



Job Role: BTEC Quality Nominee

Reports to: Deputy Head Academic

Job Purpose: The BTEC Quality Nominee acts as the main point of contact between Earlscliffe and Pearson Edexcel for all matters related to BTEC qualifications. This role ensures that all quality assurance processes are effectively implemented, maintaining the highest standards in assessment, verification, and overall programme delivery. The nominee will work closely with Programme Managers, Lead Internal Verifiers, and the Centre Quality Reviewer to uphold compliance with Pearson's quality requirements.

Key Responsibilities:

Quality Assurance & Compliance

- Act as the primary liaison with Pearson Edexcel, ensuring compliance with their quality standards.
- Monitor and maintain accurate records of BTEC programme approvals, registrations, and review dates.
- Ensure up-to-date centre contact details are available via Edexcel Online.
- Coordinate the appointment and training of Lead Internal Verifiers across all Principal Subject Areas.
- Oversee internal verification processes and ensure they align with Pearson's quality standards.
- Monitor and manage the re-registration of Lead Internal Verifiers at the start of each academic year.
- Organise and oversee the annual Quality Management Review visit, ensuring all documentation is up to date.

Assessment & Standards Verification

- Liaise with Programme Managers and Lead Internal Verifiers to facilitate effective assessment and verification.
- Monitor the standards verification process, ensuring sampling requirements are met.
- Ensure assessment decisions are standardised across teams and that external assessment requirements are understood.

- Review Standards Verifier reports and implement any necessary actions to maintain quality compliance.

Training & Development

- Ensure all Lead Internal Verifiers complete required training and understand the quality assurance processes.
- Support programme teams by organising training sessions, briefings, and forums to disseminate best practices.
- Ensure vocational course teams are aware of any changes in BTEC programmes and quality assurance procedures.

General Operational Management

- Implement and oversee the use of myBTEC within the centre.
- Work with the Senior Leadership Team to ensure consistency and quality across all BTEC programmes.
- Maintain effective communication with the Edexcel Regional Quality Manager regarding any quality issues.
- Ensure continuity and succession planning for all quality assurance roles, including the Quality Nominee position.

Candidate Requirements:

- Experience in BTEC programme delivery and assessment.
- Strong understanding of Pearson Edexcel quality assurance processes.
- Excellent organisational and leadership skills.
- Strong communication and stakeholder management abilities.
- Ability to interpret and apply regulatory requirements effectively.
- Proficiency in using Edexcel Online and related systems.
- Commitment to safeguarding and promoting the welfare of children, with a willingness to undergo an enhanced Disclosure & Barring Service (DBS) check.

Other Information:

- This post is subject to an enhanced DBS check and the provision of acceptable references from current and previous employers.
- The postholder must adhere to the school's safeguarding policies and demonstrate a commitment to equality and diversity.