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  Have the level 2 Award in Instructing Cycle Training  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 adults  Experience 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 Instructors  Experience attaining ISO 9001  In 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 procedures  Experience of preparing Health & Safety Risk Benefit Assessments | |  | | |
| QUALIFICATIONS: | | | | | | | |
| **Essential Criteria:** |  | **Desirable Criteria:** | |  | | |
| Good literacy and numeracy skills  First Aid qualification  DBS verification  Child Safeguarding training |  | NGB coaching qualification in any sport at Level 2  SEND training  Inclusivity training | |  | | |
| SKILLS AND KNOWLEDGE: | | | | | | | |
| **Essential Criteria:** |  | **Desirable Criteria:** | |  | | |
| Experience of delivering training and support.  In depth knowledge of the National Standard and Bikeability delivery guide  The ability to manage and adapt sessions appropriately.  Commitment to Continuous Professional Development  Excellent planning and organisation skills.  Ability to set and monitor targets.  Ability to evaluate sessions and provide quality feedback to participants and senior managers  IT 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 benefit 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 programme  Ability to work with minimum supervision  Work 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. |  |  |  |