

Job Description

Group Member:		Keighley College	
Job Title:		Internal Quality Assurer (Plumbing)	
Reports to:		Programme Manager	
Job Grade	T2	Department	Apprenticeships

ROLE SUMMARY:

To lead and coordinate internal quality assurance activities across Plumbing apprenticeship provision, ensuring assessment practices are consistent, robust, compliant and focused on achieving outstanding learner outcomes. The postholder will work closely with assessors, curriculum staff and employers to drive continuous improvement and maintain compliance with awarding organisation, apprenticeship and regulatory requirements.

SPECIFIC ROLE RESPONSIBILITIES:

1. Develop and implement an annual Internal Quality Assurance strategy for Plumbing apprenticeships and related vocational qualifications.
2. Conduct risk-based sampling of assessment decisions, learner evidence and assessor practice to ensure consistency, validity, sufficiency, authenticity and reliability
3. Observe assessment practice and provide developmental feedback, coaching and support to assessors to improve quality and performance.
4. Lead standardisation activities to ensure consistent interpretation of apprenticeship standards, qualification requirements and assessment decisions.
5. Maintain accurate and auditable IQA records in accordance with awarding organisation, EPAO and Group requirements.
6. Support curriculum teams in preparing for External Quality Assurance visits, audits and inspections.
7. Monitor learner progress, achievement and timely completion, identifying risks and implementing improvement actions where required.
8. Analyse quality data and produce reports to support quality improvement planning and self-assessment processes.
9. Ensure compliance with apprenticeship funding requirements, awarding organisation regulations, quality frameworks and internal policies
10. Maintain current industry knowledge and occupational competence within the Plumbing and Heating sector.

CORE RESPONSIBILITIES:

1. Contribute to continuous quality improvement activities that support outstanding learner, employer and stakeholder experiences.
2. Develop positive working relationships with curriculum teams, employers, apprentices and external quality partners.
3. Promote high expectations, professional standards and best practice in assessment and quality assurance.
4. Support the achievement of departmental and organisational performance targets.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the group's values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Internal Quality Assurance
Department	Keighley College Apprenticeships

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Level 3 Plumbing qualification or equivalent occupational competency	A / C
E	Assessor qualification (TAQA, A1, D32/D33 or equivalent)	A / C
E	Internal Quality Assurance qualification (TAQA IQA, V1, D34 or equivalent) or willingness to achieve within an agreed timescale	A / C
E	Gas qualification at level 3 or above	A / C
E	GCSE English and Mathematics Grade C/4 or above (or equivalent)	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Significant industry experience within the Plumbing and Heating sector	A / I
E	Experience of assessing Plumbing apprenticeships or vocational qualifications	A / I
E	Experience of conducting Internal Quality Assurance activities	A / I
E	Knowledge of apprenticeship standards, assessment plans and End Point Assessment requirements	A / I
E	Knowledge of awarding organisation quality assurance requirements	A / I
E	Experience of planning and delivering standardisation activities	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Excellent written and verbal communication skills	A / I
E	Ability to analyse assessment practice and identify quality improvement actions	A / I
E	Strong organisational and planning skills with the ability to manage competing priorities	A / I
E	Ability to coach, mentor and support assessors to improve performance	A / I
E	Ability to work collaboratively with curriculum teams and employers	A / I
E	High levels of accuracy and attention to detail	A / I
E	Competent use of Microsoft Office and relevant digital systems	A / I

E	Experience using apprenticeship e-portfolio systems	A / I
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Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I