



**Job Title: Lead Internal Quality Assurer- Construction**

**Reporting to: National Operations Manager**

### **Role Overview**

- Lead and implement Internal Quality Assurance (IQA) strategies and activities for all existing Apprenticeships Framework/New Standards delivery/Construction classroom activity to meet and exceed internal and external expectations and standards; including Ofsted's Education Inspection Framework (EIF, 2019), Awarding Organisations (AOs), End Point Assessment Organisations (EPAOs) and Institute of Apprenticeships and Technical Education (IATE) .
- Lead the IQA planning , sampling and monitoring of the end to end Apprenticeships learner journey to identify areas for improvement, and work with all IQAs and operational staff to bring about rapid improvements as necessary through effective RAG rating and development of all IQAs and operational delivery staff.
- Ensure effective monitoring and tracking processes are in place to manage individual apprentice's progress up to the Apprenticeship Standards Gateway in order to meet requirements and progress on to achieving a high grade profile for End Point Assessment (EPA).
- Contribute to the planning of a schedule of Apprenticeships CPD for all Teaching Assessors to ensure they are able to continually improve the quality of their delivery and their own professional practice .
- Work collegiately with managers and staff to ensure the high-quality creation of new and innovative curriculum and delivery materials for Apprenticeship Standards .
- To work as part of the team creating new Apprenticeship Standards to meet the needs of employers.
- Scope, identify and suggest process improvements in the learner journey for Apprenticeship Standards and then the subsequent implementation of those processes with associated training .
- Support a demonstrable improvement in success/achievement rates across Apprenticeship Standards to exceed national benchmarks.
- Manage an appropriate TA and IQA caseload in an a suitable subject sector area(s), to cover 0.3 to 0.5 FTE of role.

### **Principle Accountabilities**

- Deliver training sessions to all required internal and external staff, IQAs , TAs and other key staff to drive good practice and deliver continuous improvement.
- Carry out appropriate checks and audits and produce qualitative and quantitative data and reports as necessary and requested.
- Adhere to agreed training processes and procedures.
- Maintain and continually improve the e-portfolio system (OneFile) and other learning systems accessed by staff and learners and ensure all updates are performed.
- Ensure our e-portfolio system enhances the learning experience for all learners.
- Ensure all quality and compliance processes are fully adhered to in order to mitigate risks to funding and success/achievement rates and to contribute to Ixion retaining its Ofsted Grade 1 standard.



- Ensure all stages of the Apprenticeship learner journey fully meet and exceed the standards within Ofsted's EIF, including; initial assessment, skills scans, progress reviews, English, maths and ICT, gateway reviews, Personal Development Behaviour and Attitudes (PDBA), IAG and progression to the next step in learners' career/learning journey.

### **General Responsibilities**

- Ensure that you work to the Ixion and Shaw Trust Group's vision, values, objectives and priorities and are strongly committed to them .
- Understand and adhere to all responsibilities to ensure that the quality requirements of Ixion's Quality Assurance Framework, the prime contractor, funding body, Ofsted, or any other contract stakeholder, are maintained .
- Promote the principles of Equality and Diversity and ensure that the policy is always fully applied.
- Understand and be committed to all personal responsibilities under Health & Safety, Prevent and Safeguarding procedures, and ensure that the policies are always adhered to.
- Ensure that the Code of Conduct, Data Protection, Harassment & Bullying, Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times .
- Strictly adhere to all Ixion processes and procedures .
- Ensure individual expertise and subject area knowledge is up to date through . Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly from home, in the field and across offices, as and when directed by line manager.
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.
- Supporting the Quality and Operational teams with the creation and development of effective self-assessment reporting (SAR) and processes.

### **Core Competencies**

All IXION employees are required to demonstrate a number of core competencies

- Self-management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your team, management, clients, partners, subcontractors and all key stakeholders.
- Customer and employer focused – committed to understanding client aspirations, supporting their needs.



## **Attitudes & Behaviours**

- 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 with externally.

## **Experience and Qualifications required**

### **Essential Qualifications**

- Relevant vocational education qualification at level 3 or above.
- Assessment and Internal Verification / Quality Assurance Qualification; A1, CAVA, V1, IQA.
- EPA qualification (or working towards/willingness to work towards).

### **Essential Knowledge & Experience**

- Extensive track record of achieving high standards in Apprenticeship delivery within work-based education and training , in line with Ofsted's Education Inspection Framework (EIF).
- Experience of End Point Assessment (EPA) and End Point Assessment Organisation (EPAO) processes, including working towards success within Apprenticeship Standards.
- Experience of working with an e-portfolio system to a demonstrable high standard as a teacher, trainer/assessor of education and training and management reporting functionality (preferably experience using OneFile e-portfolio).
- Preparation of training materials to support high quality delivery of Apprenticeships .
- Excellent coaching and mentoring skills.
- Knowledge of Government funded contract reporting (ESFA funded Apprenticeships, as a minimum).
- Demonstrable experience in co-ordinating and implementing new initiatives in the Education and Training sector using innovation and IT systems to bring about efficiencies and improve profitability, including meeting financial targets and deadlines .
- Excellent interpersonal skills for working with all staff at all levels within the organisation including both verbal and written communication skills .
- Able to work effectively as part of a team or under own initiative.
- Strong Education and Training sector knowledge and experience.



- Geographically able to work with Apprenticeship managers and delivery staff Nationally as required, and flexible from home and regional offices/locations .
- Full driving licence and full access to the use of a car .
- Ability to support staff virtually, digitally and face to face to manage costs at every opportunity .
- Capability of analysing and interpreting management information effectively to identify areas for improvement.
- Able to work to tight deadlines, prioritise and work under pressure .
- Ability to look holistically and commercially at the business, manage priorities, ensuring all deadlines are met within budget for tasks undertaken .
- Task driven, completer / finisher .
- A passion for continuous learning and development .

### **Desirable**

- PICS MIS/database knowledge including form capture systems (FCA).

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IXION is committed to safeguarding and promoting the welfare of all learners/customers, and expects staff to share this commitment.

All Roles will require an enhanced DBS Disclosure check due to the nature of the work to be undertaken.