the Common Inspection Framework) of teaching, learning and assessment as well as the IAG provided through Welfare for Work provision as well as the IAG services provided in a number of prisons though an OLASS contract. I was then promoted internally to my following role within the Newcastle College Group.

**Skills for Life Co-ordinator (Leicester Skills for Enterprise, East Midlands learndirect Hub Operator)**

**July 2004 – July 2005**

This role provided specialist support, advice and accredited teacher training and adult support qualifications to the Learndirect network throughout the East and West Midlands effectively embedding the Skills for Life government agenda. Developed the Skills for Life (English and maths) curriculum as well as driving the performance of each Learndirect centre within the region to achieve UFI targets to effectively deliver English and maths qualifications. Successfully worked with employers and the Probation Service to promote Learndirect provision in order to expand the choice of learning opportunities for adults and young people. The role required an in depth knowledge of national Skills for Life issues, the Ofsted Common Inspection Framework and teaching strategies as well as a clear understanding of Learndirect policies, funding opportunities and procedures.

**ICT Curriculum Manager (Leicester Adult Education College) January 2004 – July 2004 (short term contract)**

This temporary middle management role focused on the development and management of the ICT programme servicing the Leicester City adult community. Overseeing the smooth running and continual development of the ICT department I successfully managed a team of tutors and associated budgets. Ensuring provision was delivered to a high standard to meet the requirements of the Adult Learning Inspectorate and Ofsted I also maintained regular teaching hours. The college achieved a Good inspection result during this time.

**Learndirect Centre Manager/ICT Co-ordinator (William Bradford Community College) May 2002 – January 2004**

This management role was to develop and manage the ICT community programme for Leicestershire and included the responsibility for the Learndirect and the ICT teaching budgets. As well as regular teaching, I managed a team of 12 tutors and administrators ensuring fit for purpose and high quality ICT programmes to meet the requirements of the County Council and the Adult Learning Inspectorate. I implemented and managed a brand new adult learning Learndirect centre successfully servicing the Leicestershire community. The post required excellent organisational skills and the ability to communicate with people at all levels as well as up to date knowledge of accredited ICT courses, teaching skills and an understanding of Learndirect processes, policies and funding streams. My Learndirect centre was described as “exemplary” by the Adult Learning Inspectorate when inspected as part of a wider Learndirect inspection.

**Adult Community Tutor (Leicestershire County Council) *September 1996 – 2006***

This was a part time role teaching adult learners (mainstream and adults with learning difficulties and disabilities) leading to ICT and English qualifications at various Leicestershire Community Colleges mainly during the evenings which I undertook in addition to my full or part time daytime job roles.

Education and Training

* Level 5 Certificate in Understanding and Participating in the Matrix Standard Assessment Process and Practice 2014
* BA (Hons) Lifelong Learning and Professional Development (Leeds Metropolitan University) 2011
* Professional Certificate in Education (University of Leicester) 2006
* City and Guilds Certificate for Adult Literacy (Subject Specialist) 2006
* OCR Teacher and Trainer Diploma in Administrative Skills including D32 (TDAS) 1997
* OCR D32 Assessor Award 1997
* OCR RSA Integrated Business Technology Stage 2 (2001)
* ECDL (European Computer Driving Licence) 2002
* 5 x GCSEs including English and maths 1974