Subject Specialist EQA

gateway qualifications

learning your way

Subject Specialist EQA

Full or part time	Variable hours
Contract type	Contract for services
Location	Throughout England
Salary range per annum	£196 per day or equivalent hourly rate

We are looking for Subject Specialist EQAs in the following sectors to join our External Quality Assurance Team at Gateway Qualifications:

- Land-based
    - Garden design and/or landscaping
- Digital
- L5 Web Application
- Science
- Logistics
- ESOL
- Sales and Lettings
- Social Sciences
- Health and Care

What we need you to do:

You will be concerned with ensuring quality standards and continuous improvement are in evidence at Recognised Centres, and that Centres and qualifications are risk assessed and risk rated. Subject Specialist EQAs advise on centre recognition and qualification approval applications, as required.

The role supports Centre EQAs who confirm centre compliance and Principal EQAs who ensure qualification standards are being met.

About Gateway Qualifications

Gateway Qualifications is an Awarding Organisation with over 30 years of expertise. We offer a wide range of regulated qualifications, Access to HE Diplomas, develop bespoke qualifications and quality assure in-house training.

At Gateway Qualifications our focus is on creating the highest quality qualifications which are accessible to all and enable the learner to thrive.

If you are interested in this vacancy, you will be able to make an application via the website using our careers page. Please ensure you attach your CV and a covering letter explaining why you are suitable for the role.

Please note that the **closing date for applications will be 31st July 2022**. We do reserve the right to close this recruitment exercise early if we receive a sufficient volume of suitable applicants.

Subject Specialist EQA Role Profile

Role Purpose

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. Subject Specialist EQAs play an important role in ensuring qualification standards are met as part of our regulatory obligations. The Subject Specialist EQA role completes sampling to ensure that assessment judgements are in line with the qualification requirements.

Subject Specialist EQAs may provide feedback to the Recognised Centre delivery team/s, or Centre EQA to support effective assessment and internal quality assurance (IQA) processes and the correct application of qualification standards.

The role is concerned with ensuring quality standards and continuous improvement are in evidence at Recognised Centres, and that Centres and qualifications are risk assessed and risk rated. Subject Specialist EQAs advise on centre recognition and qualification approval applications as required

The role supports Centre EQAs who confirm centre compliance and Principal EQAs who ensure qualification standards are being met.
Adherence to Gateway Qualifications' EQA Handbook, policies and procedures is required.

Specialism

This role requires specialist knowledge, skills and understanding in a given curriculum area. The role requires:

- assessment delivery and quality assurance experience
- a relevant specialist qualification, specialist expertise or experience, or combination of these in the curriculum area, and
- commitment to continuous professional development (CPD).

Adherence to Gateway Qualifications' EQA Handbook, policies and procedures is required.

Maintaining qualification standards

Qualification standards are monitored through activities including sampling, reviewing IQA processes and documentation. This supports Gateway Qualifications centre assessment standards scrutiny.

Subject Specialist EQAs ensure that assessment remains fit for purpose, that qualification standards are valid, reliable, comparable, manageable, minimise bias, and meet Gateway Qualifications' published qualifications specification(s) and guidance.

Subject Specialist EQAs also oversee compliance with qualification specifications, including access arrangements, and any competence requirements for delivery staff, etc.

Subject Specialist EQAs review internal quality assurance arrangements and look to ensure that qualification standardisation takes place.

In addition to this, the Subject Specialist EQA will also:

- support decisions on whether learner's results are valid and qualification standards are met.
- recommend whether Centres may have direct claim status (DCS) for qualifications within subject/curriculum area
- report on their findings and may recommend changes to results, where qualification standards are not met.
- provide appropriate feedback, guidance and support to Centres.
- identify and report any issues of concern
- participate in regular standardisation events and training as required
- deliver feedback on performance of assessments to support the validity of qualifications

Sampling activity must be as stipulated by Gateway Qualifications' sampling strategy.

Sampling activity will be remote, unless circumstances determine a sampling visit is required to a Recognised Centre.

Qualifications and experience

Subject to the specialist area and level(s) of qualifications to be sampled, Subject Specialist EQAs must possess:

- a relevant qualification, or
- previous job-related experience, or
- previous qualification delivery experience in the curriculum area, and
- recent CPD in the curriculum area,

or a combination of these will be sought.

Subject Specialist EQAs must possess a teaching and/or a quality assurance qualification. As a minimum our EQAs need to possess one of the following qualifications:

- Award for Education and Training (AET)
- Certificate in Education and Training (CET)
- Diploma in Education and Training (DET)
- Level 4 Award IQA
- Cert Ed
- PGCE
- Or equivalent

At least two years' experience of qualification delivery including assessment and IQA is required.

Subject Specialist EQA skill set

In addition to the Subject Specialist EQA requirements, generic skills are required, including:

- evaluative, analytical skills and ability to come to judgments based upon evidence
- independent, objective decision making
- attention to detail and synoptic ability
- the ability to recommend good practice
- effective communication skills, both verbal and written.

Gateway Qualifications requires remote online working and reporting. Subject Specialist EQAs must be confident in using and interacting with Gateway Qualifications' systems including Microsoft Teams, email, excel, collaborative file server and learner registration system. Subject Specialist EQAs must also be adaptable and able to apply themselves to using Recognised Centre online portfolios and file share systems.

Equipment and CPD

Subject Specialist EQAs will need to have access to a laptop/desktop computer, a high-speed internet connection and ability to use Microsoft applications.

Subject Specialist EQAs must participate in annual training, commitment to participation in monthly communication and update sessions, and participation in sessions to support standardisation.

Subject Specialist EQAs should also undertake appropriate CPD in their specialist curriculum area.

Working with us

Subject Specialist EQAs will be required to adhere to Gateway Qualifications' policies and procedures.

Subject Specialist EQAs will be directed by the Lead EQA and Quality Assurance Manager. Sampling allocations are provided by our Lead EQA and Quality Assurance Manager.

Subject Specialist EQAs may be required to travel to attend Recognised Centres. A driving licence and access to vehicle, or access to a good public transport network is necessary.

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Our Values

Partnership

- Working together
- Supporting teamwork across the organisation
- Communicating, listening, supporting and collaborating

Integrity

- Behaving ethically, with openness and honesty
- Trusting and respecting each other
- Taking ownership of our performance

Originality

- Embracing change
- Thinking creatively and innovating
- Encouraging positive risk taking

Quality

- Getting it right first time, every time
- Taking pride in what we do
- Continuously improving