



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: LEAD INTERNAL QUALITY ASSURER

BASED: HYBRID WORKING

DEPARTMENT: QUALITY IMPROVEMENT

RESPONSIBLE TO: TRAINING QUALITY MANAGER

JOB PURPOSE: To contribute to the delivery of the charity's strategic and operational goals by supporting its mission and values. This role involves conducting internal quality assurance for Apprenticeship Standards, accredited qualifications, and non-accredited professional development programmes. It also includes delivering high-quality training, both online and in-person, in line with the Early Years Alliance's professional standards, policies, and procedures. The postholder will play a key role in ensuring a consistent, effective, and engaging learning experience for apprentices and learners.

SAFEGUARDING REQUIREMENT:

The Early Years Learning Alliance is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To internally quality assure as required, giving detailed and robust feedback to support assessors to develop their skills and knowledge and maintain consistency and high standards across all delivery.
2. To provide coaching, mentoring, and constructive feedback to assessors to enhance their practices, ensuring high-quality teaching and learning across qualifications, apprenticeship standards and personal development programs.
3. Conduct regular one-on-one reviews with assessors to monitor workload, promote wellbeing and uphold effective assessment practices, ensuring adherence to ESFA funding requirements and Awarding Body guidance.
4. To lead assessors and provide clear, accurate, and supportive information, advice and guidance to applicants regarding career pathways and relevant qualifications. This includes conducting learner interviews, identifying individual needs, and determining appropriate entry points through thorough initial assessment, effective interviewing, and a well-structured induction process.

5. Develop and deliver staff training and development sessions, modelling best practice with a particular focus on quality requirements aligned with the curriculum and personal development. Produce a range of supportive resources to enhance teaching and learning using a range of platforms.
6. To plan, monitor and support effective teaching for diverse groups or individuals in a safe and inclusive environment, embedding English, maths, British Values, equality and diversity into the curriculum.
7. To deliver teaching and learning that inspires and motivates learners to achieve their personal and career objectives and qualifications – some evening work may be required.
8. To complete assessment and observation of learners in the workplace as required, ensuring that learners receive constructive and timely feedback so that they know and understand what they have achieved and what they must further do to improve.
9. To be involved in developing plans and resources for qualifications as we continue to grow our provision. Providing information and reports when requested.
10. To attend careers events and roadshows to represent the Alliance training team and the qualifications on offer.
11. To liaise with Alliance colleagues to develop and deliver professional development programmes that meet the needs of the organisation and staff.
12. To maintain and update vocational and teaching expertise and skills and take part in quality assurance activities as required.
13. To complete all relevant Alliance training and attend in-service training and team days.
14. To undertake any other duties as may reasonably be required.

EQUALITIES:

The post-holder must be aware of and respect differences and ensure that learners have equality of access to opportunities to learn and develop. Have an understanding of and commitment to equality of opportunity and anti-racism.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

Essential Criteria:

1. Accepted vocational assessor qualification¹.
2. Accepted quality assurance qualification².

3. Accepted Early Years qualification at Level 3 or above.
4. GCSE Grade C/4 or equivalent in English and Maths.
5. Have own transport and be willing to travel to undertake workplace assessment of learners and monitoring visits of assessors as needed.
6. Proven ability to lead, support and observe on teaching, learning and assessment.
7. Ability to design and deliver effective curriculums for learners and staff training.
8. Ability to demonstrate up to date knowledge in vocational areas as well as in pedagogy of teaching.
9. Experience of effectively using e-portfolios and Microsoft Office packages (or similar).
10. Possess the ability to be highly organised, and able to work independently on own initiative to a high standard.
11. Possess effective interpersonal, written and verbal communication skills and the ability to write reports to a high standard.
12. Ability to set and meet deadlines and organise own priorities, good time management.
13. Experience of conducting learner interviews, inductions and 12-week reviews.
14. Demonstrate knowledge and experience of apprenticeship standards and supporting learners through EPA.
15. An understanding of and commitment to equality, diversity, inclusivity and anti-discriminatory practice.
16. Be willing to undertake further training and commit to continued professional development.
17. Be committed to ensuring the Alliance's safeguarding policy and procedures are followed.
18. Able to demonstrate an understanding and commitment to equal opportunities, inclusion and diversity.
19. A commitment to promoting the ethos and philosophy of the Early Years Alliance.

Core management competencies - Please refer to Appendix 1 for details of the core management competencies that managers are expected to work to.

- Communication
- Customer awareness
- Problem solving
- Taking care of yourself

Desirable Criteria:

1. A recognised further or adult teaching qualification.³
2. A level 5 Early Years qualification of higher.

1. D32 and D33, A1 and A2, QCF Level 3 Award in Assessing Competence in the Work Environment, QCF Level 3 Certificate in Assessing Vocational Achievement
2. D34, V1, or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or equivalent.
3. City & Guilds 7306, 7407, PTLLS, Cert. Ed., PCE, PGCE or equivalent Learning Sector (CTLLS), Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

Grade: 4A

Salary: £33,217 to £36,853 per annum (pro rata for part-time)

Hours: 35 hours a week

Annual Leave: 26 days of annual leave and 8 Bank Holidays (pro rata for part- time)

Travel: Mileage 40p per mile

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date:

CORE MANAGEMENT COMPETENCIES

Communication

- Communicates in a variety of ways with people at all levels and adopts a communication method appropriate for the listener or audience.
- Actively listens, asks questions, clarifies points and establishes a mutual understanding.
- Presents information clearly, concisely and confidently to individuals and groups.
- Communicates complex ideas, problems and difficult messages in ways that promote understanding.
- Uses excellent communication skills to negotiate, influence and persuade others.
- Is aware of non-verbal communication in self and others.
- Makes full use of IT to communicate effectively and uses social media responsibly, in line with the charity's policies and procedures.

Customer awareness (internal and external service users)

- Understands the environment in which the charity operates and the impact on its customers.
- Understands the diverse needs of customers that use our services and proactively strives to provide a service that is flexible and responsive to their changing needs.
- Uses feedback mechanisms to evaluate and review services to consistently deliver a high-quality service.
- Strives to produce real improvements in the way services are delivered to customers.
- Creates and maintains meaningful relationships and understands collaborative and partnership working.
- Deals with the concerns of customers in an appropriate manner, in line with Charity's policies and procedures.
- Is mindful of professional boundaries when interacting with customers.

Problem solving

- Identifies and acknowledges problems and critical issues in a timely manner.
- Analyses relevant data and information and tests assumptions in order to deliver the best solutions whilst keeping a clear focus on key issues and goals.
- Anticipates and reviews problems in order to ensure contingency plans are in place.
- Collaborates with others in order to draw on their expertise to achieve best possible outcomes.
- Makes decisions that minimise organisational financial loss, loss of reputation or legal challenges.

Taking Care of Yourself

- Manages work/life balance and can disconnect outside of work time.
- Builds in physical activity, and fresh air where possible, into daily routine.
- Recognises that it is important to take regular breaks to maintain mental wellbeing.
- Acknowledges, and is open and honest around needs for workplace support and flexibility; considers the needs of others.
- Demonstrates resilience when managing personal challenges and seeks help when necessary.
- Takes time to do something enjoyable every week.