

## **Internal Quality Assurer (IQA) Hair and Barbering**

### **Summary**

We are looking for a dynamic and passionate Internal Quality Assurer (IQA) for our Hair and Barbering department. You will be required to plan, organise, and quality assure on training and apprenticeship programmes.

### **Key responsibilities include:**

- To ensure effective and consistent delivery of all qualifications, achieving Awarding Body and company standards.
- To follow and implement the IQA Strategy, Policies and Procedures in conjunction with the IQA coordinators.
- Support assessors to achieve their full potential and deliver programmes within their remit of responsibility to an excellent standard.
- Plan, conduct and record sampling activities, observations, and support sessions to ensure ongoing assessor development.
- To liaise with the Lead IQA to plan and implement the EQA strategy with appropriate awarding bodies
- To organise and lead IQA Standardisation meetings and producing the Minutes of the meetings.
- To support the approval and implementation of new programmes and courses where identified.
- To support the roll out of new standards and end point assessment.
- To assist with the Induction Programme for new tutors.
- To liaise with the External Quality Assurer and support all aspects of an EQA visit.
- Work with the IQA Lead to maintain and improve quality of delivery across all programmes. Supporting the business, learners, and employers in achieving timely and high success rates.
- Support the college with awarding body updates and requirements for qualifications.
- Attend Good Practice Group Meetings to inform continuous improvement and curriculum development.
- Support assessors with completing schemes of work and lesson plans.

### **Skills and experience:**

- NVQ Level Three, degree, or equivalent qualification in relevant field.
- Sound knowledge and understanding of training and apprenticeship standards and end point assessments.
- A relevant Assessor and Verifier Qualification (D34 or V award ) and experience as an Assessor of work-based competencies in the workplace.
- Experience of successfully assessing evidence against training apprenticeship standards.
- Communicates effectively (oral and written) with internal and external stakeholders.
- Provides constructive feedback (written and/or verbal) to facilitate student progression and development.
- Plans, manages, and monitors own workload effectively.

- Takes an organised and systematic approach to work and shows good attention to detail.
- Works effectively independently and as part of a team.
- Able to maintain up-to-date records.
- Has good IT skills and experience or willingness to learn to use online delivery media such as Microsoft Teams.
- Has Broadband internet access or equivalent.

**Salary:**

£25 per hour