WORK AT SHIPLEY COLLEGE

Distance Learning IQA - Health & Social Care

Shipley College - Great people, great place!

Hours: Variable - Part Time basis

Salary: £16.21 per hour (£20.56* per hour including holiday pay) to £19.20 per hour (£24.35* per hour including holiday pay) - *pay depending on length of experience.

Closing Date: 11th December at 9am **(We may close the advert early if sufficient applications are received. So early applications are advised)**

Interview Date: Online - Thursday 17th December AM

Start Date: ASAP (subject to satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

We are situated in the UNESCO World Heritage Site of Saltaire, with a commitment to high standards, encouraging staff and students to do their best and aim high. Our staff make a positive change to people through the work they do in college. Do you have the necessary qualifications, skills and experience to assess and quality assure distance learning?

We offer the latest, industry-relevant qualifications and have a strong commitment to working with employers to collaborate on the design and delivery of learning.

As an experienced industry professional, your real world experiences and passion for your craft will bring learning to life, whilst your person-centred approach will ensure each student receives the individual support they need to become successful in life and work.

If you feel excited by the opportunity to be part of delivering life-changing learning within a culture of excellence and care then **please review the essential and highly desirable criteria and consider applying for this role**.

Benefits we offer include:	We are looking for someone who has:
• Pension Schemes • Professional Development opportunities • Access to a free gym on site • Reduced cost train and bus travel* • Access to free onsite car parks • Shopping discounts with discount app *qualifying period applies	• Level 2 Qualifications in Maths and English Language • A good level of education to include relevant qualifications at Level 3 • Experience of assessing learners in an educational capacity • An IQA qualification and experience of IQA processes • Excellent customer service and interpersonal skills • Proficiency with IT packages

How to Apply: Application forms can be obtained from www.shipley.ac.uk. Completed applications should be submitted to jobs@shipley.ac.uk.

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.	The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.

matrix MINDFUL EMPLOYER disability confident EMPLOYER

Job Description

JOB TITLE	Distance Learning IQA - Health & Social Care
RESPONSIBLE TO	Head of Department

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.

- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

- To provide high-quality assessment, feedback and support to distance learning students studying Health and Social Care qualifications, ensuring learners make effective progress, achieve their qualification and develop the knowledge, skills and professional practice required for progression into further study or employment.

DUTIES AND RESPONSIBILITIES

- Assess learner work accurately and provide timely, constructive feedback in line with awarding organisation requirements.

- Manage an allocated caseload, monitoring learner progress, engagement and achievement and taking timely action where learners are at risk of falling behind.

- Provide effective support and guidance through digital platforms, email, telephone and online tutorials, where required.

- Maintain accurate and up-to-date assessment, progress and learner records.

- Support learners / assessors to gather appropriate evidence and develop their

knowledge, skills and understanding within Health & Social Care.

- Ensure assessment decisions are fair, consistent, valid and reliable and participate in standardisation and quality assurance activities.
- Maintain current knowledge of Health & Social Care practice, legislation, safeguarding and professional standards.
- Promote high expectations, independent learning, inclusion and positive learner outcomes.
- Follow college policies and procedures relating to safeguarding, Prevent, equality, data protection and learner welfare.
- Work collaboratively with curriculum, quality and support teams to improve learner experience, retention and achievement.
- Participate in professional development and contribute to the continuous improvement of distance learning provision.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.**

Level 2 (equivalent) Qualification in Maths **(You must be able to evidence this by original certificates at interview or Statement of Comparability)**
Level 2 Qualification in English **(You must be able to evidence this by original certificates at interview or Statement of Comparability)**
A Degree; or professional qualification; which is appropriate to the role/work or significant working experience
Previous experience of assessing in an educational setting
Assessor/IQA Award

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience with distance learning platforms and VLEs
Ability to work within a team and independently
Excellent communication skills
Creative approach to problem solving
Highly motivated and able to inspire those around you to succeed
Ability to work flexible hours as required by the role
Ability to use initiative

N.B.*A Level 3 Award in Education and Training within the first year of appointment (funded by college) and a full teaching qualification must be achieved within 5 years (self funded)

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Senior Leader Team

Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. We are delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our college so successful. We are proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us!

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES – THRIVE!

Transformational: We champion lifelong learning, leading by example and fostering a culture of growth for all.

Heritage: We value our history and invest in our future.

Relationships: We build strong partnerships and work together to achieve shared goals.

Inclusion: We foster a welcoming, caring and equitable environment for you.

Vision: We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

Excellence: We are dedicated to delivering exceptional education and achieving outstanding outcomes.

98% of students agree that the College is a safe place to learn
96% of students agree that College staff are friendly and helpful