

## Role Description

**Job Title:** External Quality Assurer

**Reports to:** Head of Quality and Assessment

### **Purpose of Job**

Reporting to the Head of Quality and Assessment, the EQA ensures that learner work is consistently assessed to national standards so that valid certification can take place. The EQA will ensure that centres have the correct systems and procedures in place to deliver and quality assure ATHE qualifications to the standards required. The EQA supports centres by providing feedback, guidance and training, so that the best practice in assessment is maintained, quality of provision is further improved and ATHE continues to meet the relevant Ofqual Conditions.

### **Principal Accountabilities**

- Externally moderate and verify the work of learners and the judgement of assessors against national standards.
- Assess whether a centre can deliver ATHE qualifications to the appropriate standard.
- Monitor the quality of provision in centres.
- Provide feedback, guidance and support to centres and their staff, setting actions for improvement as appropriate in order to maintain and/or improve standards.
- Prepare training plans and deliver training for individual centres.
- Contact and liaise with staff in centres according to ATHE standards and procedures.
- Prepare reports on all centre visits which are clear and contain accurate, specific and evidenced judgements.
- Submit all necessary documentation and reports, within the timescales and standards laid down by ATHE, unless there are extenuating circumstances.
- Attend appropriate standardisation and training events as required.
- Keep up to date with developments in subject specialisms and with all information provided by ATHE through general communications and changes to the EQA Handbook and the EQA webpage.
- Work as part of a team of EQAs representing ATHE and in so doing ensuring the highest standards of professionalism.
- Undertake other duties as requested by ATHE which are commensurate with the role of an EQA and following appropriate discussion.

## Person Specification for External Quality Assurer

Education and Training	Essential	Desirable
A degree or equivalent in a relevant sector	YES	
A teaching and/or assessment qualification	YES	
Higher level qualification or evidence of further study		YES
Relevant Experience		
Evidence of successful teaching/training experience in the relevant sector and at the right level for at least 4 years	YES	
Experience of taking assessment decisions particularly in the sector and at the level(s) of the qualifications offered by ATHE for at least 3 years	YES	
Knowledge and experience of implementing teaching and learning strategies relevant to the nature of the qualifications on offer	YES	
Experience of implementing and working with quality systems in order to meet the standards required	YES	
Experience of report writing		YES
Knowledge and understanding of the RQF and how this impacts on teaching, learning and assessment	YES	
Experience of liaising or working with external agencies and other centres	YES	
Skills / Qualities		
Excellent organisation and planning skills	YES	
Excellent oral communication skills	YES	
Excellent written communication skills	YES	
Attention to detail	YES	
Excellent listening skills	YES	
A desire to further develop knowledge, understanding and skills particularly as it relates to the role of an EQA	YES	
Flexibility	YES	
Ability to work independently and meet agreed deadlines	YES	
Ability to work effectively with a range of people and centres offering ATHE qualifications engaging confidently with all individuals concerned	YES	

Ability to work in a professional manner at all times as a representative of ATHE	YES	
Ability to use IT effectively in support the work and requirements of the role	YES	
Ability to work as part of a team	YES	
Be proactive in his/her support for the continued development of ATHE	YES	