**IQA / IV**

**Job Description**

**Responsible to:**  Designated manager

**Responsible for:** No line management responsibilities

**PURPOSE:**

* Monitor, review and evaluate the quality of assessment processed and practice and ensure awarding body standards are maintained.
* Monitor the quality of assessor performance, identify assessor development needs and facilitate assessor development to maintain and improve the quality of assessment.
* Ensure documentation and records meet quality and regulatory requirements.

**KEY ACCOUNTABILITIES AND RESPONSIBILITY FOR RESULTS**

***This schedule of duties is not exhaustive, and the job holder may be required to perform duties not listed, to suit the reasonable operational requirements of the College and as directed by their Line Manager*.**

* Plan and prepare monitoring activities according to the requirements of own role.
* Determine whether assessment processes and systems meet and operate according to quality requirements.
* Check that assessors meet the requirements for their role.
* Analyse assessor capabilities and potential of their objectives and other requirements.
* Agree and prioritise assessor learning need and produce individual development plans with assessors to reflect these.
* Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice.
* To track learner progress and check that assessments are planned, prepared for and carried out according to agreed procedures.
* Check that assessment methods are safe, fair, valid and reliable.
* Check that assessment decisions are med using specified criteria.
* Compare assessor decisions to ensure they are consistent.
* Work with assessors, trainers, employers, and learners to ensure the standardisation of assessment practice and outcomes.
* To chair and minute standardisation and qualification specific assessor meetings as appropriate.
* Provide the Examinations department with timely notification of all qualifications to be claimed together with relevant documentation to prove authenticity of claims.
* Liaise with the Examinations department regarding the arrangement and secure storage of all learner portfolios until sampled by the awarding body.
* Liaise with curriculum staff regarding External Quality Assurance visits and be actively involved in managing these visits.
* Follow agreed procedures when there are significant concerns about the quality of assessment.
* Follow agreed procedures for the recording, storing and reporting and confidentiality of information.

**Continuing Professional Development**

* Identify current performance requirements relevant to own practice and identify trends and developments relevant to own skills, knowledge and practice.
* Seek feedback, collect information and continually reflect on own performance.
* Assess the extent to which own practice is inclusive and promotes equality and diversity.
* Prioritise areas for development and plan how learning and development will be achieved.
* Keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice.
* Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skills.
* Share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit.
* Maintain agreements about confidentiality.
* Participate in the Staff Development and Training programme to meet personal, professional and college development requirements, and participate in training and development that the college regards as essential to the job role.
* Attend staff meetings as required.
* To undertake such other duties as may be required from time to time commensurate with the level of the post.
* Comply with all decisions and policies of the college and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and the Data Protection Act.

# **IQA / IV**

# **Person Specification**

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| **Qualifications / Training** | **Essential /Desirable** |
| * Professional qualifications in relevant field to at least Level 3
 | Essential |
| * Vocational qualifications Level 4/5 in appropriate vocational area
 | Desirable |
| * Internal Quality Assurance qualification (*D34, V1, QCF L4 Award in Internal Quality Assurance of Assessment Processes and Practice or QCF L4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice*)
 | Essential |
| * Assessor Award (*D32, D33, A1 Assessor Award, or Certificate in Assessing Vocational Achievement*)
 | Essential |
| * PTLLS or equivalent (or willingness to work towards qualification)
 | Desirable |
| * A strong commitment to Continuing Professional Development (CPD) and have evidence of own on-going COD
 | Essential |

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| **Knowledge** | **Essential /Desirable** |
| * Good subject and vocational knowledge and understanding
 | Essential |
| * Current and up to date knowledge of good practice in National Occupational Standards
 | Essential |
| * Ability to complete relevant documentation and produce reports
 | Essential |
| * Have a flexible approach to the ability to liaise with learners, employers and curriculum staff
 | Essential |
| * Knowledge and understanding of the FE sector
 | Essential |
| * Membership of relevant professional body
 | Desirable |
| * An excellent understanding of, and commitment to Equality & Diversity, Health & Safety, Customer Care.
 | Essential |

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| **Experience** | **Essential /Desirable** |
| * Current and continuing involvement within the sector
 | Essential |
| * Significant experience in assessment and verification
 | Essential |
| * Of meeting operational targets set for timely success
 | Essential |
| * Of working successfully as part of a team
 | Essential |
| * Of marking, assessment conventions and tracking systems
 | Essential |

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| **Skills/Qualities** | **Essential /Desirable** |
| * Excellent inter-personal skills
 | Essential |
| * Excellent communication skills (face to face, written, telephone)
 | Essential |
| * Good organisational, administrative and time management skills
 | Essential |
| * Highly developed ICT skills
 | Essential |
| * Ability to manage own workload and to work unsupervised
 | Essential |
| * Ability to work to agreed deadlines
 | Essential |
| * Committed to ongoing personal and professional development
 | Essential |
| * Able to demonstrate a positive response to change and to being open to new ideas and ways of working
 | Essential |
| * Willingness to work flexible hours
 | Essential |
| * Work effectively as both a team member and an individual
 | Essential |
| * Ability to travel to the assessment site
 | Essential |

**Criminal Records Bureau check**

This post is subject to an enhanced DBS check.