

## **Programme Lead & Internal Quality Assurer (IQA) Job Description**

Do you have Curriculum Development and IQA experience relevant to the **Teaching Assistant Level 3 apprenticeship**?

### **The Role:**

Working as part of LAT Apprenticeships, the Programme Lead will be required to assume academic leadership for the apprenticeship standard. This will involve liaison with both internal and external groups, in order to ensure the effective organisation, development and delivery of apprenticeship programmes.

The Programme Lead has operational responsibility for the effective implementation of the quality assurance policies and procedures and is expected to participate in appropriate subject-based committees and boards.

The Programme Lead will also lead curriculum review and development within the subject. This includes coordinating the production of initial validation documents and the annual review of apprentices' handbooks relating to the programme(s).

The experienced individual will also assess and IQA learners' performance and/or related knowledge in a range of tasks, to ensure that the competence and/or knowledge demonstrated meets the required standards. They will also be required to teach some face to face sessions on occasions.

### **Major Tasks:**

- Assess and IQA learner's performance
- Monitor and maintain quality standards
- Responsible for and lead curriculum development for the apprenticeship programme

### **Main duties and responsibilities: Programme Lead**

- Responsible for and to participate in curriculum planning and development, including the development of the Scheme of Work, Curriculum Plan and the Curriculum Mapping documents.
- Working with the assessors, responsible for development and implementation of the additional curriculum which includes Safeguarding, Prevent, Equality & Diversity and British Values.
- Assure the quality of the apprentice learning experience. This includes attendance at and full participation in Boards, Quality Committees or equivalents.
- Ensure apprenticeship standards are fully met and apprentices are appropriately prepared for end point assessment.
- To participate in the effective deployment of staff to teach on the apprenticeship programmes.
- To provide and encourage professional development for teaching staff, including peer observation of teaching and any other relevant initiatives.

- Work with the Centre Manager to coordinate the production of Annual Programme Reports and associated data analysis requirements e.g. achievement data reports and relevant performance indicators.
- To share scholarly activity at both the subject and wider pedagogical levels
- To contribute towards the ongoing development of targeting and generic promotional and recruitment activities and literature.
- To contribute towards pre-entry, induction and post-entry support for apprentices.
- To propose the timetabling arrangements for and to ensure that timetables programmes operate as scheduled.
- To be involved in the production of the annual self-evaluation documentation (SAR) along with team members as part of the annual Self Evaluation Cycle.

#### **Main duties and responsibilities: IQA**

- Lead Standardisation activities to ensure accuracy of assessment decisions.
- Maintain the integrity of the qualifications being delivered.
- Ensure assessors interpret, understand and apply the standards and ensure that learners meet the requirements of their role and qualification.
- Monitor delivery and assessment practice and lead on Improvements.
- Interview learners and witnesses to gain feedback on the quality of the programme.
- Identify issues and trends with the department and communicate these to relevant stakeholders.
- Carry out the assurance and development activities to ensure they are carried out in a timely and effective manner and in accordance with the Quality framework.
- Review the best practice seen from the assurance and development activities and contribute to the approaches to transfer and capture impact across the provision.
- Support operation teams in development reflective and evaluative practice during self-assessment and improvement planning activities, including within operational meetings were required.
- Positively challenge where quality is not met and driving continuous improvement in the practice of delivery staff
- Liaising with appropriate staff to ensure that systems in support of teaching, learning and assessment, verification and any additional support required are fully implemented
- Ensure the completion of all IQA paperwork/online documentation required to meet audit requirements is in place.
- Undertake observations of teaching, learning and assessment including learning walks and where required subcontracted provision, including face to face and remote observations
- Actively seek external body and sector updates and ensure these are cascaded to relevant people.
- Conduct formative and summative sampling and report on the required measure and milestone progress to the individual, escalating any concerns of learner's progress or delivery areas of practice to the relevant team.
- Ensure the development of maths, English and ICT are embedded throughout the learning programme.

- Provide support and guidance to delivery teams in relation to the Awarding Organisations and End Point Assessment Organisations requirements for assessment practice and the completion of documentation

#### **Essential:**

- Hold Assessor and Verifier Qualification and hold a minimum of Level 3 qualification in the related vocational sector.
- Knowledge of Apprenticeships, the benefits to employers and candidates, standards and delivery methods.
- Detailed knowledge of the Education Inspection Framework
- Detailed and practical knowledge of teaching, learning and assessment for learning
- Level 2 numeracy and literacy (or GCE/GCSE equivalent)
- A track record of outcomes against KPIs
- Demonstrable experience of sharing practice and resources

#### **Additional Duties**

- Commit and adhere to the organisational Equality and Diversity, Health & Safety, Safeguarding and other policies, processes, values and objectives.

#### **Professional Development**

- To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.
- To actively participate in any scheme of regular performance review and appraisal adopted by LAT.

#### **LAT Apprenticeships**

Is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

Successful applicants will be required to undergo a DBS check.