

## Role Description

<b>Role Title: Quality Assurance Officer (Apprenticeships)</b>	<b>Pay Grade: £39,296.00 Lecturer Spine 6</b>
<b>Normal Place of Work: Various Sites</b>	<b>Line Manager: Head of Apprenticeships</b>
<b>Normal Working Hours: 37 hours per week</b>	<b>Responsible For: N/A</b>

### ROLE PURPOSE

- To lead on maintaining quality and standards of assessment across apprenticeships and work-based qualifications
- To maintain relationships with awarding organisations
- To oversee the process of internal quality assurance for apprenticeships and work-based learning
- To lead on audit and compliance activity for all apprenticeship and work-based qualifications
- Delivery a percentage of standard caseload

### PRINCIPAL ACCOUNTABILITIES

1. To work with departments to maintain and improve the quality and standards of assessment across all work-based and apprenticeship qualifications
2. To build on the existing relationships with awarding organisations, including acting as main point of contact for qualification approvals, investigations and external quality assurance activities
3. To oversee the processes related to internal quality assurance, including leading on the introduction of quality assurance measures for apprenticeship standards
4. To be responsible for the review of all policies related to quality assurance and where necessary to work with stakeholders to update them
5. To undertake audit and compliance activity, including planned and unplanned reviews and investigations and report back to leaders
6. To work closely with the MIS team to ensure claims for qualifications are quality assured and timely
7. To lead on the programme of training for staff on all quality assurance tasks and activities
8. To identify, investigate, manage and report risk, malpractice and non-compliance
9. To support the implementation of business and curriculum planning processes by advising on requirements and validation timelines to support the development of provision and ensure compliance with these.
10. To lead on the development of handbooks and guides as required
11. To actively engage with the College's Teaching, Learning and Assessment Coaches to provide a combined improvement strategy around teaching and assessment practice and systems
12. To seek out and use student and employer views to inform continuous improvement

### Key Relationships

All posts within the College require a high degree of team working. As such the post will be expected to develop and maintain key relationships, as follows:

College Leadership Team	To support leaders and managers in developing and maintaining robust quality assurance procedures
Head of Apprenticeships	To advise, monitor, audit and report on risk in relation to internal and external quality assurance matters. To support the process of internal quality assurance by leading on training and development of all staff
ILR and Funding Manager	To support in the processes related to capturing achievement in apprenticeships qualifications.  To manage the quality and robustness of the processes for embedding new qualifications and regulatory requirements

Awarding bodies	To liaise with awarding bodies to ensure best practice approaches to assessment across classroom based learning and apprenticeships
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### **Generic Responsibilities**

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To participate in the College Annual Appraisal Process, contributing to a culture of self-reflection on practice and continuous professional development
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

### **Values**

To role model the College values of: integrity, respect, ambition and pride

### **Behaviours**

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

## Person Specification

	Essential	Desirable	How assessed*
<b>QUALIFICATIONS</b>			
Qualified to degree level or equivalent professional qualification		✓	AF/Cert
Teaching or assessing qualification and experience of teaching or assessing		✓	AF/Cert
Higher level degree		✓	AF/Cert
Assessor Award	✓		AF/Cert
IQA Qualified	✓		AF/Cert
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>			
Experience of curriculum development aligned to awarding organisation and validating partner requirements and standards	✓		AF/IV
Good knowledge and experience of working with one or more regulatory bodies, for example, Ofsted	✓		AF/IV
Experience of introducing or developing new work-based programmes to meet requirements of standards development	✓		AF/IV
Experience of designing and delivering effective teacher and internal quality assurance development sessions	✓		AF/IV
Knowledge of the latest innovations and practices in the delivery and quality assurance of classroom based learning	✓		AF/IV
Knowledge of new apprenticeship standards	✓		AF/IV
Experience in audit, investigation and reporting	✓		AF/IV
<b>SKILLS AND ABILITIES</b>			
Excellent oral and written communication skills	✓		AF/IV
Excellent interpersonal and networking skills	✓		AF/IV
Good planning and organisation skills	✓		AF/IV
Good analysis, problem solving and decision-making skills	✓		AF/IV
Ability to commit to the College values, in particular around embracing diversity and the welfare of students	✓		AF/IV
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism	✓		AF/IV
Ability to use IT at a level commensurate with job role	✓		AF/IV
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home	✓		IV

**\*Assessment method:**

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview

**Signed** .....

**Date** .....