

JOB DESCRIPTION

JOB TITLE: Internal Quality Assurer (IQA)

JOB HOLDER: TBC

REPORTS TO: Quality and Curriculum Manager

DATE: 22nd February 2019

1. JOB PURPOSE:

Monitor, review and evaluate the quality of assessment processes and practice.

Monitor the quality of assessor performance, identify assessor development needs and facilitate assessor development to maintain and improve the quality of assessment.

Ensure documentation and records meet quality and regulatory requirements.

To support Quality and Curriculum Manager with EQA visits.

2. RESPONSIBILITIES:

Main Duties and Responsibilities

- Guiding and supporting assessors to ensure quality and consistency of assessment
- Conducting formative and summative sampling of portfolios
- Monitoring and assessing assessor's development and practice
- Acting as Internal Quality Assurer for all internal quality assurance activities planned for the curriculum area
- Following the guidance issued by both the Awarding Organisation and the Centre with regard to assessment practice and the completion of documentation
- Full compliance with all centre quality assurance systems to ensure consistency and continuous improvement, liaising with appropriate centre staff to ensure that systems in support of assessment, verification and additional support are fully implemented
- Undertaking and deliver staff development appropriate to the contractual requirements of the post and the needs of the area
- Completion of all standardised paperwork required meeting audit requirements
- Plan and prepare monitoring activities according to the requirements of own role
- Determine whether assessment processes and systems meet and operate according to quality requirements
- Check that assessors meet the requirements for their role
- Analyse assessor capabilities and potential in the context of their objectives

and other requirements using RAG rating

- Agree and prioritise assessor learning needs and produce individual action plans with assessors to reflect these
- Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice
- Check that assessments are planned, prepared for and carried out according to agreed procedures
- Check that assessment methods are safe, fair, valid, authentic, reliable, sufficient, relevant and current
- Commitment to promoting Equality, Diversity and Inclusion
- Any other duties as required by the Quality and Curriculum Manager or Awarding Body Coordinator
- As the needs of the Centre change so the above job profile, duties and location of the role within the Centre will be adjusted accordingly. Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration

General:

- Any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy
- To comply with Company procedures
- To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
- To keep an accurate and up to date record of all staff training undertaken
- To attend and participate in team meetings as requested by CEO
- To respect the clients and learners needs
- To respect confidentiality of staff and learners
- To carry identification badge when on Company business
- To present oneself in a professional manner while working as a representative of Develop
- To complete the travel form as required on a monthly basis
- To participate in all inspections as required
- To maintain CPD by attending training, reading and other relevant activities
- To take every opportunity to promote Develop's services to potential customers

Data Protection:

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations

Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Safeguarding

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

Inclusion

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

PERSON SPECIFICATION FOR INTERNAL QUALITY ASSURER

	Essential	Desirable
QUALIFICATIONS		
NVQ Level 2 or equivalent in Maths and English	✓	
A1	✓	
V1	✓	
NVQ Level 3 or first level of professional qualification	✓	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)		
1-2 years' experience working within the relevant occupational sector	✓	
Have undertaken Continuous Professional Development		✓
SKILLS AND ABILITIES		
Good computer literacy	✓	
Good administrative skills	✓	
Ability to show initiative	✓	
Ability to convey information which needs careful explanation or interpretation		✓
Being supportive and encouraging to others in the team		✓
Working with others to reach an optimum conclusion by collaboration		✓
Taking responsibility for an area of work, setting standards and monitoring performance		✓
High level of commitment to improving people's lives through learning		✓