

Job description

Job title: Internal Quality Assurance Officer
Grade: Dorset Grade 8
Job evaluation reference: EY602
Job family: Education & Youth

Purpose and impact

1. As a recognised centre for the delivery of the national youth work qualification, Dorset Council is required by the awarding body to appoint an Internal Verifier to ensure consistency of assessment decisions and to provide a vital link in the assessment moderation process.
2. The Internal Quality Assurance Officer will work closely with the youth work training team to ensure the qualification is being delivered and assessed consistently by all trainers and assessors and meets the awarding body standards.

Key responsibilities

3. To co-ordinate and manage the internal moderation process to ensure the youth work qualification courses are delivered to the required standards.
4. To create an Internal moderation plan to include sampling learners work to check that they are meeting the Learning Outcomes and Assessment Criteria set by the awarding body.
5. To ensure assessments made by the assessors are both accurate and consistent across the qualification units and that the assessment decisions meet the 'VACS' requirements, valid, authentic, current and sufficient.
6. To support assessors through the sampling process and providing feedback on assessment decisions.
7. To carry out observations on: assessors providing feedback to learners and the delivery of workshop sessions by the trainers. Using the information from the observations to provide and inform future continuing professional development (CPD).
8. Ensure effective recording and integrity of learner's achievements and the maintaining of up-to-date records.
9. Ensure the proper use and safe keeping of assessment materials and evidence during the internal moderation process.
10. To carry out sampling of final portfolios prior to external moderation and certification.
11. To ensure any actions required from external moderation are carried out within the agreed timescales.
12. To facilitate structured team meetings encouraging discussion and contribution to the assessment process to support consistent quality assessments.
13. To provide information, advice and guidance on the provision of access arrangements to ensure that all learners have access to assessment without diminishing the rigour or validity of the assessment process.
14. Ensure appropriate induction and learner support is available.
15. To manage the process for complaints and appeals from learners and or assessors.
16. Ensure diversity and inclusion considerations are embedded in the planning and delivery of the qualification.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Job description

Supervision and management

17. Reporting to: Team Manager – Workforce Development
18. Responsibility for:
 - Youth Work Training (this will include monitoring the youth work training team's performance to ensure the qualification course standards are met)
 - No direct line management responsibilities for members of the team
 - Overall management responsibilities for the Internal Moderation process
 - Actively promote equality and diversity across the training programme

Other factors

19. The post holder will be able to work unsupervised and manage own workload.
20. Post holder will have the scope to work remotely including working from home.
21. This post requires a commitment to work within a flexible time scale and it may include working occasionally at weekends and during the evenings.
22. Ability to work flexibly according to the demands of the post.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

| Qualifications/ training/registrations | |
|------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Required by law, and/or essential to the performance of the role | |
| 1. | GSCE Maths and English or relevant equivalent qualification |
| 2. | Professional JNC Youth Work qualification |
| 3. | V1 Internal Verifier qualification or equivalent |
| Experience | |
| 4. | Experience of working with young people in a youth work setting |
| 5. | Experience of assessing portfolio evidence against required standards |
| 6. | Experience of group and team facilitation |
| 7. | Experience of developing and implementing plans |
| 8. | Experience of producing documents and reports to a high standard |
| Skills, abilities & knowledge | |
| 9. | Knowledge and understanding of youth work including the National Occupational Standards of youth work |
| 10. | How to work with third parties and how to raise and deal with quality issues |
| 11. | Ability to organise own workload effectively, prioritising tasks and working to defined deadlines |
| 12. | Excellent verbal and written communication skills |
| 13. | Knowledge of best practice in relation to equality and diversity |
| Behaviours | |
| 14. | Responsibility |
| 15. | Respect |
| 16. | Recognition |
| 17. | One Team: Collaboration |
| Other | |
| 18. | Ability to fulfil the travel requirements of the post |

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

| Qualifications/ training/registrations | |
|----------------------------------------|---------------------------------------------------------------------------------------------|
| 19. | ICT skills to include Microsoft Office |
| 20. | Current Multi agency Working Together to Safeguard Children |
| 21. | Other relevant professional qualification e.g. management and leadership skills |
| Experience | |
| 22. | Experience of working with adult learners and supporting them to evidence required outcomes |
| Skills, abilities & knowledge | |
| 23. | Knowledge of local safeguarding procedures for children and young people in Dorset |
| 24. | Ability to promote anti-discriminatory practice in all areas of the role |
| 25. | Experience of creating action plans with learners and completing progress reports |

| Approval | | | |
|----------|--------------------------------------|------|-----------|
| Manager | Team Manager – Workforce Development | Date | July 2023 |

