



# JOB DESCRIPTION

<b>Title:</b>	Internal Quality Assurer
<b>Responsible to:</b>	Head of Veterinary Studies
<b>Location:</b>	Huntingdon
<b>Responsible for:</b>	Student Support and Quality Assurance

## **Main responsibilities to include:**

1. Quality Assurance
2. Learner Support
3. Clinical Coach and Tutor Support
4. Information, Advice & Guidance
5. Health & Safety
6. Marketing
7. Safeguarding
8. Equal Opportunities

## **Detailed Tasks:**

### **1. Quality Assurance**

- 1.1 Monitor NPL progress and liaise with employer/clinical coach and clinical tutor as appropriate.
- 1.2 Support clinical coaches.
- 1.3 Present clinical coach training sessions.
- 1.4 Conduct initial and on-going assessment (formative and summative) so that learners are aware of and involved in assessing their progress and the achievement of their learning goals and so that an individual learning plan can be developed.
- 1.5 Moderate Practical assessments.
- 1.6 Review learner review reports.
- 1.7 Review learner visit reports.
- 1.8 Input to the Centre Self-Assessment Report (SAR) and Quality Improvement Plan.
- 1.9 Provide updates to Centre Manager on learner progress.
- 1.10 Assist with the arrangements for external moderation and verification of student assessments.
- 1.11 Receive and effectively communicate external reports and follow up action as required.

- 1.12 Ensure rigorous quality assurance procedures are in place and make effective arrangements for feedback, coaching and action planning.
- 1.13 Participate in meetings with the awarding body for the purpose of assuring quality of College systems and processes with respect to assessment, verification and action planning.
- 1.14 Review academic data and important development strategies in accordance with Academic Quality Handbook.
- 1.15 To maintain and enhance existing links with the College of Animal Welfare and their collaborative partners.
- 1.16 Foster and develop links with employers/practice placements and clinical coaches.
- 1.17 Attend monthly team meetings (IQA and academic).
- 1.18 Conduct placement/practice visits to include approval, annual audit, re-approval.

## **2. Learner Support**

- 2.1 Carry out regular learner reviews in accordance with College procedures.
- 2.2 Provide support and guidance to promote timely completion of NPL.
- 2.3 Monitor student academic progress and provide input to academic progress review board.
- 2.4 Assess/mark interim assignments, final submissions for allocated groups in line with college policy.
- 2.5 Visit/support students in the workplace.
- 2.6 Review learning with employer, clinical coach, clinical tutors, student and course tutor.
- 2.7 Review Health & Safety in the workplace.
- 2.8 Ensure that Fitness to Practice Policy is adhered to.
- 2.9 Provide assignment support /guidance.

## **3. Clinical Coach and Tutor Support**

- 3.1 Deliver training and retraining of clinical coaches, tutors as required by the awarding body.
- 3.2 Maintain contact with the clinical coach/tutor regarding student progress and competence.
- 3.3 Monitor, track and communicate information resulting from behavioural tool, placement/employment hours and reflective training log.
- 3.4 Attend meetings as may be determined by the awarding body and the College.
- 3.5 Conduct practice audit visits.
- 3.6 Liaise with Training Practices regarding approval arrangements and re-approval.
- 3.7 Carry out approval visits.
- 3.8 Complete quality audits of clinical coach/tutor assessment decisions.
- 3.9 Attend awarding body visits.

## **4. Information, Advice & Guidance**

- 4.1 Provide all learners and potential learners with accurate and up to date information and advice that enables them to make informed choices about lifelong learning and work.

- 4.2 Be impartial and signpost people to the most relevant and appropriate source of information, advice or guidance.
- 4.3 Actively promote high quality information, advice and guidance.
- 4.4 Listen to what clients of our service say about our provision and continually improve our delivery.

## **5. Health & Safety**

- 5.1 To comply with the Health & Safety at Work Act.
- 5.2 To comply with The College of Animal Welfare Health & Safety regulations.
- 5.3 To ensure that students' safety is considered at all times.
- 5.4 To take responsibility for maintaining awareness of Health & Safety Committee at the College, via the Committee, minutes and staff noticeboard.

## **6. Marketing**

- 6.1 To promote all course and assessment opportunities to employers and other groups.
- 6.2 To actively participate in the marketing of the higher education and other College qualifications and course provisions at Careers conventions, open days and exhibitions and via phone contact.

## **7. Safeguarding**

- 7.1 Ensure you know the name of the designated person and their role.
- 7.2 Know how to pass on and record concerns about a child or young person.
- 7.3 Understand individual responsibility for referring child protection concerns using the proper channels and within the agreed timescales.
- 7.4 Attend Induction training for Child Protection and attend a refresher on a three yearly basis so that you know – your responsibilities, the local procedures, the need to be vigilant in identifying cases of abuse and how to provide support and respond to a student who tells of abuse.
- 7.5 Ensure concerns about poor or unsafe practice in regard to students are raised in a timely manner.
- 7.6 Be clear with students that you cannot promise to keep secrets.
- 7.7 Ensure that the five Every Child Matters outcomes – being healthy, staying safe, enjoying and achieving, making a positive contribution and achieving economic wellbeing are met.
- 7.8 Promote health in areas such as:
  - Smoking
  - Drug and alcohol use
  - Disease prevention and control
- 7.9 Review policy and procedures on an annual basis.

## **8. Equal Opportunities**

- 8.1 To assist with the implementation of the College's Equal Opportunities Policy throughout the Organisation.

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

You are liable to undertake such duties as may be reasonably required commensurate with your role.

Attributes	Essential	Desirable	How Identified
<ul style="list-style-type: none"> <li>Education Level/ Qualification</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 or equivalent in Maths and English.</li> <li>Quality Assurance Award at level 3</li> <li>Assessor and Verifier awards (or willing to undertake)</li> <li>Teaching qualification relevant to the teaching of adults or a commitment to undertake an appropriate initial teaching qualification to be achieved within 6 months of appointment i.e. EAT Level 3</li> <li>subject specific qualification or relevant experience to demonstrate knowledge to Level 3</li> </ul>	<ul style="list-style-type: none"> <li>Qualification in ICT</li> <li>Customer service award.</li> <li>L3 qualification in coaching/mentoring</li> <li>RCVS Examiner</li> </ul>	<ul style="list-style-type: none"> <li>Sight of qualifications documents</li> <li>Application form</li> </ul>
<ul style="list-style-type: none"> <li>Experience</li> </ul>	<ul style="list-style-type: none"> <li>Good numeracy skills, competent in processing and inputting data.</li> <li>Good organisational skills</li> <li>Used to meeting tight deadlines and working to time pressures</li> <li>Accuracy in all aspects of job requirements</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge and Ability</li> </ul>	<ul style="list-style-type: none"> <li>Up to date knowledge within the curriculum/subject area</li> <li><u>Understanding</u> of syllabus and assessment requirements for the course, especially where this is externally accredited</li> <li>Awareness of adult learning and how adult learners might be motivated</li> <li>Ability to communicate easily with</li> </ul>	<ul style="list-style-type: none"> <li>Willing to undertake further CPD relevant to requirements of Job role</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>

	<p>students, employers, staff and others</p> <ul style="list-style-type: none"> <li>• An ability to promote an inclusive learning environment free from discrimination or oppression</li> <li>• Ability to manage the learning process by planning, monitoring and reviewing</li> <li>• Ability to access learner progress and to give constructive feedback</li> <li>• Ability to understand and implement quality</li> <li>• Ability to use technology within the classroom and in the preparation of materials</li> <li>• RVN/MRCVS Registration must be up to date and a copy provided to Human Resources on annual renewal.</li> <li>• Attend RCVS annual standardisation</li> <li>• Attend RCVS annual standardisation</li> <li>• Attend all team meetings</li> <li>• Participate in the recruitment, training and assessment of all students</li> <li>• Respond to emails, evaluations, requests for information and SAR requests within 3 working days.</li> <li>• Ensure timely achievement of all student awards and targets</li> <li>• Meeting quality arrangements specified in Quality Improvement Plan</li> <li>• 5 student visits per week</li> <li>• Submit moderation reports within 3 days</li> </ul>		
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<ul style="list-style-type: none"> <li>• Attitude/ Disposition</li> </ul>	<ul style="list-style-type: none"> <li>• A self-evaluative approach to teaching and learning to develop quality provision</li> <li>• An understanding and commitment to promoting equality of opportunity</li> <li>• An understanding and commitment to promoting 'safeguarding' of all students</li> <li>• Commitment to lifelong learning and the understanding of its potential impact to meet professional vocational and teaching CPD requirements</li> <li>• <u>DBS</u>– all staff are required to complete a Criminal Records Bureau application in line with College procedures</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> <li>• Interview</li> </ul>
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