**Apprenticeships Internal Quality Assurer**

**For Early Years & Education Sector Apprentices**

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| **Working Hours:** | Full time |
| **Area:** | Apprenticeships |
| **Reporting to:** | Quality, Compliance and Impact Manager |

Within your role you will carry out formative and summative internal quality assurance, providing developmental feedback to tutors on the quality of their assessment decision. You will work collaboratively across departments identifying delivery improvements and implementing quality strategies and training solutions.

You will need to demonstrate high ethical standards, take personal accountability for everything you do, maintain a learner centred approach and always strive for the best. In addition, you should be able to demonstrate the following competencies:

* Teaching and Learning Level 4 qualification or above
* Occupational Competence Level 5 in Early Years Education and or Teaching
* Assessor award Internal Verification award
* Extensive quality improvement and qualification assurance experience within Apprenticeships
* Experience & knowledge of external auditory bodies such as Ofsted and ESFA
* Demonstrable ability to provide positive, motivational and developmental feedback
* A best practice mindset and extensive knowledge of high-quality delivery within education

| **Job Responsibilities** |
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| **Internal Quality Assurance** |
| To conduct quality assurance and improvement activities in line with the IQA Strategy and awarding body requirements throughout the learner journey, from on-boarding activities to Gateway |
| Produce sampling plans based on risk and in line with the IQA strategy |
| Conduct observations of coaching, teaching, learning and assessment (in the workplace and remotely) providing clear, constructive, supportive, and timely feedback to tutors and performance managers |
| Monitor assessment to ensure learners’ progress timely through their programme providing clear, constructive, supportive, and timely feedback to Apprenticeship Tutors |
| Support Apprenticeship Tutors to create and implement action plans to ensure learners are actively engaged and enable learner progression |
| Monitor compliance against ESFA funding rules and standards to drive continuous improvement across parts of the learning journey. |
| Work in collaboration to undertake EQA visits under the direction of Quality, Compliance and Impact Manager to ensure Awarding Organisation compliance. |
| Share best practice, lead participation in standardisation activities to enhance and develop the programme and ensure consistency of assessment decisions |
| Monitor candidate progress and provide Apprenticeship Tutors support to ensure completion of Functional Skills exams, portfolios, gateway agreements, end point assessments and other targets to ensure timely completion |
| Conduct sample marking of assessments to ensure consistent outcomes for learners and provide feedback/reports to Quality, Compliance and Impact Manager |
| Ensure checks on pen portraits are completed by Apprenticeship Tutors for all apprentices |
| Monitoring the recording and reporting of ALS. Supporting Apprenticeship Tutors on ALS delivery and recording |
| Obtain, collate, and act upon feedback from apprentices and their employers |
| **Training** |
| Deliver training, mentoring and support to Apprenticeship Tutors to ensure compliance with the teaching and assessment standards including English and maths |
| Deliver induction training to new Apprenticeship tutors |
| Support associates and or staff in the completion of their Assessor and/or Internal Quality Assurer qualifications. |
| Work closely with Apprenticeship Quality, Compliance and Impact Manager to develop on-going development plans for staff to ensure that they have skills, knowledge and competence to fulfil their role |
| Seek feedback, collect information and continually reflect on own practice |
| Prioritise areas for own development and plan how learning and development will be achieved |
| **Co-ordination** |
| Highlight improvement ideas to the Quality team to ensure the programme reflects current operational requirements |
| Work within established company policies and procedures, including those related to government funding rules |
| Provide appropriate data and information regarding the programme and learners as required and contribute to the regular self-assessment monitoring process |
| Attend CPD and Standardisation events as appropriate including relevant qualification updates, training, meetings, events and disseminate information and good practice guidance to colleagues as required. |
| Work effectively with the Quality, Compliance and Impact Manager to ensure effective & timely quality assurance to meet contractual requirements |
| Ensure provision delivery meets a minimum of a grade 2 Ofsted grade (measured through internal inspection) |
| Minimise out of funded learners (i.e. those past their completion date) |
| Maintain clear IQA records relevant to a group of individual candidates and Apprenticeship Tutors |
| **Administration** |
| Ensure all relevant on-boarding documentation of new candidates on the programme is accurate and complete on BUD |
| Review and ensure Apprentice Tutors’ CPD logs are accurately maintained |
| Contribute towards the development of the Self-Assessment Review and Quality Improvement Plan |
| **Other** |
| Any other duties connected with the post as are reasonably required from time to time |
| Equality & Diversity  Support and promote equality and diversity at Best Practice Network to ensure equality of opportunity for all learners, visitors and staff and the elimination of discriminatory practices |
| Safeguarding  Support and promote the safeguarding agenda at Best Practice Network to ensure learners, visitors and staff are safeguarded. |

**Qualifications/Skills/Knowledge/Qualities**

The success of Best Practice Network rests on a very strongly felt and shared set of values which determine its strategic direction. It is crucial that the successful candidate shares our values of learner-centredness, equality of opportunity and parity of esteem for staff and learners.

At Best Practice Network we are:

* Passionate and excited about learning
* Inclusive and supportive
* Responsive to learner, employer and community needs
* Always aspiring to the highest standards
* Professional and enterprising
* Innovative and creative
* Friendly and welcoming

The following criteria are used to shortlist and assess those interested in this opportunity. Please show evidence of how you meet these criteria in your CV and/or application form.

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| **Essential Criteria** | **Measurement** |
| Hold an Assessor qualification | CV and Certificates |
| Hold an IQA qualification (V1, D34, TAQA) | CV and Certificates |
| Occupational Competence Level 5 Early Years Education and or Leadership and Management or Education and Teaching | CV, Certificates and Interview |
| Hold Level 2 English and math qualifications, GCSE, A Level or Functional Skills L2 | CV and Certificates |
| Experience in assessing and quality assurance (ideally within an education environment) | CV, Certificates and interview |
| Able to develop strong professional relationships with employers and learners | CV and Certificates |
| Have strong IT skills and experience of working across a range of software packages. Microsoft 365, word, excel, power point and teams | CV and Certificates |
| Hold a full driving licence, have own vehicle and be willing to travel to customer sites and Bristol head office | CV, Certificates and interview |
| Have high levels of motivation and the ability to use own initiative | Interview |
| Have an ability to contribute positively to a team and value others’ contributions. | CV and/or expression of interest /Interview |
| **Desirable Criteria** | **Measurement** |
| Hold a relevant degree | Application |
| Teaching qualification L4 or above | CV, Certificates and Interview |
| Have a clear understanding of national developments within the Education and apprenticeships sector and End Point Process | CV and/or expression of interest /Interview |