

Organisation:	Harrogate College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	N/A
Core Job Role:	Internal Verifier
Job Title:	Internal Verifier – Electrical Installation
Reports to:	Course Leader/Head of Department
Grade	T1
Date of compilation:	Reformatted April 2024

ROLE SUMMARY:

To work with staff in the curriculum areas to implement and improve assessment and verification procedures and practices and to ensure compliance with College and Awarding Organisations' IV policy and procedures.

CORE RESPONSIBILITIES:

1. Assist Curriculum Area Managers/ Sector Managers and Curriculum Leaders to ensure all staff within each area of responsibility comply with College assessment and Internal Verification policy and procedures.
2. Maintain a central log of current Internal Verifiers by qualifications for area of responsibility.
3. Provide induction and mentoring for new Internal Verifiers to ensure that they are aware of College and Awarding organisations' assessment and Internal Verification policy and procedures including student appeals and malpractice policy and procedures.
4. Provide support in the development of new QCF qualifications to embed a robust assessment and verification process in the area of responsibility
5. Deliver annual assessment and verification briefing sessions to College staff to share innovative best practice.
6. Implement the College's course approval procedures to meet the requirements of awarding organisations including representing the quality improvement service on validation panels when required
7. Provide support for Heads of Faculties or Curriculum Area Managers/Sector Managers to address actions identified through the external verification, external quality audit and internal quality audit reports.
8. Monitor all EV reports in area of responsibility and ensure that effective actions are put in place to ensure timely certification and that future reports have no sanctions or blocks

9. Actively promote and support the use of e-learning and e-assessments including assessment and IV tracking, to staff across the Faculty/Area, including e-portfolios.
10. Attend assessment and verification training and any other internal/external training to maintain their own Continuous Professional Development (CPD) as appropriate.
11. Actively participate in one to one review meetings with the Head of Assessment and Verification to review progress towards achieving objectives and targets.
12. Attend monthly cross college meetings and provide a monthly review of progress to the Head of Assessment and Verification.
13. Produce a report on an annual basis evaluating how objectives and targets have contributed to raising the standards of assessment and verification cross College.
14. Maintain records and documentation relating to supporting and mentoring staff for submission to the Directorate of Quality Improvement as required.
15. Attend Quality Lead Verifier and other meetings as required including External Verification and Quality audit visits.
16. Undertake the role of lead Internal Verifier / Internal Moderator and work with Internal Verifiers to standardise assessment and Internal Verification practices across the faculty/ College. This will include ensuring IV plans are in place and are monitored at regular intervals.
17. Undertake audits of the Internal Verification / Internal Moderation systems and procedures to ensure compliance.
18. Hold at least 2 briefings per year with Internal Verifiers / Internal Moderators to share innovative best practice within area of responsibility.
19. Identify and address staff development issues concerned with assessment and verification practices in the area of responsibility.
20. Deliver an agreed number of teaching hours which reflect good practise in teaching, learning and assessment. |

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 restorative 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 our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

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

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Internal Verifier
Department	Harrogate College

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	Q1. GCSE (or equivalent) in English and maths at grade C or above or a willingness to improve.	A / C
E	Q2. GCSE (or equivalent) in Maths at grade C or above	A / C
E	Q3. Relevant professional level 3 qualification and/or degree	A / C
E	Q4. Teachers should hold a level 5 Teaching Qualification or achieve this within two years of appointment	A / C
E	Q5. Relevant assessment and verification qualifications are desirable	A / C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	EK1. A proven track record of improving performance e.g. retention, achievement, success, value-added	A / I
E	EK2. A proven track record of raising the standards of teaching, learning and assessment	A / I
E	EK3. A proven track record of developing innovative practice	A / I
E	EK4. Extensive experience of embedding successful Internal verification process	A / I
E	EK5. Excellent coaching and mentoring skills	A / I
E	EK6. Ability to motivate and enthuse staff and learners	A / I
E	EK7. Excellent organisational and presentation skills	A / I
E	EK8. Strong commitment to using e-learning to improve assessment and verification practices	A / I
E	EK9. Well-developed ILT skills	A / I
E	EK10. Ability to take responsibility and work on own initiative with minimum supervision and guidance	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and technical knowledge Committed to enhancing professional/technical knowledge and job-related skills.	A / I
E	SC2. Interpersonal and communication skills. Able to deliver and communicate well with customers and colleagues throughout the college.	A / I
E	SC3. Attention to detail Able to work accurately and carefully at all times.	A / T
E	SC4. Initiative and judgement Ability to take day-to-day decisions to resolve	A / I

	problems and queries within given parameters and policies	
E	SC5. Team work Ability to collaborate with colleagues to produce results.	A / I
E	SC6. Time management Able to balance multiple tasks and to respond to changing priorities to ensure deadlines are met.	A / I
E	SC7. Enduring resilience Continually exuding optimism, a 'can do' attitude and an ability to learn from mistakes.	I
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