

## Internal Quality Assurer Job Description

Job Title:	Internal Quality Assurer	Reporting to:	Head of Quality and Business Improvement
Responsibilities:		Direct Reports:	None
Key Contacts:	End-point Assessors	Location:	Home based with some national travel as required
Date Created:	11/09/2021	Date Revised:	

### Job Purpose

SIAS provides a tailored End-Point Assessment service for science and technical apprenticeships. You will support the Head of Quality and Business Improvement to ensure quality and compliance requirements are maintained within the organisation. You will moderate assessments completed by End-point Assessors, conduct observations of assessment and completed standardisation events.

### Key Accountabilities

- Moderation of assessments by End-point Assessors inline with SIAS Quality Strategy
- Conduct observations of End-point Assessors completing assessment activities, remote and face to face
- Plan, conduct and record standardisation activities with End-point Assessors remotely and face to face
- Train and support new End-point Assessors and Internal Quality Assurers in line with SIAS requirements
- Adhere to SLAs for completion of moderation activities
- Complete CPD activities in line with standard and SIAS requirements
- Attend moderation activities and standardisation events
- Completing audit reviews, ensuring evidence meets regulatory requirements

### Key Performance Indicators

- Timely completion of moderation activities in line with SIAS SLAs
- Completion of monthly CPD activities in line with set requirements
- Completion of End-point Assessor standardisation and monitoring activities in line with SIAS requirements

### Essential Knowledge Skills and Qualifications

- Excellent understanding of the apprenticeship framework, including end point assessment
- Previous experience of working as an Internal Quality Assurer/Moderator within the STEM sector
- Hold relevant assessor and quality assurer qualifications (TAQA, A1, V1, etc)
- Experience of working within the STEM sector
- Strong organisational skills
- Strong IT skills



- Ability to work under your own guidance
- Motivated self-starter and driven to achieve individual and organisational goals in line with business targets and deadlines
- Ability to adapt to the needs of the business as it grows and develops
- Ability to work under pressure and maintain quality standards
- Enhanced DBS

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

