



SCL
ACTIVE



SCL
EDUCATION



SCL
PROFESSIONAL

Lead Internal Quality Assurer (Maternity Cover)

LOCATION: Remote | REPORTING TO: National Quality Manager

We believe that everyone owns potential; its inside us all waiting to be discovered.

We are a post-16 further education provider delivering high-quality education, inspired through sport.

With over 20 years' experience in the industry, we have evolved to become the home of sports education for 16-18-year-olds. We are on a journey to set the standard for sports education that truly inspires young people to succeed and helps current and future generations of sports professionals to unlock their potential.

We are proud to teach, motivate and develop more than 3,000 learners in real sports environments every year nationwide helping them on their journey to the next steps in their career.

To have overall responsibility for internal quality assurance of provision within the area of responsibility. To implement and support monitoring and applying compliance with SCL's Gold Standards. To maintain and improve SCL's quality certifications and direct claim status. This will include leading and supporting inspections and audits conducted by external agencies and to support the self-assessment process to promote quality improvement across all divisions.

The IQA will lead in the delivery and assessment of high-quality learning and qualifications for learners and drive robust IQA processes for Study programmes. The IQA will ensure learners achieve their planned learning aim and make progression. The IQA will work with SCL's Director of Quality, National Quality Manager and Quality Improvement team to ensure the wider SCL quality strategy is implemented. The IQA will manage and collect feedback from learners on programme and monitor quality of delivery within the programmes on offer and report changes in quality and compliance on trends on the learner journey to the National Quality Manager.

CONTRACTUAL COMPLIANCE

- To ensure learner starts and achievements are timely.
- To ensure retention of learners is in line with SCL targets.
- To ensure compliance, quality, and consistency of assessment.

INTERNAL VERIFICATION AND RELATED ACTIVITIES.

- To manage, undertake and internally verify all applications within the scope of area of responsibility.
- Ensure that Functional Skills and work readiness/ employability are threaded through all stages of the learner journey.
- Work with the team, to fully implement all linked processes and ensure the drive for outstanding provision is evident in all areas.
- Plan and conduct staff training sessions as appropriate in line with the quality improvement team.
- Ensure compliance to assessment and verification procedures.
- Ensure general administrative requirements are met within appropriate deadlines.



- To prepare sampling plans and schedules for internal verification.
- To set up, prepare and minute standardisations meetings within scope of the area of responsibility.
- To organise and run External Verification visits within scope of area of responsibility.
- To work with teachers, curriculum managers and group quality leads to resolve any action points from External Verification visits.
- To ensure qualifications units chosen to meet the full qualifications requirements and where appropriate its framework/standards.
- Ensure that all teachers/ trainers meet minimum requirements for vocational competence, CVs, Certificates, and on-going CPD.
- To confirm Assessment Schedules, meet the requirements of the awarding body and funding guidelines for each component of the learners' journey.
- Working with the appropriate quality improvement and curriculum development team to develop and oversee assessment materials and documentation where required to improve the overall quality of provision.
- To lead/support a team of teachers/trainers to achieve timely success rates with their learners.
- To check the compilation of portfolios and to monitor their quality of evidence.
- To be responsible for monitoring and tracking assessment and verification procedure.
- To participate in course evaluation, quality assurance and self-assessment processes.

GENERAL DUTIES

- To prepare monthly reports for the National Quality Manager.
- To support with completing relevant paperwork in accordance with awarding body requirements.
- Assist with other quality functions such as curriculum review and development, improvement visits etc as defined by National Quality Manager.
- Conduct the 'self-assessment' process with regard to the quality of learning and liaise with other members of the management team to support with the production of annual SAR and QIP.
- Attend various network groups and ad hoc meetings and project teams.
- To comply with and actively promote SCL's Equal Opportunities and Safeguarding Policies.
- Attend regular quality and standardisation meetings.
- Obtain feedback from learners and employers, analyse, and make any appropriate improvements.

PERSONAL

- To manage own personal development in line with agreed annual performance objectives.
- To ensure own training and development, including CPD, is up to date and compliant with relevant professional bodies.

PROJECTS

- Develop and deliver the License 2 Assess and Verify training programme for all teachers/trainers with support of group quality leads.
- Develop and deliver the License 2 Invigilate training programme for all teachers/trainers with support from group quality leads.
- Contribute to the development of monitoring systems to support tracking and reporting functions.
- Complete the Level 4 Internal Quality Assurance Qualification.
- Review and update Assessment Briefs and Feedback Sheet post curriculum development.
- Such other duties as the management may from time to time reasonably require.



- Level 5 Teaching qualification.
 - 5+ years' experience of BTEC and/or NCFE delivery and assessment.
 - Strong analytical skills.
 - Exceptional attention to detail
 - Strong communication skills and the ability to multitask and influence.
 - Able to build working relationships at senior level.
 - GCSE English and Maths (C or above or key skill equivalent)
 - Competent in Microsoft packages and the ability to pick up systems quickly)
 - Highly organised and experienced in managing high pressured events.
 - Able to travel nationally when required.
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- Level 3 Certificate in Assessing Vocational Achievement.
 - Level 4 Internal Quality Assurance.
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- Attractive benefits for you and your family - We offer Life Assurance, Income Protection, and reimbursement for dental, optical, and alternative health therapies.
 - Discounts and benefits through our Discount and Recognition Platform.
 - An exciting and rewarding employee recognition scheme.
 - Outstanding internal promotion prospects through the "Teacher Talent Pathway".
 - CPD and Training - We are dedicated to developing you to reach your potential.
 - Companywide Socials - A chance for the entire company to get together.
 - Excellent staff discounts on SCL services.