



Job Description – Internal Quality Assurer (IQA)

IQA responsible for the following qualifications.	✓	L2 Supporting Teaching and Learning in Schools
Laura Thomas	✓	L2 Supporting Individuals with Learning Disabilities
Executive Head Teacher	✓	L2 Early Years Practitioner
	✓	L3 Early Years Workforce
Office Based Role		
Country: Brunei Darussalam	Point of Contact: Head of ISB CACHE Centre	

MAIN PURPOSE

- Monitor, review and evaluate the quality of assessment processes and practice and ensure awarding body standards are maintained.
- Monitor the quality of assessor performance, identify assessor development needs and facilitate assessor development to maintain and improve the quality of assessment.
- Ensure documentation and records meet quality and regulatory requirements.

MAIN RESPONSIBILITIES

- Determine whether assessment processes and systems meet and operate according to quality requirements.
- Check that assessors meet the requirements for their role.

- Analyse assessor capabilities and potential in the context of their objectives and other requirements.
- Agree and prioritise assessor learning needs and produce individual development plans with assessors to reflect these.
- Provide assessors with feedback, advice and support to help them maintain and improve their assessment practice.
- To track Learner progress and check that assessments are planned, prepared for and carried out according to agreed procedures.
- Check that assessment methods are safe, fair, valid and reliable.
- Check that assessment decisions are made using specified criteria.
- Compare assessor decisions to ensure they are consistent.
- Work with assessors, trainers, employers, and Learners to ensure the standardisation of assessment practice and outcomes.
- To chair and minute standardisation and qualification specific assessor meetings as appropriate.

Continuing professional development

- Identify current performance requirements relevant to own practice.
- Identify trends and developments relevant to own skills, knowledge and practice.
- Identify and critically reflect on how own beliefs and attitudes influence own practice.
- Assess the extent to which own practice is inclusive and promotes equality and diversity.
- Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date.
- Share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit.

- Maintain agreements about confidentiality.
- Attend staff meetings as required.
- To undertake such other duties as may be required from time to time commensurate with the level of the post.

General

- To undertake such duties as are reasonably determined by the Executive Principal.

This job description may be amended at any time after discussion with the employee.

Signed

Date