

## **Job Description**

Job Title: Lead IQA  
Responsible to: Head of Skills / Delivery

### **The whole purpose of the job**

To have overall responsibility for quality of provision and quality improvement within the area of responsibility. To develop, implement and manage for monitoring and implementing compliance with the College's Gold Standards. To maintain and improve the College OFSTED grade, quality certifications and direct claim status. This will include leading and managing inspections and audits conducted by external agencies and to support the self-assessment process to promote quality improvement throughout the department.

The Lead IQA will lead in the delivery of high quality learning and qualifications to learners and provide robust IQA processes for Apprenticeships and skills. The Lead IQA will lead, motivate and develop a team of IQA's to ensure Learners achieve their planned learning aim and make progression. The Lead IQA will work with the College Head of Quality and Learning to ensure the wider College quality strategy is implemented. The Lead IQA will manage and collect feedback from learners on programme and monitor quality of delivery within the programmes on offer and report changes in quality and compliance trends on the learner journey to the Head of Skills / Delivery.

### **Contractual Compliance**

- To ensure learner starts and achievements are timely.
- To ensure retention of learners is in line with College targets
- To ensure compliance, quality and consistency of assessment

### **Internal Verification and related activities**

- To manage and where required internally verify all qualifications within the scope of area of responsibility.
- To prepare sampling plans for internal verification.
- To set up, prepare and minute standardisation meetings per quarter within the scope of area of responsibility.
- To organise and run External Verification visits within the scope of area of responsibility.
- To deal with any action points from External Verification visits.
- To ensure qualification units chosen meet the full qualification and where appropriate its framework.
- To ensure all Apprenticeship programmes delivered are SASE compliant.
- To put forward to the Head of Skills / Delivery new assessors/trainers/tutors to meet changing requirements.
- Ensure that all assessors/trainers/tutors meet minimum requirements for vocational competence, CVs, Certificates and on-going CPD.
- To confirm Schemes of Work and Lesson Plans meet the requirements of the awarding body and funding guidelines for each component of the learners journey.
- Working with the appropriate curriculum areas, develop Schemes of Work and Lesson Plans where required to improve the overall quality of provision for the department.
- To lead and support a team of assessors/trainers to achieve timely success rates with their learners.
- To carry out assessor/trainer/tutor moderation observations to meet awarding organisation requirements.
- To ensure assessors/trainers/tutors are competent to carry out initial assessment and inductions, vocational and functional skills assessments of learners and make decisions as to the suitability of potential learners to achieve relevant qualifications.
- To check the learner's plan of individual training needs has been adhered to.
- To check the compilation of portfolios and to monitor their quality of evidence.
- To be responsible for monitoring and tracking the assessment and verification procedure.
- To participate in course evaluation, quality assurance and self-assessment systems.

**General Duties**

- To prepare monthly reports for the Head of Skills / Delivery
- To complete paperwork in accordance with awarding body, funding and audit requirements.
- To ensure own training and development, including CPD, is up to date and compliant with relevant professional bodies.
- To support the ethos of Harrow College, its marketing and recruitment activities.
- To maintain the highest professional standards in accordance with the policies of the Corporation.
- To support the College's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.
- To travel as required to meet the requirements of the position.
- To carry out other duties as may reasonably be required by the Head of Skills / Delivery

## PERSON SPECIFICATION

**Job Title:** Lead IQA

The following competencies identify the requirements essential for the above post that will be assessed.

COMPETENCY	REQUIREMENTS
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Extensive experience of delivering against government funded work based learning contracts</li><li>• Experience in resource management</li><li>• Experience of internally verifying learners' work</li><li>• Recent experience and proven track record of leading a team of IQAs across multiple disciplines to ensure achievement of qualifications in a timely manner</li><li>• Extensive experience of and proven track record in setting, monitoring and evaluation IQA strategies and best practices across a team of IQAs</li><li>• Proven track record in the management of a team of IQAs across diverse qualification</li><li>• Experience of managing Awarding Organisation relationships and EQA visits</li><li>• Experience of delivering training and support</li><li>• Experience of implementing and managing change and staff development across a diverse team</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and experience of using MS Office to meet job requirements</li><li>• Good working knowledge of e-Portfolios</li><li>• Excellent knowledge of QCF qualifications at Levels 2 &amp; 3 in own vocational area</li><li>• Good knowledge of Functional skills and delivery methodology</li><li>• Good understanding of Specification of Apprenticeship Standards for England</li></ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• L4 Award in Preparing to Teach in the lifelong learning sector or equivalent</li><li>• V1 or equivalent</li><li>• A1/Assessing Vocational Achievement awards or equivalent</li><li>• Vocational Qualifications at Level 3 or above relevant to the area of responsibility (desirable)</li><li>• Level 2 Functional Skills qualification in Maths and English</li></ul>
<b>PEOPLE MANAGEMENT</b>	<ul style="list-style-type: none"><li>• Effective liaison with employers and stakeholders to ensure good working relationships</li><li>• Monitoring performance of assessors/trainers/tutors for effective results and task completion</li><li>• Working within a team</li></ul>
<b>COMMUNICATION</b>	<ul style="list-style-type: none"><li>• Effective written and verbal communication skills</li><li>• Ability to listen/observe/acknowledge and feedback</li><li>• Effective use of ICT</li><li>• Good numeracy and literacy skills</li></ul>
<b>PLANNING AND ORGANISATION</b>	<ul style="list-style-type: none"><li>• Operate within complex regulations and effectively manage the work of a team of assessors/trainers/tutors</li><li>• Meet with assessors/trainers/tutors regularly to ensure learner progress is achieved and record outcomes of meetings</li><li>• Support and develop assessors/trainers/tutors to enable them to meet their own objectives for retention and achievement of learners on programme</li><li>• Plan and organise with clarity and attention to detail</li></ul>

	<ul style="list-style-type: none"> <li>• Use initiative to meet organisational and learner needs</li> <li>• Meet internal and external deadlines on a regular basis</li> <li>• Work independently with a high level of initiative and motivation</li> <li>• Organise travel efficiently to maximise working</li> </ul>
<b>JUDGEMENT</b>	<ul style="list-style-type: none"> <li>• Problem analysis and solving</li> <li>• Taking responsibility for working safely</li> </ul>
<b>EQUALITY &amp; DIVERSITY</b>	<ul style="list-style-type: none"> <li>• Working within the framework of the College's Equality &amp; Diversity Policy</li> <li>• Commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults.</li> </ul>