

JOB DESCRIPTION

POST TITLE:	Internal Quality Assurer
GRADE/SALARY:	Harmonised Scale (Spine Point 22 - 28)
WORK ARRANGEMENTS:	Variable Hours
DEPARTMENT:	Learning Unlimited
RESPONSIBLE TO:	Work Based Delivery Manager

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. Provide a cohesive and comprehensive scope of quality assurance checks to ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
3. Support the ongoing development of delivery staff to ensure current industry practice is maintained and optimum opportunity for learners to develop and progress is achieved.
4. Contribute to the ongoing development of quality assurance processes in line with qualification updates and changes

DUTIES AND RESPONSIBILITIES:

1. Conduct quality assurance checks on portfolios of learners work in line with College policy.
2. Maintain accurate and comprehensive sampling plans by qualification and Tutor.
3. Provide detailed developmental feedback on both the assessment practice (ensuring compliance to current industry standards), and the learners progress to where they should be at in their programme of learning.
4. Check and approve all delivery staff CV's and prior attainment in line with requirements for the qualifications.
5. Support all associated Awarding Body visits (EQA, Moderation Visits or EPA) through preparation checks and availability during the visits.
6. Coordinate and lead on standardisation sessions to ensure good practice is shared and the quality of delivery is continuously enhanced.
7. Attend and actively participate in Centre IQA meetings and standardisation sessions ensuring consistent high quality practice is adopted across all provision.
8. Contribute to the development of high quality learning resources including quality checking all resources that are made available for the provision.

9. Monitor the adherence to industry required CPD feeding back to management on the requirements needed.
10. Ensure final IQA checks take place within College policy guidelines to ensure timely certification of achievements and positive impact on performance data.
11. Observations of assessment practice providing constructive and supportive feedback to Tutors
12. Obtaining verbal feedback from learners and employers for ongoing review and evaluation of provision.
13. Full adherence and implementation of the College Quality Assurance policy.
14. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
15. Work effectively together with classroom based, work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Internal Quality Assurer	Department:	Learning Unlimited
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Relevant occupational qualification to the post advertised	E	A
Assessor qualification (eg D32, D33, A1, TAQA)	E	A
Training/Teaching/Basic Skills qualification	D	A
English and maths at Level 2	E	A
Internal Verifier Award (eg D34, V1, TAQA L4)	E	A
Experience:		
Relevant occupational competency with evidenced continuous CPD to maintain industry knowledge	E	A/I
Experience of quality and self-assessment process	E	A/I
Experience in the assessment of NVQ/QCF qualifications and meeting the national occupational standards	E	A/I
Experience in teaching, coaching and mentoring students in achieving accredited qualifications	E	A/I
Experience in working under own initiative and managing time and workload effectively	E	A/I
Experience in the delivery of Functional / Key Skills qualifications	D	A/I
Experience in managing and working with external clients	E	A/I
Contribution to the external verification process	D	A/I
Experience of working towards and achieving targets and deadlines	E	A/I
Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively	E	A/I
Experience in providing initial advice and guidance to learners / employers	E	A/I
Skills/Knowledge:		
Commitment to and understanding of quality systems and self-assessment procedures	E	A/I
Ability to research/ develop learning materials to support learner achievement	E	A/I
Commitment to managing time and meeting deadlines	E	A/I
Energy, enthusiasm and the ability to work under pressure to achieve goals	E	A/I
Ability to be flexible and adapt to changing priorities	E	A/I
Commitment to producing timely reports and other documents as requested	D	A/I
Excellent customer service and interpersonal skills	E	A/I
Qualities:		
Willingness to undertake substantial travel in line with the needs of the role	E	I
Flexibility to work additional hours when required	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Have a valid full driving licence and vehicle with business insurance	E	A/I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	E Jones	Date Produced:	07/01/2019
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