**Computing Internal Quality Assurer (IQA)**

**Part time (maximum 10 hours per week), Temporary (2 weeks)**

**Onsite or Remote**

**Up to £22.52 per hour**

*Nescot is recognised as the ‘****Employer of the year’*** *at the Surrey Business Awards 2024 and offers a wide range of benefits and wellbeing activities to staff.*

At Nescot, we are recruiting for a qualified and experienced Internal Quality Assurer (IQA) to support the final quality assurance process for **Level 3 Software Development and Level 5 Web Development.**

**What we are looking for:**

* Qualified IQA
* Strong understanding of the Gateway Qualifications assessment and IQA standards
* Experience in internally quality assuring software development and/or web development qualifications
* Relevant occupational competence and knowledge of current industry practices in software and web development
* Ability to work independently and meet tight deadlines
* Strong organisational and attention to detail skills
* Experience with Code Institute is desirable but not essential
* Experience using e-portfolio systems or digital assessment platforms is desirable but not essential
* Prior experience with Gateway Qualifications specifically at Levels 3 and 5 is desirable but not essential

**Duties/responsibilities:**

* Conduct internal quality assurance for all learner portfolios across both Level 3 and Level 5 cohorts.
* Sample and review assessor decisions, feedback, and supporting evidence in line with Gateway’s IQA requirements.
* Complete all required IQA documentation (e.g., sampling plans, IQA reports, standardisation records).
* Ensure compliance with regulatory and awarding body standards.
* Identify and address any inconsistencies or risks in assessment practices.
* Provide constructive feedback to assessors and, where necessary, support actions for improvement.
* Ensure all portfolios are fully IQA'd, compliant, and ready for submission to the external moderator within the 20-hour timeframe.

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, starbucks, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Free online qualifications
* Free parking on-site

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

*This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.*

**Closing date 28th September 2025**

**Interview date 3rd October 2025**

**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Computing Internal Quality Assurer (IQA) |
| **Department:** | Computing |
| **Fraction:** | 0.2 |
| **Status:** | Temporary |
| **Grade: Internal Verifiers 1-5** | Internal Verifiers 1-5 |
| **Child/Vulnerable Adult Contact:** | Yes |

|  |  |
| --- | --- |
| **Reporting / Department Details:** | |
| **Responsible to:** | Curriculum Manager |
| **Functional links with:** | Online Learning |

|  |
| --- |
| **Job Purpose:** |
| We are seeking a qualified and experienced Internal Quality Assurer (IQA) to support the final quality assurance process for two Gateway qualifications:  ● Level 3 Diploma in Software Development  ● Level 5 Diploma in Web Application Development  The IQA will be responsible for conducting internal quality assurance checks for approximately 23 learners' portfolios, ensuring all assessments meet Gateway Qualifications’ and standards, ahead of submission to the external moderator. |

|  |
| --- |
| **Main Duties and Tasks:** |
| Ensure the work for the students on the Level 3 and Level 5 Gateway qualifications work is IQA’d ready to send to the external moderator   * + Mentor and coach students in relation to building self-esteem, resilience, and emotional regulation strategies   + Coach students on managing anxiety, behaviour challenges, and developing social skills   + Explore practical independent living skills, life skills, and personal safety as appropriate * Collaborate with internal pastoral teams and external agencies to provide specialised support * Maintain accurate records of student progress, attendance, targets, and causes for concern. |

|  |
| --- |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time to time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). * Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment. |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |

|  |
| --- |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College.   The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

|  |
| --- |
| **Additional Duties:** |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding. * This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus. |

|  |
| --- |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: 12/08/25  UPDATED BY: HR Date: 13/08/25 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification –** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Qualified IQA  Strong understanding of the Gateway Qualifications assessment and IQA standards.  Experience in internally quality assuring software development and/or web development qualifications.  Relevant occupational competence and knowledge of current industry practices in software and web development | A  A/I  A/I  A/I | Experience with Code Institute  Prior experience with Gateway Qualifications specifically at Levels 3 and | A  A/I |
| **Skills and Abilities** | Ability to work independently and meet tight deadlines.  Strong organisational and attention-to-detail skills | A/I  A/I | Experience using e-portfolio systems or digital assessment platform | A/I |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualifications** | Qualified IQA  Experience within Computing or understanding of portfolio work | A  A |  | A  A |
| **Personal Qualities** | Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | I  I  I  I  I  I  I  I |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |