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| **Job Details** | July 2021 |
| **Job Title** | Internal Quality Assurer |
| **Department** | Quality |
| **Reporting to** | Qualifications Manager |
| **Direct Reports** | None |
| **Location** | Tredomen Gateway, Tredomen, Ystrad Mynach, Hengoed CF82 7EH |
| **Hours of Work** | 8.30am – 4:30pm  The standard hours will be 37.5 per week but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work. |

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| **Purpose of Job / Company Values** |  |
| As an Internal Quality Assurer, you will deliver outstanding quality assurance support across the apprenticeship provision, driving innovative teaching, learning and assessment through highly effective quality assurance mechanisms. You will provide support to the Qualification Manager to adopt and develop quality assurance strategies to develop high quality vocational training programmes. It is essential that you have experience of working within the work-based learning industry, quality assuring the accepted standards across a wide range of qualifications related to the Apprenticeship delivery. | |

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| **Key Responsibilities / Accountabilities** |  |
| * Plan and monitor the quality of teaching, learning and assessments according to the teaching and learning strategy * To complete and plan formative and summative verification, in line with internal quality assurance and external awarding body processes * To ensure the completion of planned Observation of Teaching, Learning and Assessments (OTLA’s) and use feedback to support the development of all practitioners * To lead standardisation meetings ensuring best practice, Awarding Body and sector updates are disseminated and implemented consistently * To support the Qualifications Manager in driving and promoting continuous quality improvement * To assist in the development of resources to continually improve innovative teaching and learning with curriculum * To support the induction of new Trainer Coach in line with their quality responsibilities * Work in cohesion with Operation’s team to provide support to practitioners so that business objectives are met * To undertake learner engagement visits and telephone interviews as part of the observation process obtaining feedback from learners and contributing to the evaluation of teaching and learning practice/processes * To support the Qualification Manager with Awarding Organisation’s centre approval, system and EQA visits ensuring that direct claim status is achieved, and quality standards are maintained and developed * To positively contribute to internal and external inspections/audits, ensuring compliance within programmes to AO, Estyn Welsh Government and Educ8 regulations and requirements * To attend internal and external sector specific meetings to keep up to date with sector changes. * To support operations and curriculum with new qualification design and implementation * Elements of the role may involve working with adults at risk, children and young people in an educational setting. * Reviewing the safeguarding and wellbeing of learners and escalating through the appropriate process where required. | |

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| **Personal Qualities** |  |
| * Ability to promote and adhere to the Company values and behaviours * Have good communication skills * Be able to coach and mentor delivery staff * Have interpersonal abilities * Being able to clearly explain complex topics * Ability to express ideas clearly, both verbally and written * Passionate about achieving high levels of excellence * Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement * Highly professional and motivated with high levels of commitment and confidentiality * Self-motivated, with the ability to work proactively using own initiative * Passionate about education, learning and development * Ability to prioritise work and manage completing demands * Ability to work independently and as part of a team | |

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| **Essential Criteria** |  |
| * Level 5 or equivalent in vocational route * Substantial occupational competence within subject area * Experience in a Work Based Learning environment * Experience of managing, coaching and developing a team of assessors * A1/TAQA L3 Award or equivalent * V1/TAQA L4 Award or equivalent * Excellent organisational skills * Knowledge and understanding of the Professional Standards for Worked Based Learning Practitioners in Wales * Suitable to work with adults at risk, children and young people * Demonstrable commitment to equality, inclusion and diversity * Digitally competent and confident * Proven experience of using digital technologies to promote teaching and learning * Ability to deliver under pressure and to work to tight deadlines * Full driving license, own vehicle and willing to travel across South Wales * Resilience | |

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| **Desirable Criteria** |  |
| * L3 Management qualification * Coaching & Mentoring qualification * L3 ESW Practitioner Qualifications * Ability to speak Welsh * Teaching qualification: PTTLS/DTTLS, PGCE, Cert Ed, EAT * Demonstrable experience of partnership working with a range of organisations * Ability to react flexibly under pressure and to work to tight deadlines * Experience of contributing, supporting and complying with all contract requirements and corporate strategies including but not restricted to: Health & Safety Code of Practice, Contract & Audit requirements, Awarding Body requirements, ESTYN, Information Security Requirements and Safeguarding | |

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| **Key Technologies** |  |
| Educ8’s preferred MIS reporting systems, Outlook, SharePoint, OneDrive, Edge, E-learning Portfolio, Learner Moodle | |

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| **Key Relationships** |  |
| **Internal** | Directors, SLT, SMT, Managers, MIS, Trainer Coaches |
| **External** | Employers and learners, NTFW, Awarding Organisations, ESTYN, Welsh Government, and other Stakeholders, |