

# Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

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| **Name:** |  |
| **Post Title:** | **IQA (Casual)** |
| **Reports to** | **Curriculum manager** |
| **Department** | **Quality** |
| **Grade** | **£** |
| **Contract** | **Casual, as and when required** |
| **Location** | **Any College Campus** |

# KEY ACCOUNTABILITIES

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| • | To verify assessment decisions and to manage the quality of NVQ delivery, ensuring national standards are maintained and assessment needs of learners are being met. |
| • | To identify and address learning and development needs of Assessors |
| • | The development of verification sampling strategy to include Formative and Summative sampling. Learner interviews and Assessor observations. |
| • | Monitor assessment practice and maintain standardisation of assessment judgement, ensuring assessors make valid decisions and learners are assessed fairly. |
| • | Maintain centre files and up to date records relating to Assessors and Internal verification carried out. |
| • | Liaison with External Quality Verifiers and the arrangement and preparation of EQA visits and follow-up any action plans within the specified time-frame. |
| • | Maintain records for inspection purposes. |
| • | To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. |
| • | To promote equal opportunities and the implementation of the College’s equality and diversity policy. |
| • | To carry out all duties in accordance with the organisation’s Health & Safety Policy and promote a culture of safety. To keep abreast of changes in health and safety legislation. |

Signed: ……………………………………………………………………… Date: ………………………