



THE CREATIVE AND PERFORMING ARTS SCHOOL

JOB DESCRIPTION

HEAD OF ACADEMIC QUALITY

The Head of Academic Quality provides strategic leadership in the setting and maintenance of academic standards, and the quality assurance of all aspects of programme delivery, assessment and student support. Essential duties and responsibilities of the role are to:

- Develop, implement and maintain a comprehensive quality of education strategy.
- Ensure the effective integration of innovative educational strategies and personalised learning approaches.
- Lead on initiatives to enhance teaching standards, curriculum delivery and assessment frameworks.
- Design, maintain and review policies, procedures and practices that support academic excellence and drive alignment with best practice.
- Ensure compliance with quality assurance frameworks and external regulations.
- Oversee the regular assessment of academic programmes, curricula and learning outcomes, to identify areas for improvement.
- Provide guidance and direction to Heads of Disciplines and the wider CAPAS community that ensures effective and integrated quality assurance processes.
- Oversee approval and review processes to amend and enhance curricula, to ensure that processes are robust and effective, and are consistent with CAPAS standards.
- Oversee activity associated with academic appeals, complaints and offences.
- Support the professional growth of academic staff through training, mentoring and performance management.

The Head of Academic Quality also leads and oversees admissions, student services, teaching and learning and academic administration teams. Essential duties and responsibilities of this component of the role are to:

- Develop and implement operational plans that support institutional strategic goals in academic quality.
- Ensure the teams' effective operations and alignment with institutional objectives.
- Work collaboratively with institutional leaders, staff, students and external stakeholders.
- Ensure that teams' policies and procedures are effective and promote quality assurance, excellence and enhancement.
- Manage the budget for all activities falling within the Academic Quality portfolio.

Education and Experience:

- At least a bachelor's degree in a relevant field.
- Considerable experience in higher education administration, particularly in academic quality assurance roles.
- Demonstrated meaningful experience developing, implementing and evaluating academic quality policies and procedures.
- Proven track record of improving educational outcomes.
- Demonstration of continuous professional development and keeping abreast of sector practices.
- A genuine passion for growing and enhancing higher education in the arts.

Knowledge, Skills, Abilities:

- Extensive knowledge of academic quality assurance principles and practices.
- A deep understanding of quality assurance frameworks, regulatory requirements, and best practices in higher education.
- Strong leadership and management skills, including experience leading teams, managing budgets, and working with diverse stakeholders.
- Strong organisational skills and the ability to prioritise tasks and meet deadlines.
- Ability to develop and implement strategic plans to achieve quality assurance goals.
- Ability to analyse data, identify trends and develop solutions to improve to academic quality.
- Ability to effectively communicate with diverse stakeholders, including faculty, administrative staff, students and external stakeholders.
- Ability to adapt to changing circumstances and demands within a dynamic academic environment.

Letters of interest should be emailed to admissions@capasbahamas.com by August 1st, 2025.