

JOB DESCRIPTION

TITLE: Construction Lead IQA

GRADE: Support Scale 10

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- Support the internal quality assurance processes across the group.
- Responsible for the data capture and storage of quality documents across all sites ensuring a strong audit trail.
- Regularly audit internal tracking systems. Develop and maintain good working relations with awarding body representatives.
- Plan and oversee awarding body external verification visits.
- Stay abreast of qualification amendments and other CPD activities relating to this role. Develop and implement standardised performers to be used across the area.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives.
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

2.1 To participate in College-wide projects and tasks.

2.2 To work in other support services areas to meet the specific needs of workload peaks.

2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

3.1 To design and deliver flexible training programmes that develop the knowledge and understanding of the quality assurance processes.

3.2 To act as a point of contact in between the Directorate and the awarding bodies

3.3 To ensure the contractual requirements of the relevant awarding bodies and Ofqual are kept at all times.

3.4 Carry out and support with regular quality activities including live observations, portfolio sampling and learner voice.

3.5 To be responsible for the data capture and storage of all evidence captured in-line with awarding body specifications and GDPR

3.6 Work with curriculum managers to orchestrate and facilitate standardisation activities

3.7 To undertake audit reviews and other procedures in order to meet the quality requirements of the College's Common Inspection Framework

3.8 To feedback regularly to the group deputy director on quality progresses

3.9 To map sampling activities around assessment planning and in-line with accredited qualification requirements and that of Awarding Bodies

3.10 To keep records of all training sessions delivered that clearly set out session aims, objectives and activities.

3.11 To prepare reports, as required, Directorate Administrative team.

- 3.12 To undertake research and needs analysis to inform the design of customised training.
- 3.13 To carry out administration associated with the role as necessary.

4 Person Specification:

- 4.1 Proficient in Microsoft Windows systems, Microsoft Office, and other common IT applications
- 4.2 Proficient in the quality assurance process and hold a relevant qualification suited to this role.
- 4.3 Possession of an Assessor Award (A1)
- 4.4 Experience of working in a team and evidence of the ability to work effectively with colleagues.
- 4.5 Experience with online data capture (e-portfolios, OneDrive)
- 4.6 Experienced in developing assessment plans and schemes of work
- 4.7 Ability to use initiative when problem solving, prioritising and organising work.
- 4.8 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.