

## **Job Description**

**Job Title:** Internal Quality Assurer (IQA) – Leadership & Management

**Reports to:** Regional Delivery Manager

**Location:** Home Based role with travel across the country

### **Purpose**

The successful candidate will support teaching assessors deliver and develop a range of resources for the L3, L5 and L7 Leadership & Management Apprenticeship Standards and Functional Skills to Level 2. These qualifications are delivered to individuals employed across Levy and Non-Levy paying employers.

You will need experience of providing support to teaching and delivery staff across the Leadership & Management Apprenticeship Standards, allowing a varied programme of delivery in line with the required programme/qualification specifications to offer an integrated programme of learning, training, coaching and assessment on work related programmes to meet the needs of employers and learners, to the standards set by awarding bodies or end point assessment organisations and ensure timely achievement of learner goals and qualifications as per Company and Regulating Bodies KPIs.

Delivery of the support will be a combination of 121 face to face and remote visits and will also include group teaching and learning sessions.

This is a peripatetic role which will require delivery of skills contracts which will be geographically assigned to the role by sector competence.

### **Main Duties and Responsibilities**

1. Ensuring robust IQA and best practice processes are in place and followed consistently, in line with the internal quality assurance strategy across all qualifications and contracts. Supporting the business, learners and employers in achieving timely and high success rates, always improving and maintaining Ixion's grade 1 Ofsted status.
2. Working with the Approved Centre Manager and Business Skills Team Leader to ensure the business has full approval to deliver all Leadership & Management qualifications across all contracts through the implementation and monitoring of highly effective internal quality assurance processes and systems.
3. Continually develop expertise in EPA with the wider teaching, learning and assessment team to ensure teaching assessors in Leadership & Management can fully prepare each apprenticeship learner for their Apprenticeship Gateway and End Point Assessment at all levels to achieve the highest possible outcome for each learner and their employer.

4. Working with the wider teaching, learning and assessment team to monitor management information to identify learners at risk of not achieving a timely completion and ensure appropriate and timely actions are implemented to support that achievement.
5. With the Approved Centre Manager/Registration Team ensure that the relationship with all Awarding Organisations results in no sanctions against the delivery of qualifications, no delay in the registration and certification of qualifications and no delay in the opportunity for learners to achieve their qualifications.
6. With the Approved Centre Manager ensure that the relationship with Awarding Organisations supports the business to drive the most cost-effective qualification costs.
7. Ensuring there are highly effective and SMART Awarding Organisation development plans to continually drive up the standard of internal quality assurance across the business and all qualifications and that staff are fully aware of their responsibilities to support learners in line with their needs identified at initial assessment.
8. Be in attendance of all Awarding Organisation SQA visits for all Leadership & Management programmes, ensuring timely visits to continually meet certification requests and ensure the timely distribution and completion of all actions to responsible and accountable staff to remain sanction free.
9. Implement an agreed schedule of standardisation meetings across all Leadership & Management qualifications to drive best practice in assessment and internal verification and that staff are highly trained in these practices.
10. Ensure the delivery of all examinations are conducted in line with the awarding organisation and Ixion's internal quality processes.
11. The IQA will work in conjunction with the wider teaching, learning and assessment quality team and senior managers to ensure the wider organisation's quality strategy is fully implemented. Also, in ensuring that all Teaching Assessors involved in the delivery of all Leadership & Management programmes have the correct qualification levels as identified through the Staff Training Pathways, providing support and development as required to attain these qualifications.
12. Working closely with the Regional Delivery Manager- Apprenticeships monitor the quality of delivery and report any changes in quality and compliance trends on the learner journey to ensure this feeds into the quality improvement plan and self-assessment.
13. Carry out observations of teaching, learning and assessment observing in line with the Ofsted, Education Inspection Framework and Ixion's internal observation and quality assurance strategies.
14. Ensure all Leadership & Management teaching assessors have in place a robust development plan because of observations and monitoring activities and areas for improvement are fully supported and reviewed with strategies to continually develop each teaching assessor.
15. Working with the Teaching Assessors to develop/integrate IT/Technology based delivery into the Leadership & Management Apprenticeship Standards.
16. With the Regional Delivery Manager - Apprenticeships and IQA team, support change and innovation in teaching, learning and assessment and demonstrate a commitment to improving standards and driving performance and success across Leadership & Management and contracts.

17. With the Regional Delivery Manager - Apprenticeships lead on curriculum development for all Leadership & Management programmes ensuring all schemes of work, session plans, resources and materials are in place to deliver high quality, innovative programmes of learning across all levels in response to employer and learner requirements.
18. Use electronic portfolio system to record learner interventions and sampling plan. Maintain learner information, ensuring quality and integrity of data which is accurately recorded and submitted efficiently to meet contractual requirements
19. Work with the direct line manager to maintain and improve IXIONs quality of delivery across all programmes – including success rates, observations of learning, performance management and taking part in Principal Verifier visits which relate to awards.
20. Take an active role in preparation toward Ofsted inspections as well as taking part in Inspections as requested – This includes but is not limited to striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.
21. Support development of Leadership & Management programmes across other funding streams such as Commercial delivery.

## **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: IQA Leadership and Management</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Significant experience in a teaching, learning and assessment role delivering a range of provision within the Leadership &amp; Management sector up to a minimum of level 7 within the adult/further education sector (E)</li> <li>• D32/33/A1 or equivalent training/assessment related qualification (E)</li> <li>• IQA/V1 or equivalent qualification (E)</li> <li>• At least PTLLS or other Teaching qualifications (E)</li> <li>• L2 or equivalent in Functional Skills Maths, English &amp; ICT (E)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and knowledge of delivering the Leadership &amp; Management Apprenticeship standards including the Gateway and End Point Assessment (EPA) process (E)</li> <li>• Experience and knowledge of delivering Functional Skills to level2 (E)</li> <li>• Experience and knowledge of training and/or assessment delivery both face to face and remotely(E)</li> <li>• Experience of carrying out internal quality assurance to a high standard across a range of provision within the Leadership &amp; Management sector (E)</li> <li>• Experience in developing resources to support delivery (E)</li> <li>• Experience and knowledge of Government Funding streams (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Demonstrate up to date occupational competence (E)</li> <li>• Self-management. Effective management of workload and caseload (E)</li> <li>• Relationship management. Develop and maintain productive relationships with your Team, Management, Learners and all key stakeholders (E)</li> <li>• Customer and Employer focused – committed to understanding learner aspirations, supporting learner and employer needs (E)</li> <li>• Knowledge and understanding of appropriate quality and compliance frameworks e.g. Education Inspection Framework and Matrix (D)</li> <li>• Proven ability in project planning and meeting time, cost and quality targets (D)</li> <li>• Able to monitor and maintain records (E)</li> <li>• Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level (E)</li> <li>• Working knowledge of all relevant legislation (E)</li> <li>• Able to ensure contractual compliance and provide financial and performance information to agreed specification (D)</li> </ul>

**Personal qualities, communicating and relating to others**

- Strong awareness and proactive approach to Health & Safety issues (E)
- Skilled in Customer and Employer liaison (E)
- Excellent verbal and written communication skills (E)
- Robust and logical questioning skills and ability to analyse information (E)

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)
- This post requires a Disclosure and Barring Service Check at an enhanced level (E)

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)
- Full driving licence and full access to the use of a car (not necessarily required for London region) (E)
- Geographically able to work with learners in a required area (E)