

Job Description

Job Title: Advanced Learner Loan - IQA

Subjects : To cover a range of level 3 diploma 's in the following subjects:

**Nail Technology/Services, Make Up Artistry , Massage Therapy,
Combined Beauty Therapy Skills**

Reports to: Deputy Head of Service

Salary: £34,973 - £40,437 (depending on experience and speciality)

Location: Plymouth / South West

Purpose

Ensuring a high quality of teaching, learning and assessment of learners, while attaining high levels of learner and employer satisfaction and high success rates.

Ensure all quality monitoring activity is completed to required standard in line with our quality framework and Scheme of Work to ensure the timely achievement of learner goals and qualifications in line with the Company and Regulating Bodies KPIs.

Drive learner progression of work and drive profiled completions – identify areas of under achievement and provide ongoing support to operational teams to ensure consistency in their delivery.

This is a peripatetic role which will require quality assurance of skills contracts – which will be assigned to the role by sector competences and geography for Advanced Learner Loans designated courses.

Main Duties and Responsibilities

- Conduct formative and summative internal verification of allocated learner portfolios – ensuring adherence to all elements of the qualification framework.
- To be accountable for programme delivery and outcomes – monitoring caseloads to ensure fair and consistent practice but also to ensure commercial viability.
- Ensure teaching and assessment is consistent and of a high standard.
- Provide suitable feedback to individuals to ensure continuous development and identify any additional support that may be required.
- Maintain relationships with Awarding Bodies ensuring all qualifications are correctly registered and SV visits are managed appropriately with the least intervention required as a result of efficient IV and SV practices i.e. use of OSCAR and online IV and SV etc.
- Attend Standards Verification (SV) visits, ensuring any risks are first mitigated and subsequent required actions are achieved within stipulated timeframes.

- Carrying out graded observations of teaching, learning and assessment of Teaching Assessors and classroom tutors, implementing actions and support from outcomes of observations.
- Ensure learners receive a varied programme of delivery according to individual needs and are progressing in line with the qualification standards to achieve their qualifications timely. Ensure barriers to learning are addressed and any additional support required is provided.
- Monitor learner performance information at least weekly, ensuring quality and integrity of data which is accurately recorded and submitted efficiently to meet contractual requirements.
- Work with the direct line manager to maintain and improve quality framework across the delivery programmes – adhering to Awarding Body guidance and practices, participating in External Verifier visits as required.
- Take an active part in Team and Standardisation meetings when arranged.
- Take an active role in Ofsted inspections, striving to achieve and maintain standards – including maintaining own CPD and maintaining occupational competence in areas of expertise.
- Identify new opportunities, referring learners as required to further progression, maximising direct delivery opportunities and maintaining caseloads.
- Be acutely aware of the financial impact of any under or non-compliant performance and take actions to ensure any risks are mitigated through the use of quality monitoring and implementing corrective action leading to improvements.
- Develop, update and maintain sampling plans in line with company and awarding body requirements.
- Coach, observe and develop tutors to meet requirements of role. Drive and promote continuous quality improvement.
- Provide support to Tutors carrying out observations to ensure an outstanding level of assessment, teaching and learning is achieved.
- Assist in the planning and running of external quality assurance and compliance visits.

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 of 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>Person Specification</p> <p>Job Title:</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Assessor and IQA qualifications (E) • Relevant subject sector area qualifications (depending on which qualifications are to be IQA) (E) • Experience in working with e-portfolio's (One-file) (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of designing programmes i.e. high quality Scheme of Work (E) • Working knowledge of ESFA funding streams and private funding etc. (D) • Knowledge of public sector programme provision and associated funding mechanisms and National Qualifications Framework (E) • Self management – manage workload effectively (E) • Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders. (E) • Customer focused – committed to understanding client aspirations, supporting their needs. (E)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Highly competent in the use of Microsoft Word, Excel and PowerPoint to at least intermediate user level (E) • Contractual compliance performance information to agreed specifications (D) • Understanding of appropriate quality assurance frameworks eg Education Inspection Framework (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Represent IXION in a professional manner on all occasions. • Strive to improve practice to be creative and innovative and work towards continuous improvement • To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and externally.
<p>Safeguarding</p> <ul style="list-style-type: none"> • 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)
<p>Other</p> <ul style="list-style-type: none"> • Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)