**JOB DESCRIPTION**

**Post:** Internal Quality Assurer/Quality Verifier Veterinary Nursing

**Responsible To:** Head of Department Animal Management and Land-Based Studies

**Summary of Post:** To quality assure, support and track practices, clinical coaches and veterinary nursing learners towards timely completion. To carry out Internal Quality Assurance to meet stringent awarding organisation criteria.

# Specific Duties:

1. To provide advice and guidance to practices, clinical coaches and learners about assessment criteria and standards to ensure full understanding.
2. To take full responsibility in tracking, monitoring and supporting practices and clinical coaches to support their learners to achieve their qualification and identify any issues with their progress.
3. To provide ongoing support for practices and clinical coaches for general queries (via telephone/e-mail/audio & video).

1. To assist in the development of programme materials in line with standards issued by Awarding Organisations, Sector Skills Councils or employer requirements.
2. To report regularly on the progress of clinical coaches and their learners and where appropriate prepare progress reports and action plans for assessors.
3. To support in the preparation for clinical coach standardisation meetings and identify clinical coach developmental needs.
4. To act as Internal Quality Assurer and respond to External Quality Assurance requests.

# General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety
4. To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.
10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

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|  | **EMPLOYEE SPECIFICATION** | **Application** | **Interview** | **Shortlisting Weighting** |
| Skills |
| 1. | Effective written and oral communication | ✓ | ✓ | 4 |
| 2. | Excellent administrative and organisational skills | ✓ | ✓ | 4 |
| 3. | Excellent writing skills to be able to prepare reports and action plans on learner progress | ✓ | ✓ | 4 |
| 4. | Actively contribute to the College’s Safeguarding practice, procedures, culture and ethos |  | ✓ | 6 |
| 5. | Competent in IT including Microsoft packages to include Word, Email, Excel | ✓ | ✓ | 4 |
| Experience |
| 1. | Proven track record of setting and achieving challenging improvement targets | ✓ | ✓ | 4 |
| 2. | Experience of successfully supporting training and assessing in a variety of contexts |  | ✓ | 4 |
| Education |
| 1. | Registered Veterinary Nurse | ✓ |  | 6 |
| 2. | At least 2 years’ experience in a relevant sector | ✓ |  | 6 |
| 3. | Maths level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 4. | English level 2 (e.g. equivalent to GCSE grade C or above) | ✓ |  | 4 |
| 5. | IQA (L4) or V1 Award | ✓ |  | 4 |
| 6. | Teaching/Training qualification | ✓ |  | 4 |

**Advice to candidates**

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the essential characteristics for the post as this will assist with the shortlisting process.

Failure to meet all of the essential criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.