

Principal External Quality Assurer (PEQA)

 gateway
qualifications

learning your way

About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

Important Information

Role Title	Principal External Quality Assurer – Construction
Division/Department	Awarding / Quality & Standards
Contract Type	Contract for Services (Self-Employed Contractor)
Working Hours	Variable
Location	Remote

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

The closing date for applications will be midday on Thursday 5th June 2025. We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, if you are interested, please submit your application as early as possible.

Interviews will be held online via Teams and are scheduled for week commencing 16th June 2025.

Please note that you must have proof that you have the right to work and live in the UK.

Role Description

The Principal External Quality Assurer (PEQA) supports the standardisation of centres and External Quality Assurers (EQAs) and provides support and guidance on monitoring the standards of the EQAs. The external quality assurance team work together to undertake monitoring activities for compliance, evaluation of delivery standards and sampling.

The PEQA provides leadership in a subject/curriculum area by:

Maintenance of Standards and Standard Setting

- Supporting the review of assessments and provide feedback to Gateway Qualifications staff by participating in assessment review / standard setting meetings where applicable.
- Working with the Product Lead/Quality Assurance Manager to produce required data to inform MoS Meeting, if applicable.
- Supporting the standard setting for all qualifications within the qualifications allocated to the Principal External Quality Assurer.
- Monitoring qualification standards through activities including sampling, reviewing IQA processes and documentation.
- Supporting the review of centre devised assessments remains fit for purpose, that qualification standards are valid, reliable, comparable, manageable, minimise bias, and meet Gateway Qualifications' published qualifications specification(s) and guidance.
- Submitting an annual report including trend analysis of qualifications within their remit, including advice support and guidance or centres.

Monitoring Standards – training and standardisation

- Producing exemplification of standards for Centres of both good and poor practice to support Centre training and standardisation sessions.
- Contributing to training and standardisation sessions for both Centres and EQAs using approved exemplars.
- Escalating issues with the application of the standard in terms of the quality of assessments to the Quality Assurance Manager.
- Informing the Quality Lead (standards) where the volume of registrations indicates that sampling of the EQAs cannot be managed by the Principal Examiner on their own.

Monitoring Standards – qualification design

- Escalating issues with the design of the materials to the Product Lead.
- Working with Product to update and communicate necessary specification changes by providing advice and support in the design and review of qualifications, assessments, and resources.

Monitoring Standards – approvals and investigations

- Supporting investigations or adjudicate where incorrect results are found, or appeals are heard that concern the specialist subject/curriculum area.
- Reviewing escalated applications for Reasonable Adjustments.
- Confirming that assessment decisions are accurate, and qualification standards are met as appropriate.
- Advising on centre recognition and qualification approval applications as required.
- Reviewing escalated applications for Direct Claim Status.
- Supporting the Quality team in advising on the appointment of Subject Specialist EQAs.

Person Specification

(Criteria for Shortlisting and Interviewing)

Qualifications

- A relevant degree or equivalent qualification in the subject (essential)
- Qualified Teacher Status (desirable)

Experience, Knowledge & Skills

- Teaching experience in the UK in the relevant subject and qualification.
- A proficient level of digital literacy; experience of using Microsoft Suite and a range of other digital tools and apps used in the AO sector.
- A proficient level of communication skills, specifically written and oral, to be able to communicate effectively with a wide range of stakeholders.
- Excellent time management skills, with the ability to prioritise and work to deadlines, to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.
- Appropriate CPD in their specialist curriculum area.

Personal Attributes

- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service.
- Self-motivated and the ability to work independently and on own initiative.
- An understanding of Equity, Diversity, and Inclusion (EDI), and actively fostering an inclusive environment.

General Statement

All staff and Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers' perspective and being highly motivated to deliver outstanding customer service.

All staff and Wider Workforce are expected to be aware of and comply with relevant policies, processes, and procedures of the organisation.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of Partnership, Integrity, Originality, and Quality.

Equipment and Support

- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commitment to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres or events. A driving licence and access to vehicle, or access to a good public transport network is necessary.

Working with Us

All Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer

service. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

If you join us, you'll be joining an award-winning team who work hard every day to make a difference to the lives of learners. We have won in the following categories at the Federation of Awarding Bodies (FAB) Awards; Qualification of the year, two years in a row, Learner of the year, Individual of the year, AO/Provider Relationship of the year, Awarding Organisation of the year and Innovation of the year.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative. We also have fun too!

You can read all the information about [Gateway Qualifications on our website.](#)

Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



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

Striving to do things right every time.
Taking pride in what we do
Continuously improving

Accreditations

