

Ruskin Mill Trust (the Trust)

Job Description

Position:	Internal Quality Assurer
Post Reference No:	RMT10018
Field of Practice:	Therapeutic Education and Transformative Leadership and Management (Field 4 and Field 7)
Grade:	8
Responsible to:	Senior Education and Learning Coordinator
Location:	Argent College, Coleg Plas Dwbl, Freeman College, Glasshouse College and Ruskin Mill College

Job Purpose

The post has responsibility for ensuring standardisation and verifying specific Accredited Programmes including where appropriate supporting tutors to develop the required resources and systems for delivering the programmes.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on a regular basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working may be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To support tutors to:
 - write Assignment Briefs for units identified
 - develop appropriate materials to enable them to deliver units effectively
 - enable students to produce high quality course work which will enable them to achieve

2. 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.
3. To identify tutor training needs and communicate these to Senior Tutors, Hiram Education and Research Coordinator and the Deputy College Principal - Education
4. To liaise closely with external accreditation and awarding bodies as appropriate.
5. To ensure that all accreditation documentation is completed and submitted on time.
6. To hold regular standardisation meetings with teams of tutors.
7. To ensure the internal moderation of completed units.
8. To assist in the writing/alteration of new/existing units.
9. To represent the College at meetings as appropriate.
10. In conjunction with the Senior Tutors, to ensure the Quality Assurance of teaching and learning of accredited units is carried out effectively.
11. To deliver training to tutors and other staff as required.
12. To undertake the role of Exam Officer for the site, ensuring that all procedures, practices and requirements associated with this role, liaising with the Accreditation Manager and Quality Nominee as required.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To deliver training or development opportunities as required.

11. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To prepare, deliver and assess training within the Trust as requested by the College Principal or appropriate Director
15. To undertake work related continued professional development (CPD) as required by the post.
16. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this description.
17. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Internal Quality Assurer has no direct staff responsibility.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification

Job Title: Internal Quality Assurer			
Field of Practice: Therapeutic Education (Field 4)& Transformative Leadership and Management (Field 7)			
	Essential	Desirable	How assessed
Qualifications: Assessment Qualification or equivalent Teaching Qualification	✓	✓	AF/QC AF/QC
Experience Experience of working successfully in a similar, medium-large, complex organisation Experience of working in an education or other public sector environment Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines Significant experience of working in an administrative role Experience of working in a similar senior administrative role, co-ordinating operations to ensure compliance with requirements set out by accreditation bodies such as Pearsons. Experience of working in a role with specific duties relevant to the accreditation of study programmes Experience of carrying out training regarding expectations and required standards of work for accreditation	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	AF / I / R AF / I / R AF / I / R AF / I / R AF / I / R AF / I / R AF / I / R
Knowledge Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular Excellent grasp of English language evident in all written work produced Knowledge of the requirements of standards expected from Entry Level 3 to Level 3 and up to GCSE Knowledge of moderating standards of accredited units and qualifications Knowledge of methods to conduct effective quality assurance of student work and tutors methods of assessment	✓ ✓	✓ ✓ ✓ ✓	AF / I / OT AF / I AF / I AF / I AF / I AF / I
Skills and Abilities Outstanding interpersonal skills in order to form a positive partnership with the HEART and to ensure cohesive working relationships in general Excellent verbal and written communication skills Exceptional organisational abilities enabling the timely completion and submission of portfolio work and completed units Ability to demonstrate persistence and determination to ensure colleagues and students complete and return documentation within given timeframes Exceptional planning skills with a proven ability to meticulously follow given guidelines or procedures successfully Co-ordination skills in order to develop a sufficient internal framework for moderation and standardisation to meet external requirements Ability to demonstrate honesty and impartiality when moderating units Proficiency in completing projects and assignments involving high levels of reviewing, evaluating and amending	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		AF / I AF / I / R AF / I AF / I / R AF / I AF / I AF / I AF / I AF / I

Ability to demonstrate poise, professionalism and clarity when representing the College for external moderation visits	✓		AF / I / R
Ability to demonstrate prominence in all meetings, contributing constructively to aid the progression of discussions and debates	✓		AF / I / R
Ability to demonstrate impeccable standards of accuracy in all aspects of work produced	✓		AF / I / R
Ability to demonstrate high levels of motivation and industry, particularly when tasked alone or working unassisted for prolonged periods	✓		I
Ability to demonstrate a methodical and meticulous approach towards following guidelines and ensuring compliance to given requirements			
Personal Qualities			
Willingness to understand anthroposophy	✓		I
Willingness to embrace, articulate and work with the Trust's objectives, vision, and values	✓		AF / I / R
Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults	✓		AF / I
Commitment to the promotion of the Trust's ethos	✓		AF / I
Ability to manage and interact with others in a supportive and participative manner	✓		AF / I
A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students	✓		AF / I
Flexibility and adaptability to changing situations	✓		AF / I
Ability to demonstrate empathy, listening skills and tolerance	✓		AF / I
Commitment to Health and Safety good practice on work and within learning environments			
Analytical with the ability to demonstrate attentiveness to fine details	✓		AF / I
Ability to work and communicate effectively with a people from a range of backgrounds	✓		AF / I
	✓		AF / I
Other qualities			
Commitment to Continued Professional Development	✓		AF / I
Proactive approach to work	✓		AF / I
Strong commitment to customer service	✓		AF / I
Capability of working evening and weekends	✓		AF / I
Willingness to travel to fulfil duties on an occasional basis	✓		AF / I
Current full UK driving licence or willingness to travel by public transport	✓		AF / I

AF = Application Form, I = Interview, T = Test, R = Reference

OT = Occupational Test, CQ = Certificate of Qualification