

JOB DESCRIPTION

JOB TITLE: HEAD OF END-POINT ASSESSMENT

Reporting to: Director of Awarding Services

Responsible for: End-Point Assessment Manager

JOB PURPOSE

To be responsible for the day-to-day operations of the end-point assessment unit.

To ensure compliance with the requirements of all regulators and all regulatory bodies for Skills and Education Group Awards and BIIAB Qualifications Limited EPA (End-Point Assessment) activity.

To provide a strategic approach to the management and implementation of end-point assessment.

To manage the end-point assessment team across the Group (Skills and Education Group Awards and BIIAB Qualifications Limited).

To be the dedicated Safeguarding Officer across the Group.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To be responsible operational lead for implementing and managing the end-point assessment process
- 2 To liaise with the Deputy Director of Awarding Services on all EPA regulatory requirements and ensure compliance with all EPA external quality assurance regulators
- 3 To lead the planning and delivery of the end-point assessment function across both Skills and Education Group Awards and BIIAB Qualifications Limited
- 4 To line manage the End-Point Assessment Manager and support the post holder in their line management of the End-Point Assessment Officers/Executives
- 5 To develop excellent working relationships with training providers, employers and stakeholders
- 6 To be the dedicated Safeguarding Officer across the Skills and Education Group
- 7 Under the guidance of the Deputy Director Awarding Services to lead EPA compliance and quality processes and procedures including annual self-assessment against all regulatory requirements across all EQA organisations
- 8 To oversee progress with action plans, as required, for the purposes of EPA regulatory compliance
- 9 To monitor and evaluate quality assurance information, reporting on outputs, outcomes and any areas for continuous improvement to the Director of Awarding Services

- 10 To support the End-Point Assessment Manager in advising colleagues with risk mitigation actions required when dealing with exceptional circumstances
- 11 To be responsible for and manage Independent End-Point Assessor recruitment, selection, induction, training and budget, liaising with other appropriate colleagues
- 12 To support the Responsible Officer with responses and updates to regulatory bodies
- 13 To support the Executive Leadership Team by representing the Company at external EPA agencies and regulatory body meetings and seminars
- 14 To develop new policies, procedures and KPI's to support changes to the business model as required
- 15 To oversee in-house training on policies and procedures
- 16 To ensure policies, processes and procedures are reviewed and amended in light of recommendations including those from internal audits and self-assessment
- 17 To oversee investigations and evidence gathering for centre/employer enquiries, complaints, under the guidance of the Deputy Director Awarding Services
- 18 To oversee and undertake internal audits as directed by the Director or Deputy Director of Awarding Services
- 19 To be responsible for and oversee the annual review of Independent End-Point Assessor (IEPA) requirements and invitations to work
- 20 To be responsible for the monitoring of IEPA's quality of assessments and agreeing any resulting actions
- 21 To support finance in the management of debt control, applying and monitoring appropriate restrictions
- 22 To be responsible for setting EPA pricing and providing return on investment analysis to the Director of Awarding Services
- 23 To carry out duties and responsibilities in line with the appropriate policies

The above duties are not exclusive or exhaustive and the postholder may be required to carry out such other appropriate duties as may be determined by Director of Awarding Services

The postholder will be expected to adopt a flexible approach to ensure the efficient and effective operation of the Company

OTHER DUTIES

- 1 To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
- 2 To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by the Skills and Education Group for individual or collective use in the performance of duties.
- 3 To keep up to date, so far as is necessary for the efficient executive of the role, with new legislation, procedures and methods.
- 4 To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
- 5 To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
- 6 To present an appropriate professional image on Skills and Education Group business.

TERMS AND CONDITIONS

This post is subject to the terms and conditions determined by the Skills and Education Group.

May 2021