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**TITLE:** Assessor and Internal Quality Assurance (IQA) Lead  
in Teaching & Supporting Learning Qualifications

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**GRADE:** Assessors Payscale

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**RESPONSIBLE TO:** Senior Curriculum Manager

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## **PURPOSE OF JOB:**

- To support, monitor and visit work placements for students
- To assess students' skills in the workplace, underpinning knowledge and complete relevant qualification documentation
- To support and monitor assessors
- To ensure the assessment process meets agreed quality standards within teaching and supported learning qualifications

## **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 monitor and visit work placements/employed students for the Level 2 Certificate and Level 3 Diploma in Supporting Teaching and Learning course;
- 3.2 To monitor, visit and observe the assessors working on various qualifications including: L1 Award in Preparing to Work in Schools, L2 Certificate in Supporting Teaching and Learning in Schools, L3 Diploma in Supporting Teaching and Learning in Schools, L3 Apprenticeships for Teaching Assistants.
- 3.3. To offer constructive and evaluative feedback to assessors on their performance;
- 3.4 To assess students' skills in the work place and complete underpinning knowledge documentation - portfolio;
- 3.5 To check the assessment process for the above qualifications, that it meets awarding body and college quality standards for assessment of vocational / practical qualifications;
- 3.6 To write IQA reports on assessment activity, highlight any concerns in assessment practice to the course senior curriculum manager;
- 3.7 To offer training and support to assessors, to facilitate them meeting assessment quality standards in a consistent manner, through leading regular standardisation meetings;
- 3.8 To complete all the pertinent IQA documentation, feedback forms, reports required by the awarding body and the college;
- 3.9 To support the course senior curriculum manager during the external quality assurance / verification process
- 3.10 To develop links with and provide support for employers and supervisors who provide work experience, training or employment;

- 3.11 To monitor the quality of the experience of students on work placement and provide feedback to tutors;
- 3.12 To complete the documentation to ensure that students are continuously assessed and monitored whilst on work placement;
- 3.13 To assess the skills of students against awarding body standards;
- 3.14 To provide feedback on assessment outcomes and to review and set up targets with students in the workplace;
- 3.15 To check Teaching Assistant standards in the workplace environment using College documentation;
- 3.16 To liaise with employers concerning the progress of students at College;
- 3.17 To assist with action planning for evidence collection and portfolio building;
- 3.18 To represent the college at external fora as required
- 3.19 To ensure all students have been registered with NCFE Cache and Gateway and any other relevant awarding bodies

#### **4. Person Specification:**

- 4.1 Possession of the TDLB D32/33 or A1 Assessor qualifications and V1 Internal Verifier qualification.
- 4.2 Recent relevant skills, qualifications and experience within the field of Education;
- 4.3 Excellent communication and inter-personal skills with an understanding of the particular challenges faced by people working or seeking to join the sectors;
- 4.4 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.5 An understanding of and commitment to Equality and Diversity and safeguarding and practical ideas for their implementation in this post.
- 4.6 Excellent IT skills (MS Office, Excel, OneDrive, Power point)

#### **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.