IQA Lead job description and person specification.

IQA lead is to deliver, maintain and where necessary, improve the provision of quality assurance for instructors within the scheme. They will be the key contact between instructors and senior management and will also represent the training provider during any External Quality Assurance (EQA) process.

The position requires an instructor who can, over a sustained period of time, evidence high quality delivery in Bikeability instruction and has a sound understanding of the National Standard and current best practice.

**Key responsibilities:**

* Ensure the quality and standard of Bikeability.
* Monitor the quality of instructor performance, identify instructor development needs and support instructor development to maintain and improve the quality of Bikeability delivery.
* Develop and follow internal policies, procedures and documentation for the carrying out and maintenance of quality delivery.
* Communicate and implement IQA related Trust and training provider policies and procedures.
* Co-ordinate the induction of new instructors.
* Maintain appropriate, up-to-date and legible records of quality assurance and peer mentoring activities.
* Enable standardisation activities through CPD to support the continuous improvement of delivery.
* Conduct observations of Instructors.
* Provide mentoring for instructors facilitated through peer-mentoring programmes.
* Provide information and feedback from observations and ensure all actions are addressed by indicated timescales.
* Prepare the IQA self-assessment and action plan for submission at annual renewal.
* Liaise directly with EQA teams before, during and after visits.
* Support the training manager to respond to school/parental or community complaints regarding instructor/delivery issues

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| Person Specification |
| Job Title: Internal Quality Assurance (IQA) Lead / | Date Prepared:  |
| EXPERIENCE: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Attended a Bikeability Trust approved IQA lead training module Minimum of 1 year experience of proven quality delivery of Bikeability at all Levels Experience of planning, delivering and co-ordinating training & coaching programmes for young people and adultsExperience in training / coaching in community environments and other environments such as schools.Excellent level of inter-personal and communication skills |  | 1st4Sport Level 3 Award in Developing Cycling InstructorsExperience attaining ISO 9001In possession of or working towards an Assessor qualification* L3 Award for Tutors and Assessor in Sport
* L3 Award in Assessing Competence in the Work Environment
* L3 Certificate in Assessing Vocationally Related Achievement.

Understanding of mentoring proceduresExperience of preparing Health & Safety Risk Assessments |  |
| QUALIFICATIONS: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Good literacy and numeracy skills First Aid qualificationDBS verificationChild Safeguarding training |  | NGB coaching qualification in any sport at Level 2 SEND trainingInclusivity training |  |
| SKILLS AND KNOWLEDGE: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Experience of delivering training and support.In depth knowledge of the National Standard and Bikeability delivery guideThe ability to manage and adapt sessions appropriately.Commitment to Continuous Professional DevelopmentExcellent planning and organisation skills.Ability to set and monitor targets.Ability to evaluate sessions and provide quality feedback to participants and senior managersIT Literate, competent with MS word and excel.Knowledge and understanding of key policy area, including safeguarding, health and safety, complaints, emergency procedures, incident reporting, risk assessment and insurance.  |  | Strong presentation & motivational skills |  |

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| OTHER FACTORS: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Flexibility to work across multiple sites and facilities |  |  |  |

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| BEHAVIOURS: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Strongly motivated and enthusiastic about Bikeability cycle training and the benefits associated with the programmeAbility to work with minimum supervisionWork independently or part of a team |  | An ability to support colleagues in the achievement of common objectives |  |
| EQUALITIES: |
| **Essential Criteria:**  |  | **Desirable Criteria:**  |  |
| Knowledge and understanding of equality and equal opportunities legislation.  |  |  |  |