

**Quality and Curriculum Advisor Role**

The SMT regard the role as pivotal in ensuring that the HoF has access to subject specific information and technical insight. The role will also involve performing the duties of a lead IV. We hope that those who undertake the roles will recognize the opportunity to gain experience of management and leadership by working as a key advisor to the Divisional Management Teams. Remission will be granted proportionately.

Please note that this is not a job description, rather, it is an indicative outline of the associated duties.

1. **Technical Insight** - where appropriate to provide guidance to the Faculty Management Team regarding:
* resource allocation and equipment purchases
* industry and sector engagement
* industry specific qualifications and examinations
* staffing resources
* timetabling
* professional development
* subject sector networking opportunities and developments
1. **Quality -** where appropriate to provide guidance to the Faculty Management Team regarding:
* subject sector performance indicators
* the development of the SAR
* quality processes
* the monitoring of actions recorded in the Quality Development Plan
1. **Lead Internal Verifier** - the Lead IV is the person designated by a centre to act as the point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area

The Lead IV will;

* register with awarding bodies and confirm registration every year
* undertake induction training through booking on to an event
* complete the accreditation process: practice exercise and assessment exercise (normally only once every three years)
* make other assessors and verifiers aware of the practice exercise, for example through a team development event
* ensure that there is an assessment and verification plan for the programmes in the sector which is fit for purpose and meets the awarding bodies’ requirements
* sign off the plan and check that it is being followed at suitable points
* undertake some internal verification and/or assessment for individual units within at least one of the programmes
* ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary. Plan to set aside examples of work that has been verified to different levels and grades
* Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
* Make arrangements for handover to a deputy or replacement if unable to carry out the role