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| **Job Title:** Sessional Internal Quality Assurance Lead  **Reporting To:** Curriculum Manager of Health and Social Care  **Base:**Hybrid – Working at home and Roundhouse campus |
| **Hours** 7.4 hours Sessional per week, 52 weeks a year.  **Contract Type** Support/Delivery  **Salary** £24.27 per hour |
| **Job Purpose**  To be responsible for and lead the Internal Quality Assurance process across all the qualifications delivered in the Health and Social Care and Early Years Academy across all levels of study, whilst supporting assessors, trainers and teachers to ensure that compliance to all expectations of Awarding Organisations, and DCG are always achieved or exceeded. |
| **Key Responsibilities**   * To manage all qualifications across all levels within the scope of area of responsibility across a range of Awarding Organisations including Pearson and NCFE. * To lead the IQA process of all qualifications across all levels within the scope of area of responsibility across a range of Awarding Organisations including Pearson, NCFE and others. * To prepare and oversee sampling plans for internal verification in a timely manner to support both paper and e-portfolio based qualifications. * To arrange, lead and minute standardisation meetings per term, by Awarding Organisation within the scope of areas of responsibility, and to risk assess the team and qualifications in order to increase standardisation for higher risk units, assessors or qualifications. * To complete any annual registrations required across the Awarding Bodies and complete the training with the delivery and assessment team as part of the standardisation practice. * To organise and run EQA visits within the scope of area of responsibility, and to respond promptly to EQA requests. * To resolve any action points from EQA visits in partnership with the Team Managers, Head of Faculty, Regulation Manager and Improvement and Performance Manager to maintain direct claims status of approved qualifications. * To ensure qualification units identified for delivery meet the appropriate full qualification requirements and rules of combination and, where appropriate, associated frameworks or standards. * To support the department with the process of identifying new qualifications and with the exams team to gain accreditation/approval. * To audit the agreed qualification/units of learners individual training plans have been adhered to. To ensure timely registrations of learners onto the correct qualification and pathways with the appropriate Awarding Organisations * To ensure qualification claims are processed in a timely manner. * Ensure that all assessors/trainers/teachers meet minimum requirements for vocational competence, CV compliance, qualification certificates and on-going CPD. * Train and support new staff through the IQA process. * Mentor staff who are taking Assessor and IQA quals * To confirm Learning Schemes and Lesson Plans meet the requirements of the awarding body and quality process for each component of the learner journey. Working with the appropriate curriculum areas to develop Learning Schemes and Lesson Plans to improve the overall quality of provision for the department. * To carry out assessor/trainer/teacher moderation/assessing IQA observations to meet awarding organisation requirements. * To check the compilation of both paper based and electronic portfolios and that they meet the expectations of the appropriate Awarding Organisations * To be responsible for monitoring and tracking of the assessment (both formative and summative) and verification procedure across a range of formats * To participate in course evaluation, quality assurance and self-assessment systems. To work closely with and support Quality with investigations for incidents of malpractice * To ensure that quality standards are set, monitored and reviewed. * To attend sector and Awarding Organisation networking and training events, as required * To ensure assessors and teachers are provided with effective feedback to support both their own personal development and that of the learners. * To ensure that opportunities to reinforce the development of Maths and English within assignments and assessed work are optimised. * To assist in the development of new modules, assignments and units and produce the necessary documentation to support the validation/lQA process of them. * To support and advise team members in effective delivery to meet AO criteria and establish clear lines of communication with qualifications and apprenticeships delivery team and managers, employers, Quality and curriculum to ensure AO standards are met. * To monitor, respond and follow up poor learner progress and areas for improvements for assessors and teachers. * Conduct relevant learner assessments (both formative and summative) in accordance with awarding body/partner university guidelines and assessment strategy and comply with quality standards and procedures. * To support the Head of Department in identifying new assessors/lQA's to meet changing needs of the area. * To participate fully in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post. * To manage, monitor and raise retention and achievements for learners on a continual basis. To liaise effectively with industrial, commercial, validating universities, AO's and educational partners. * To contribute to the marketing of programmes within the area (Information/open evenings etc) * To assume the role of on-site assessor and provide ad hoc cover to support in instances of staff shortages i.e. sickness/emergencies. * To have an awareness of the cultural sensitivity to needs of learners regardless of age, ethnic origin, gender, disability or sexual orientation. * To provide a professional customer service to both internal and external customers. * To provide flexibility in responding to changing demands in staff availability as required * To take responsibility for one's own professional development and continually update as necessary. * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health & Safety, Child Protection and Risk Assessment policy and legislation in the performance of the duties of the post. * To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health. * To comply with all aspects of The Data Protection Act 1998 * To adhere to the College's Computer Network Acceptable Use Policy. * To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essentials**   * Ability to identify and apply strategies. * Ability to review outcomes and plan appropriate resolutions/actions. * Outstanding time management and planning skills * High level of interpersonal and communication skills * Coaching/Mentoring skills * IT skills and online/cloud working.   **Desirables**   * High level of IQA and assessing skills. |
| **Knowledge & Experience**  **Essential**   * An understanding of the IQA process * An understanding of the complexities and expectations of the EQA process * An understanding of curriculum design, qualification structures and rules of combination * Knowledge of Microsoft packages including Microsoft Teams.   **Desirable**   * Familiar with a range of FE and HE accreditation/specifications across industry specific Awarding Organisations including Pearson and NCFE at level 2 and 3. * Familiar with a range of ePortfolio systems * Supporting learners in a range of settings with a variety of different needs. |
| **Qualifications**  **Essential**   * Level 5 or higher in a Health and Social Care related qualification. * Al Award or equivalent * VI Award or equivalent or willing to work towards in the first year of employment. * Level 2 Maths * Level 2 English   **Desirable**   * Level 2 IT * Level 3 Award in Education and Training or equivalent, or willing to work towards |