

## Full job description

**Job Title:** Freelance IT IQA

**Salary:** £20.00–£35.00 per hour (Dependent on Experience)

**Working Hours:** Mon–Fri, Term Time Only

**Contract Type:** Permanent / Freelance

**Location:** Remote

Are you an experienced and qualified IT Internal Quality Assurer (IQA) looking for a new role within a growing education provision? Look no further. In Toto Ed has a fantastic opportunity to join our team and make a real difference to learners' lives.

We are passionate about unlocking each learner's potential by offering high-quality vocational and alternative education pathways. Our vision is for every learner to feel safe and supported, achieve their potential, and progress into a positive future.

You will be a key member of the Quality Assurance team, working closely with the Head of Centre, Senior Leadership Team and delivery staff to ensure outstanding standards of teaching, learning, assessment and compliance across our IT provision.

### Key Job Responsibilities

- Carry out internal quality assurance and verification of IT qualifications to ensure assessment decisions meet awarding body and internal quality requirements.
- Monitor and standardise assessment practices across tutors and centres, ensuring consistency, accuracy and compliance with awarding body specifications.
- Provide guidance, mentoring and professional support to assessors and tutors to promote continuous improvement in assessment practice.
- Track learner progress, unit completion and tutor submissions, taking action to support timely learner achievement and completions.
- Support the Quality Team in maintaining Direct Claims Status (DCS) and preparing for awarding body external quality assurance visits.
- Contribute to quality improvement activities including curriculum review, self-assessment processes and annual quality improvement planning.
- Plan and deliver assessor standardisation meetings, staff training sessions and quality updates as required.
- Uphold and actively promote safeguarding, equality, diversity and professional standards in line with In Toto Ed policies and statutory guidance.

### About You

- Relevant occupational competence and experience within the IT sector
- Experience of internal quality assurance and/or assessment of vocational qualifications
- Strong subject knowledge with excellent attention to detail
- Effective communication, organisational and time-management skills
- Willingness to submit an Enhanced Disclosure and Barring Service (DBS) check
- Hold (or be working towards) a Level 4 TAQA / V1 qualification
- Commitment to safeguarding and promoting the welfare of children and young people

## **What We Can Offer**

- Unlimited access to an award-winning CPD platform
- Term time only working (39 weeks including 5 inset days)
- Fully funded Level 3 Paediatric First Aid qualification
- Fully funded enhanced DB
- Accredited support through QTLS
- Training grants for qualifications including NPQ, NPQSL and NASENCO
- Extensive professional development opportunities
- Cycle to work scheme
- Free onsite parking
- Health Assured EAP programme including 24/7 confidential helpline and mental health support
- Access to My Healthy Advantage app with rewards and discounts
- Bonus for staff with 100% attendance (per academic year)
- Employee recognition and service awards
- Casual dress code and company pension
- Free Specsavers eye test
- Work laptop or MacBook provided
- Free tea and coffee
- Bonus for referring a friend to In Toto Ed
- Enhanced maternity and paternity leave
- Wellbeing leave
- Blue Light Card
- Free teacher planner

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check and satisfactory references. Candidates must have the legal right to work in the UK and must not be barred from working with children or subject to a prohibition order.

The successful applicant will be required to uphold and promote the safeguarding and welfare of children and young people in line with In Toto Ed's safeguarding policies and statutory guidance.

## **Equality & Inclusion**

In Toto Ed is a Disability Confident Employer. If you require any reasonable adjustments during the recruitment process or in the workplace, please let us know and we will be happy to support you.

**In Toto London and Registered Head Office:**

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