



Job Description: External Quality Assurer (Social Worker)

Freelance

Location: Flexible

Rate of Pay: £15.00 per hour

Overview

Individuals in this role perform a vital function in ensuring every award made by TQUK is valid and reliable, whilst providing outstanding customer service to our centres.

On a daily basis, our External Quality Assurers will make judgements regarding the validity of evidence and ensure that our Centres meet TQUK requirements for Centre Recognition to be maintained. They will provide advice and support to our centres about the processes and requirements for becoming, and staying, recognised.

In particular, they will provide help and support relating to the expectations TQUK places on its centres, and help them to understand what to expect from the External Quality Assurance Process.

TQUK has three values that we ask of everyone who represents us to live by; be courteous, have a willingness to learn, put the team first. Through these three values we offer our customers unrivalled service and can make TQUK be the best it can be.

Key responsibilities:

- Deliver outstanding customer service to TQUK's customers.
- Carry out quality assurance activities with TQUK centres.
- Sample centres' assessment, grading and monitoring procedures and process, as required, to ensure that the decisions meet TQUK's requirements.
- Complete observations of relevant centre activities including but not limited to assessments being delivered.
- Provide up-to-date information, advice and guidance on TQUK's Quality Assurance activities and qualifications to centres.
- Carry out approval reviews for new centres and make sure that all appropriate systems and procedures meet TQUK's requirements.
- Support investigations and additional centre activities as required.

Training Qualification UK. Dunham House, Cross Street, Sale, M33 7HH

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- Ensure that up to date knowledge is maintained in areas of competence, including but not limited to attending training events/conferences organised by TQUK.
 - Attend standardisation and training meetings.
 - Conduct staff and learner interviews as required.
 - Complete and submit External Quality Assurer Reports within the required timescale.
 - Agree a suitable date with the Lead External Quality Assurer for quality visits as and when requested.
 - Assist the Lead External Quality Assurer in finding suitable portfolios for standardisation.
- Support bespoke training events as and when required and produce fit for purpose activities for the events.

Key requirements

- Hold or be working towards a recognised qualifications in Assessment and/or Internal Quality Assurance and/or External Quality Assurance, including but not limited to:
 - Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
 - V1 Conduct internal quality assurance of the assessment process
 - D34 Internally verify the assessment process
 - Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice
 - Level 4 Award in the External Quality Assurance of Assessment Processes and Practice.
- Qualified and Registered Social Worker.
- Background in working with children and unaccompanied minors.
- Experience in Age Assessment or Children and Family Assessment.
- Minimum of 2 years' experience within a children's social care setting.
- Be fully committed to on-going CPD in the occupational area in which you'll be working.
- Meet the occupational competence requirements of the qualification being quality assured, as outlined by TQUK.
- Have excellent verbal and written communication skills.
- Be organised and able to prioritise your workload.
- Be able to think on your feet and respond to customer demands.
- Be comfortable working to deadlines, set standards and operating procedures.
- be familiar with current information and guidance issued by the current regulators including but not limited to Ofqual, Qualifications Wales and CCEA Regulation, and the Department for Education.
- be willing/able to travel, as required.

Key characteristics

Here are just a few of the essential softer skills you will need to successfully join our team:

- Be confident and ambitious with a 'can do, will do' attitude
- Be well motivated, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be able to keep an eye on the bigger picture and appreciate where your role fits into the business