

Job Description – Internal Quality Assurance (IQA)

Contract type: Full time, Permanent

Location: Head Office

Department: Training and Development

As an IQA you would monitor the delivery of education to our learners across our academies and/or through Apprenticeships.

You will need to monitor our educators to ensure they maintain awarding body standards when assessing students and applying standardised judgments when needed. You will also need to ensure that Educators regularly hold training sessions for students, and that these are performed to the level of competence expected. It is also vital that you ensure Educators achieve their individual targets on time.

Responsibilities

- To sample the records of Educators in order to monitor the consistency of assessment standards.
- To ensure that educational judgments that the Educators make about learners progress are in accordance with the performance criteria given in each element of the unit
- To observe a sample of assessments taking place to monitor consistency of assessment decisions and their agreement with the national standards
- To countersign the recording documents
- To support the Educator through guidance and advice
- To act according to agreed procedures when disputes and appeals arise
- To ensure that opportunities are made for each candidate to achieve the required elements of competence
- To monitor students' progress and address potential problems as soon as they are identified by liaising with the Educator (and recruitment advisor if appropriate)
- To observe and grade training sessions in accordance with OFSTED and Awarding Body guidelines for all Educators
- To conduct and attend any training sessions as requested by the Training Manager
- To attend regular standardisation meetings and training with relevant industry team members

Person Specification

Experience		
Description	Essential	Desirable
Industry related, minimum 3 years	X	
Qualifications		
Description	Essential	Desirable
Industry specific Level 3 qualification	X	
CIAVA (Certificate in Assessing Vocational Achievement)	X	
Internal Quality Assurance Qualification	X	

You will need to:

- Maintain personal and professional development and CPD to meet awarding body and contract requirements, and the changing demands of the job
- Undertake the duties described in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees, learners and other contacts and is consistent with the company's Equal Opportunities policy
- Be aware of and follow the guidelines issued by DCSF under the KCSIE Policy
- Present a professional image of Heart of England Training in all contacts, and to build and maintain strong relationships
- The precise description and nature of your job may be varied from time to time and you may be required to carry out other duties as necessary to meet the needs of the Company

This role will require a commitment to safeguarding and the postholder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.