

JOB DESCRIPTION

POST TITLE:	Variable Hours IQA in Health and Social Care – Level 5
GRADE:	£12.83 per hour plus £2.19 per hour holiday pay
RESPONSIBLE TO:	Work Based Learning Manager
RESPONSIBLE FOR:	Achieving growth and development of work based learning.
DIRECTORATE:	Learning Unlimited
DIRECT REPORTS:	Work Based Tutors
WORK ARRANGEMENTS:	As and when required
	It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. To motivate, support and progress a caseload of learners to achieve identified outcomes and qualifications within the agreed timeframes.
3. To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
4. To provide an excellent service and contribution to building long-term relationships with employers

DUTIES AND RESPONSIBILITIES

1. Performing the role of IQA in accordance with standards and assessment strategy.
2. Following and adhering to all the operational procedures within Learning Unlimited.
3. Providing effective and regular support to learners and tutors.
4. Motivating learners and raising their aspirations to ensure success.
5. Completing all required documentation, learner evidence, administration and maintaining own comprehensive records.
6. Ensuring correct guided learning hours (GLHs) required for each learner are recorded and evidenced.
7. Developing proactive working relationships with employers to promote the College's products and services.

8. Carrying out internal verification and quality assurance activity including standardisation.
9. Ensure all students are registered with the correct Awarding Body
10. Contributing to the self-assessment process and completion of the Quality Improvement Plan.
11. Contributing to the delivery of the business plan and budget.
12. Facilitating and supporting training to learners/tutors and, where appropriate, preparing, delivering and evaluating training to individuals/groups.
13. Providing 1-1 coaching and support to tutors.
14. Supporting the achievement of functional skills.
15. Support and monitor Directorate activities in relation to Learning cohorts ensuring smooth and efficient service is provided
16. Researching and developing learning materials to support the achievement of target outcomes, as appropriate.
17. Contributing to the external verification process.
21. Attending team meetings as and when required to do so in Learning Unlimited and also in related Directorates.
22. Lead on standardisation and training activities across the subject area
23. Advising your line manager of resource requirements.
24. Providing regular written and verbal reports to the line manager.
25. Co-ordinating appointments efficiently and effectively, working flexibly (weekends and evenings) when required.
26. Travelling as and when required in line with the requirements of the programme.
27. Promoting a positive image of the College and the work that is carried out across its various services.
28. Demonstrating flexibility in responding to changing demands in personal, sectional or the College's workload.
29. Taking responsibility for one's own professional development and continually updating as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
30. Showing 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.
31. Applying the college's own safeguarding policy and practices and attending training as requested.
32. Complying with all legislative and regulatory requirements.

33. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

GENERAL

1. 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.
2. To 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.
3. To promote a positive image of the College and the work that is carried out across its various services
4. To comply with all legislative and regulatory requirements.
5. To apply the College's own Safeguarding Policy and practices and attend training as requested.
6. To 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.
7. To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Person Specification

Post:	IQA/Assesor	Department:	Learning Unlimited
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Assessor qualification or willingness to work towards (eg D32,D33, A1, TAQA)	E	A
Training/Teaching/Basic Skills qualification	D	A
Experience:		
Experience of quality and self-assessment process	D	A/I
Experience in the delivery and assessment of NVQ qualifications	D	A/I
Experience in working under own initiative and managing time and workload effectively	E	A/I
Recent and relevant occupational experience in the qualifications being assessed	E	A/I
Experience of coaching and supporting learners	E	A/I
Experience in the delivery of Functional / Key skills qualifications	D	A/I
Evidence of excellent interpersonal skills	E	A/I
Experience in managing and working with external clients	E	A/I
Experience in contributing to the external verification process	D	A/I
Experience of working to 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 and employers	D	A/I
Skills/Knowledge:		
Understanding of FE funding	D	A/I
Commitment to the understanding of quality systems and self-assessment procedures	D	A/I
Ability to research/ develop learning materials to support the achievement of learners	E	A/I
Commitment to managing time and meeting deadlines	E	A/I
Energy, enthusiasm and the ability to work under pressure and 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 by the Work Based Learner Manager	E	A/I
Excellent customer service 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:		
Current registration with the GPhC	E	A/I

An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Have a full driving licence and vehicle with business insurance	E	A/I

E = Essential

D = Desirable

A = Application

I = Interview

Produced by:		Date Produced:	
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