

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Casual Electrical Internal Quality Assurance (IQA)
Responsible to:	Head of Curriculum
Responsible for:	N/A

1.	Job Purpose:
1.1	To take a key role in the internal quality assurance of the Electrical Apprenticeship curriculum.
1.2	To provide appropriate support and guidance to assessors in the related disciplines.

2.	Key Responsibilities:
2.1	To manage, develop, promote and review the learning programmes within the area.
2.2	To respond to new curriculum issues affecting programme delivery and student learning/training activities.
2.3	To maximise learner achievement and retention.
2.4	To identify and respond to students' needs and welfare with counselling, guidance, support to own competence and, where necessary, refer to appropriate alternative authority.
2.5	To carry out assurance of assessment decisions consistent with College processes and the requirements of relevant awarding bodies.

3.	Specific Duties:
3.1	To maintain up-to-date IQA files for all courses/classes in the Electrical Apprenticeship curriculum.
3.2	To ensure programme leaders maintain up-to-date records, reports, profiles, course files etc.
3.3	To carry out the general administrative duties associated with the post.

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4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work; • To cooperate with designated officers named by the Governors and/or the Principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

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9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths.	E	
	Relevant NVQ Level 3 in Electrical.	E	
	HNC/HND in Engineering.		D
	Degree or equivalent professional/vocational qualification.		D
	A teaching Qualification – Cert Ed/PGCE.		D
	Qualified to TAQA standards.	E	
	Qualified to IQA standards.	E	
Specialist Knowledge	Evidence of recent professional development.	E	
	Awareness of current curriculum and sector developments.	E	
	Knowledge of a range of related qualifications.	E	
Experience	Recent experience in the curriculum area.	E	
	Recent and relevant teaching and learning experience in the curriculum area.	E	

	Experience of curriculum planning/submission writing.		D
	Experience of delivering and course management of the electrical apprenticeship provision.		D
	Ability of analysing course level data to achieve outstanding success		D
Skills and Attributes	ILT skills including Word, Excel, Outlook, Moodle, Internet and Powerpoint.	E	
	Interpersonal skills.	E	
	Communication – verbal & written skills.	E	
	Presentation skills.	E	
	Administrative & organisation skills.	E	
	Learner focused.	E	
	Highly effective communicator.	E	
	Enthusiasm and commitment.	E	
	Professional.	E	
	Well organised.	E	
	Flexible and adaptable.	E	
	Able to work on own initiative.	E	
	Able to deal effectively with new challenges.	E	
	Able to develop effective working relationships.	E	
	Able to work under pressure and prioritise.	E	
Other	DBS check carried out on appointment.	E	
	Flexibility towards working hours.	E	
	Willingness to travel between sites.	E	
	Willingness to travel to work placements, meetings and to arrange and take part in learner/employer visits.	E	

Qualities identified and determined by:

E = Essential

D = Desirable