

The Ruskin Mill Trust Group is a substantial special needs educational provider offering day and residential services for children, young people and adults aged between the ages of 6-25. The Trust has been in operation for over 30 years. Our provisions are located from Durham to Pembrokeshire, via Sheffield, the West Midlands and Gloucestershire. We use a distinctive Practical Skills Therapeutic Education approach, grounded in the approach of Rudolf Steiner and developed over three decades.

## **INTERNAL QUALITY ASSURER**

**£24,455.00 - £26,577.00 per annum**

**40 hours per week, 52 weeks per year**

**Position based at Glasshouse College (Amblecote, Stourbridge)**

**or**

**Argent College (Jewellery Quarter, Birmingham)**

We are seeking to appoint an Internal Quality Assurer who will have the responsibility for ensuring the standardisation and verification of accredited programmes including, where appropriate, supporting tutors to develop the required resources and systems for delivering the programmes.

Applicants must have experience of working with learners with learning difficulties and/ or learning disabilities.

Applicants for this position must hold an IQA qualification eg. V1, D34, or TAQA. A teaching qualification is *desirable* eg. PGCE, CertEd, or CTTLs.

### **Main Duties:**

- To support tutors to write assignment briefs for units identified, develop appropriate materials to enable them to delivery units effectively and enable students to produce high quality course work.
- To support the implementation of accreditation within sessions through working with the Quality Assurance and Education Teams to ensure quality of provision and carrying out IQA of portfolios or other work as appropriate.
- To identify tutor training needs and communicate these to the Senior Tutors, the Hiram Education and Research Coordinator, the Head of Learning and Quality and the Associate Principal.
- To liaise closely with external accreditation and awarding bodies as appropriate.
- To hold regular standardisation meetings with teams of tutors.
- To undertake the role of Exam Officer for the site, liaising with the Accreditation Manager and the Quality Nominee as required.

**Closing date: Monday 4<sup>th</sup> February 2019, 9am**

To request an application pack, please contact [recruitment@ghc.rmt.org](mailto:recruitment@ghc.rmt.org) or the Human Resources Department, c/o Glasshouse College, Wollaston Road, Amblecote, Stourbridge, DY8 4HF to whom fully completed applications should be returned. (No AGENCIES or CVs)

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo a Disclosure and Barring Service Enhanced Level Disclosure. The Trust is committed to becoming an equal opportunities employer.