

JOB DESCRIPTION

| | |
|---------------|---|
| Job Title | External Quality Assurer |
| Reports to | Quality and Assessment Manager |
| Working Hours | Variable depending on location and availability |
| Location | Home based |

JOB PURPOSE

- To ensure quality standard and standardisation between centres as part of wider workforce team

RESPONSIBILITIES AND ACCOUNTABILITIES

Accountabilities:

- Accountable for assessment and internal quality assurance decisions within allocated centres for Gateway Qualifications provision.

Responsible for:

- acting as the External Quality Assurer in allocated subject areas for qualifications and courses offered by Gateway Qualifications.
- making the number of visits as required on the course portfolio.
- ensuring that regulated qualifications and courses are delivered and assessed in accordance with the qualification specification.
- verifying the process for the award of credit to learners through a rigorous process of sampling of assessment and learner evidence of achievement.
- ensuring rigorous processes for the assessment, tracking and recording of individual learner achievements are in place at the centre in accordance with Gateway Qualifications requirements.
- authorising recommendations for the award of credit where no Internal Quality Assurers have been approved to do so.
- approving centre devised assessment tasks for units and qualifications against specified Gateway Qualifications criteria.
- identifying any areas of concern at centres as well as those needing further development. To agree time bound actions to contribute to quality improvement.
- submitting reports to the Gateway Qualifications on the quality and consistency of award of credit at the centres.
- willingness to work towards relevant external quality assurance qualifications if not already held and achieve within a specific timeframe.

- updating skills in own specialist area(s) as well as attending Gateway Qualifications update on generic issues related to quality assurance processes.
- producing reports on time and in the correct format.
- Where applicable, forward business development enquiries to our team.
- acting in a professional manner when performing external quality assurance duties and not bring Gateway Qualifications into disrepute.

PERSON SPECIFICATION

Short listing criteria

- Level 3 or above in the subject area
- Experience of teaching or assessing subject area
- Level 4 award Internal quality assurance and processes and practice or V1 or equivalent qualification in quality assurance

Qualifications and experience required

- Recent experience of post 16 education

Qualities and Skills required

- Ability to scrutinise in detail
- Ability to make sound, impartial judgements about the quality of provision and learner performance
- Ability to be analytical and objective
- Effective and sensitive oral and written communicator
- Excellent interpersonal skills
- Ability to provide constructive support and advice
- Excellent administrative skills
- Ability to write reports to a high standard
- Good ICT skills

General

You will comply with all the policies and procedures of the organisation. The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that may arise.