

## **JOB DESCRIPTION – QUALITY ASSURANCE OFFICER**

**JOB PURPOSE:** The post holder will support all quality assurance activities within BWY Training (BWYT), including all internal and external quality assurance activities and reviews, ensuring compliance with the Awarding Organisation, British Wheel of Yoga Qualifications (BWYQ), and all Regulatory requirements.

To assist in implementing robust policies and processes to ensure the effectiveness of all the BWYT Centre's standards, activities, performance and improvement strategies.

**REPORTS TO:** Training Operations Manager

**REPORTTEES:** None

**HOURS:** 24 hours per week

**SALARY:** £ 16,960 per annum for 24 hours/week (£26.500 Full Time Equivalent).

**LOCATION:** Remote Working - the successful candidate must have a suitable workspace to enable effective remote working. Computer equipment will be supplied.

### **MAIN DUTIES:**

- Provide support to all BWYT tutors, Internal Quality Assurers, and learners.
- Allocate Internal Quality Assurers (IQAs) to all relevant BWYQ and BWYT Courses.
- Ensure IQAs have the relevant training and are aware of all updates, regarding the BWYT courses, through standardisation sessions, updating documentation, etc.
- Liaise with the BWYT Teacher Training Officer with the organisation of the Diploma Course Tutor (DCTs) Standardisation Day and assist where needed.
- Working with the BWYT Teacher Training Officer on DCT Forum and the updating of handbooks, and relevant course materials, and make sure these are shared with DCTs.
- Ensure that all tutors follow the BWYT guidelines when delivering training.
- Assist with all BWYT requests for certification, for the BWYT Foundation Courses and BWYT Short Courses, and teacher training courses.
- Assist with the Accredited Training Organisations certificate requests and support the ATO Liaison Officer where needed.
- Main point of contact between the BWYT centre and the Awarding Organisation BWYQ.
- Liaise with the BWYQ Co-Ordinator on all relevant matters, learners certificate requests, learner applications for Special Considerations, Reasonable Adjustments and Recognised Prior Learning, and course EQA's.
- Conduct the yearly centre EQA with BWYQ on behalf of BWYT.
- Be the first point of contact for learners/tutors/IQAs regarding complaints.

- Direct any issues raised, either informal or formal complaints, through to the Training Operations Manager.
- Raise any reported or suspected Malpractice and Maladministration issues with the Training Operations Manager, and when needed, assist with any M&M meetings/panel hearings.
- Raise any Conflicts of Interest (COIs) with the Training Operations Manager, and/or BWYQ, where appropriate.
- Provide support to the Training Operations Manager, on any relevant tasks when required.
- Assist tutors, learners and IQAs with the online registration system, uploading of work, and advertising of courses, on the BWY Website.
- Approve all Teacher Training on the BWY website and check all amendments to courses that are in line with the BWYT centre's guidelines.
- Upload any relevant documentation on the BWY website, and make sure all updates to documentation are consistent across the organisation and meet brand guidelines.

**Please email your CV and covering letter to:** [office@bwy.org.uk](mailto:office@bwy.org.uk)

**Closing date for applications:** Friday 9<sup>th</sup> May

## **PERSON SPECIFICATION – QUALITY ASSURANCE OFFICER**

### **ESSENTIAL**

- Relevant degree or equivalent
- Teaching Qualification/ AET/ CET/ A1/ V1/ TAQA
- A thorough understanding of quality assurance and the education sector
- Knowledge and experience of course delivery/ teaching/learning/planning.
- Knowledge of safeguarding as it relates to BWY/BWYT's activities.
- Knowledge of CPD, remote learning and modular course structures
- Experience and proven capability in education/training quality assurance and working to regulatory regimes.
- Experience of working with Ofqual-regulated Awarding Bodies and the Regulated Qualifications Framework
- IT skills, including proficient use of Microsoft Office programmes
- Ability to develop and maintain effective administrative processes and procedures
- Ability to engage with external partners (E.g. teachers, membership, training organisations etc.)
- Ability to provide organisational support for meetings and other events
- Flexibility for attending meetings and events
- Ability to give presentations
- Excellent communication skills, both written and verbal
- Strong attention to detail
- Ability to work without supervision and prioritise own workload
- Strong planning and organisation skills and the ability to manage conflicting priorities
- Excellent time management skills

### **DESIRABLE**

- Knowledge of yoga teacher training
- Experience of working in a membership organisation
- Be a yoga practitioner