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| Job Title: Sessional IQA **Job Description and Personal Specification** | |
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| **Job title:** | Sessional IQA |
| **Place of work:** | Remote |
| **Hours of work:** | Sessional |
| **Reports to:** | Regional Manager |
| **Level of screening:** | None |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. First, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mind-set of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| * To provide effective Internal Quality Assurance for our Colleges for 16-24 year olds. * To provide robust feedback for students and assessors. * To drive performance and outcomes in engagement, curriculum, quality of teaching, safety, achievement and progression. * To work with the Quality Manager to ensure that the College’s overall effectiveness is judged by OFSTED as consistently good or outstanding. | |
| Main Duties & Accountabilities |

* The key duties and accountabilities of the IQA are as follows:
* To carry out formative and summative sampling in accordance with Awarding Bodies and Catch-22 requirements.
* Standardise across the qualification sharing best practice
* Identifying areas for development
* To support the requirements for External quality assurance and ensuring direct claim status is obtained and maintained.
* To support the quality of the Qualifications delivered and ensure submissions are in line with Awarding Body standards
* To ensure delivery is supporting Catch22 learners in relation to achieving their programme outcomes
* To maintain comprehensive internal quality assurance records and follow internal quality assurance procedures as required
* To ensure that all portfolios are submitted in time and to an excellent standard for External quality assurance visits and to maintain effective communication lines with all parties involved with the delivery.
* To ensure that CPD is monitored and that all staff are occupationally up to date and all development needs are identified and acted upon

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| What does good look like for this role? |

**Contributing to the overall success of the Catch22 College:**

To do this, our IQA will:

* Share our vision and values – they will help us to create a culture of trust and respect between all staff and all students
* Be flexible and ready to get stuck in! – The Catch22 College team is small but aspires to be the best. For this reason, every members of the team must be committed to working collaboratively flexibly, sometimes going the extra mile to have the best possible impact for our students.

Catch22 are committed to safeguarding and promoting the welfare of learners and expect all staff to share this commitment

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| Organisational Relationships |
| The sessional IQA will work closely with both the Quality Manager, Quality Team and the Study Programme college teams |

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| Sessional IQA: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Internal Quality Qualification or Equivalent | Assessors Qualification or equivalent  Teaching Qualification of equivalent | Certificates |
| **KNOWLEDGE** | Up to date CPD in within the industry |  | Interview |
| **EXPERIENCE** | Worked within the industry | Working within a Study Programme Provision | Interview |
| **SKILLS & ABILITIES** | Level 2 or above in Maths and English |  | Certificates |
| **OTHER** |  |  |  |