

## Job Description

<b>Job Title:</b>	<b>Internal Quality Assurer (IQA)</b>
<b>Grade:</b>	<b>NJC Sc6/SO1</b>
<b>Hours:</b>	<b>Sessional</b>
<b>Location:</b>	<b>Sutton and Wallington Centres and some travel to various sites may be involved</b>
<b>Department:</b>	<b>Vocational</b>
<b>Responsible to:</b>	<b>Programme Leader</b>
<b>Last updated:</b>	<b>February 2019</b> <b>Last evaluated:</b>

### OVERALL PURPOSE OF JOB

To be responsible as the Internal Quality Assurance (IQA) / Internal Verifier (IV) across the relevant curriculum areas, ensuring that learners' work is assessed and feedback to learners on the assessment process delivers improved quality and results in line with awarding body and College requirements.

The IQA will also support the work of the apprenticeship team with a focus on tracking, performance management, Compliance and Quality to ensure delivery is rigorous, consistent and meets requirements of framework and standard delivery.

### MAIN DUTIES AND RESPONSIBILITIES

1. Plan and attend External Quality Assurance visits and actively liaise with the awarding body and the College's quality team as required
2. Liaise with the exams department to ensure learners are registered on appropriate courses within specified timeframe of commencing programme and ensure certificates are claimed in a timely manner
3. Prepare sampling and IQA/IV activities plans for internal quality assurance and carry out IQA/IV activities
4. Ensure the relevant files and records are kept updated
5. Monitor and evaluate the performance of assessor/trainers and tutors where applicable, including regularly reviewing and reporting on their progress.
6. Review and report on learner progress and take actions to ensure learners complete their programmes in the required timeframe.
7. To set up and take standardisation meetings within the scope of area of responsibility
8. Develop support resources for learners and assessor/trainers
9. To use individual target setting and action planning to monitor assessor/trainer progress with learners to help learners achieve.

10. Support colleagues in identifying planning and implementing quality improvements that ensure rising success rates and rising learner employer satisfaction
11. Work with the area Programme Leader to support the production of an annual Self-Assessment Report and Course Review within subject area.
12. Ensure the team delivers apprenticeships at or above the target achievement rates and meet other key performance indicators

Training (for applicable posts only)

13. To participate in the development of appropriate training programmes.
14. To deliver training in a flexible and responsive manner according to the requirements of the provision.

Quality and Professional Development

15. To work consistently to the IQA/IV standards and actively lead in quality assurance and standardisation meetings.
16. To provide monthly reports and monitoring information in line with deadlines set by manager.
17. To identify potential new business opportunities with existing customers, and relay these to the Programme leader & Curriculum Leader.
18. To implement College quality procedures and participate constructively in review mechanisms for departmental targets or development plans.

## GENERAL DUTIES

19. To be responsible for Health & Safety issues in all areas of own work within the guidelines stated in the College Health & Safety policy.
20. To take responsibility for own professional development in consultation with Line Manager, and be proactive and willing to invest in own development subject to the availability of appropriate resources and job/organisational requirements.
21. To participate in the College continuous review (appraisal) scheme and work towards achievement and/or exceeding of targets set - including carrying out the formal appraisal of subordinate staff where appropriate.
22. To carry out all duties and responsibilities in accordance with all College Policies and procedures inclusive of Equal Opportunities, Safeguarding and Data Protection, core values, behaviours, maintenance of confidentiality and other relevant procedures.
23. To be a proactive and effective team member working flexibly and efficiently toward the achievements of the **department** targets leading to the overall College strategic targets.
24. To undertake any other such comparable duties as may be reasonably required by the Line Manager or his/her delegated deputy.

**TO BE COMPLETED BY THE JOB HOLDER**

**I agree the above job description:**

Signature Job holder:		Date:	
Name of Job Holder:			

**TO BE COMPLETED BY THE LINE MANAGER TO WHOM THE JOBHOLDER IS RESPONSIBLE TO:**

Signature Line Manager:		Date:	
Job title:			

This job description is subject to regular review / update as necessary.

### Person Specification

<b>Job Title:</b>	<b>Internal Quality Assurer</b>
<b>Last Updated:</b>	February 2019

	<i><b>ESSENTIAL</b></i>	<i><b>DESIRABLE</b></i>	<i><b>HOW ASSESSED</b></i>
<b>QUALIFICATIONS</b>			
Level 2 (GCSE or equivalent) qualifications in English & Mathematics or willingness to obtain within the first 18 months of employment.	✓		A
A1/TAQA Assessor Award as a minimum	✓		A / I
A relevant professional or subject specialist qualification	✓		A / I
Evidence of continuous professional development		✓	A / I
<b>EXPERIENCE</b>			
Experience of working in a post-16 educational organisation		✓	A / I
At least two years' Assessing and Internal verification experience in relevant sector	✓		A / I
Knowledge of recent developments in apprenticeships and your occupational area	✓		A / I
Understanding of relevant occupational standards and frameworks and the ability to assess on a range of course provision.	✓		A / I / T
Experience of monitoring, tracking, compliance and performance in relation to apprenticeship completions.		✓	A / I
<b>KNOWLEDGE, SKILLS &amp; ABILITIES</b>			
Understanding of relevant occupational standards and the ability to assess on a range of course provision.	✓		A / I
Flexibility and the ability to work under pressure to meet deadlines.	✓		A / I
Time management and strong organisational skills with an ability to manage a varied workload and meet deadlines	✓		A / I / T
Excellent literacy, numeracy and ICT skills with the ability to use a variety of computer packages including MS Office, Google Drive and management information systems	✓		I / T
Excellent communication skills including the ability to work as part of a team and establish effective working relationships with both internal and external stakeholders.	✓		A / I / T
Ability to travel to different assessment locations.	✓		A / I
<b>PERSONAL / OTHER QUALITIES</b>			

	<b><i>ESSENTIAL</i></b>	<b><i>DESIRABLE</i></b>	<b><i>HOW ASSESSED</i></b>
Ability to maintain confidentiality, act with integrity, uphold ethical values, including social responsibility, equality & diversity in line with the College PRIDE values	✓		A / I
Can demonstrate a commitment to safeguarding and PREVENT duty	✓		A / I
Commitment to own learning and development, with evidence of CPD	✓		A / I
Excellent interpersonal skills	✓		I
Commitment to teamwork, ability to work flexibly and under pressure	✓		A / I / T
An excellent team player with a willingness to contribute to the development of the College	✓		A / I
A clean driving Licence, use of own vehicle and insurance for business use.		✓	A / I

A = Application

I = Interview

T = Test