

# Apprenticeships Internal Quality Assurer

## For Education Sector Apprentices

<b>Salary:</b>	£32,240
<b>Working Hours:</b>	Full time
<b>Area:</b>	Apprenticeships
<b>Reporting to:</b>	Quality, Compliance and Impact Manager

Purpose of role: To ensure accuracy and consistency of delivery and assessment decisions across apprenticeships. The ideal candidate will have strong experience and vocational knowledge in an education or management setting, be enthusiastic and flexible, with a strong desire to ensure success for learners.

The successful candidate will perform quality assurance activities by undertaking internal quality assurance of our Operations/Departmental Manager with NPQSL/NPQML apprenticeships and other programmes that may be added in due course.

<b>Job Responsibilities</b>
<b>Internal Quality Assurance</b>
To conduct quality assurance 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 observees
Monitor assessment to ensure students' 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 students are actively engaged and enable student progression
Share best practice and participate 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 students and provide feedback/reports to Quality, Compliance and Impact Manager
Ensure that 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

<b>Job Responsibilities</b>
<b>Training</b>
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
Seek feedback, collect information and continually reflect on own practice
Prioritise areas for own development and plan how learning and development will be achieved
<b>Co-ordination</b>
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 students (i.e. those past their completion date)
Maintain clear IQA records relevant to a group of individual candidates and Apprenticeship Tutors
<b>Administration</b>
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
<b>Other</b>
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 students, visitors and staff and the elimination of discriminatory practices
Safeguarding Support and promote the safeguarding agenda at Best Practice Network to ensure students, 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 student-centredness, equality of opportunity and parity of esteem for staff and students.

At Best Practice Network we are:

- Passionate and excited about learning
- Inclusive and supportive
- Responsive to student, 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 expression of interest.

Essential Criteria	How Measured
Hold an Assessor qualification	CV and/or expression of interest
Hold an IQA qualification (V1, D34, TAQA)	CV and/or expression of interest
Have up to date industry knowledge	CV and/or expression of interest /Interview
Hold Level 2 Numeracy and Literacy qualifications	CV and/or expression of interest /Certificates
Experience in assessing and quality assurance (ideally within an education environment)	CV and/or expression of interest /interview
Able to develop strong professional relationships with employers and learners	CV and/or expression of interest /Interview
Have strong IT skills and experience of working across a range of software packages.	CV and/or expression of interest /Interview
Have good interpersonal skills, particularly a flexible and supportive approach to dealing with systems.	CV and/or expression of interest /interview
Hold a full driving licence, have own vehicle and be willing to travel to customer sites	CV and/or expression of interest
Have high levels of motivation and the ability to use own initiative	Interview
Desirable Criteria	How Measured
Have a clear understanding of the needs of learners and how these may be met	CV and/or expression of interest /Interview
Hold a relevant degree	Application
Have a clear understanding of national developments within the Education and apprenticeships sector	CV and/or expression of interest /Interview
Have an ability to contribute positively to a team and value others' contributions.	CV and/or expression of interest /Interview