

Assessor/IQA

Job pack

July 2026





About the role

Job Title: Adult Care Assessor/IQA

Reports to: Staff Vocational Qualification Manager

Department: Training

Location: Working at Treloar's site

Salary: Up to £32,507.00 (Depending on experience and qualifications)

Hours: Full-time 36.5 hours Annualised Hours Contract

Are you ready to share your expertise and inspire others. An exciting opportunity has arisen for a work-based Assessor/IQA to join our in-house Vocational Qualifications team. We are looking for somebody who will be responsible for the assessment and verification of RQF L2/3 Adult Care Qualifications along with the provision of training as required.

In this role, you will manage a caseload of care professionals working towards their Level 2 and Level 3 Adult Care Diploma. You will provide ongoing support guidance, and assessment throughout their learner journey, helping them develop the skills, knowledge and confidence needed to deliver outstanding person-centred care.

Enjoy greater flexibility with our annualised hours approach, rather than working a rigid weekly schedule, you will be able to manage your hours across the year. This flexibility allows you to plan your time around learner needs whilst accommodating personal commitments, helping achieve a better work life balance.

Applicants should hold an Assessors Award (A1/A2, D32/D33, CAVA,) as well as a relevant Level 3 care qualification and ideally a Level 4 Internal Quality Assurance of assessment qualification (IQA) or a willingness to undertake. Individuals should be able to demonstrate a high degree of accuracy and attention to detail as well as good organisational and communication skills. You will also be self-motivated and have the ability to co-ordinate multiple tasks

What we can offer you:

We love rewarding our team for their hard work and success, so we offer a generous benefit scheme to reflect this:

- 27 days holiday plus bank holidays
- Excellent training and development opportunities
- Life insurance, Group Personal Pension & Occupational Health scheme
- Health Cash Plan & Perkbox discount scheme
- Free well-being activities (e.g. gym/yoga)
- Free parking and many other benefits

Closing date: 16th August 2026

Interview date: W/C 24th August 2026

Please don't delay in submitting your application. Where roles are urgent or we receive a high volume of applications, we may interview and conclude the process prior to any closing date indicated.

Job Description



RESPONSIBILITIES:

KEY TASKS

Administrative

- Monitor and maintain records of learners' progress
- Provide administrative support to the training team as directed by the Staff vocational Qualifications Lead.

Assessment

- Undertake induction of learners
- Agree and record assessment plans with each learner
- Follow assessment guidance provided by the awarding body
- Carry out observation of learner performance in the workplace and conduct other methods of assessment
- Judge evidence and record assessment decisions against the standards
- Provide learners with accurate and constructive feedback
- Manage the assessment process from planning through to making and recording assessment decisions
- Identify learners training needs during the assessment process
- Support learners with additional learning needs by adapting delivery individually to each learner.

In house IQA

Sample and monitor the work of the assessors assigned to you according to the Centre Quality Assurance Strategy and ensure adherence to Qualification Specification standards

- Assist assessors to apply the criteria in assessment in a standardised manner and evidence criteria in a robust and clear manner
- Support the work of the Centre and contribute to its development
- Support the implementation of assessor development plans appropriate to improving the quality of delivery and assessment
- To observe assessment observations in practice and give constructive and developmental feedback in accordance with IQA strategy
- Observe Teaching and Learning delivery (where requested) and provide developmental feedback

Maintain up to date records of internal verification including but not exclusively; sampling plan for all assessors and associated learners which clearly show completed and planned sampling rationale, feedback records from formative and summative samples, feedback records from observations, development plans for assessors and records of actions set and completed, records of standardisation delivered

Raise issues or concerns relating to assessment practice, assessor competence or learner progress to the assessor in a timely fashion and ensure a development plan is in place to identify any need for training to enable them to fulfil their roles

Liaise with Centre Manager/Staff Vocational Qualifications Lead on a regular basis to relay concerns or highlight areas of good practice. Provide dates of final summative samples to aid forecast planning.

Coaching and developing of apprentices through progress reviews and welfare support

Support and Development

Provide support and advice to other assessors

Attend and contribute to assessor standardisation meetings

Train and develop Team Leaders

Attend assessor meetings for awarding body guidance update

Act as second line assessor and mentor to trainee assessors as required

Provide evidence of CPD for external verifier

Keep up-to-date with current requirements of the awarding body

Demonstrate commitment to anti-discriminatory practice and equal opportunities

Carry out training activities linked RQF Qualifications as required

Work flexibly and as part of a team to accommodate the assessment of learners internally and externally with some unsocial hours required

Other duties

To support the Trust in safeguarding and protecting the welfare of all students.

To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.

To maintain and develop own professional knowledge and awareness.

To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.

This job description will be reviewed and amended in the light of changing professional demands.

About you



Essential	Desirable
Qualifications • Hold assessor award (CAVA, A1/A2 D32/D33) • Hold an Adult Care L3 OR Equivalent • Must hold English and Maths GCSE C or above	• Hold L4 Internal Quality Assurance of assessment qualification (IQA)
Skills and Knowledge • Able to communicate effectively with a wide range of people internally and externally • Excellent organisational skills • High degree of accuracy and attention to detail • Good general ICT skills • Experience of designing and delivering training	
Experience • Must have experience of prioritising own workload • At least 1 years experience working as an assessor • At least 2 years employment history within the Adult Care sector	• At least 1 years' experience working as Internal verifier
Personal Qualities • Mature and calm approach • Good attention to detail • Confident and dependable manner • Readiness to work unsociable hours as the job demands • A commitment to promoting and safeguarding the welfare of students • An understanding of and commitment to Treloar's equal opportunities policy • Goal orientated and highly motivated • Diplomatic and sensitive • Strong belief in the work of Treloar's	





Our vision

A world where physically disabled young people take control of their lives and achieve their aspirations.

Our mission

To enable physically disabled young people to achieve their aspirations by:

- Providing personalised learning, therapy and care
- Supporting transition into adulthood
- Promoting independence and inclusion

Our values

We strive for excellence:

Physically disabled young people and their families deserve outstanding care and support. We work to make sure all our services are excellent and actively challenge each other to ensure continuous quality improvement.

We continually innovate to ensure that our beneficiaries receive the cutting-edge, excellent support they deserve.

We are inclusive:

Everyone - regardless of physical ability, where they live or their means - should have the opportunity to take part in life. We treat our beneficiaries with the same dignity as their non-disabled peers and work to remove barriers in their way.

Our students and beneficiaries are always at the centre of everything we do. Before we make decisions, we ask, "How will our students and beneficiaries benefit from this?"

We act with integrity and respect:

Physically disabled young people should be free to direct their own lives. We listen to young people's views and support them to make age-appropriate choices about their daily life and informed choices about their future.

We celebrate and promote diversity, value and support each other, and treat everyone with mutual respect. We support a culture of openness, honesty and transparency, where the safeguarding of our students and wellbeing of our staff is paramount.

**We strive for
excellence**



**We always
try our best**

We are inclusive



**We help
everyone join in**

**We act with integrity
and respect**



**We are friendly
and kind**



About Treloar's

Treloar's is a charity that provides outstanding education, therapy and care to physically disabled young people, and empowers them to live more independent and fulfilling lives.

We support around 180 children and young people, aged 4 to 25 years, who come from across the country to attend our school and college. All of our students are physically disabled, many with complex clinical needs and a sensory impairment. We provide a fully inclusive, supportive environment where young people can learn whilst having therapy and care integrated into their tailored programme.

Mainstream settings and most specialist schools and colleges aren't able to support the complex clinical needs of our students. Therefore, for most, we are one of the very few places, if not the only place in the country where they can access education and achieve outstanding outcomes.

We have 6 residential houses on our site, providing placements for students from age 11 upwards. Our residential provision offers huge opportunities to develop independent living skills and enjoy a social life beyond the school and college day. This, in turn, enables our students to experience greater independence and develop confidence working alongside trained support staff and engaging with their peers.

Uniquely, we are rated as "Outstanding" across the board with 4 regulators. This includes Ofsted who, in three separate inspections, have graded us "Outstanding" for our school education, college education and social care provision. Additionally, the Care Quality Commission have rated our college residential and clinical services as "Outstanding".

We also offer a range of services, beyond the Campus, to the wider disabled community including residential flats for physically disabled young adults and specialist training for those who support them. Additionally, we hire out our campus facilities to local sports and activity groups and to other disability charities for residential stays during the holidays.



Additional benefits and support



Benefits

- **Pension Scheme** – The Trust operates a Group Personal Pension Scheme. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution up to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.
- **Independent Financial Advice** – available to those who join the Group Personal Pension Scheme
- **Life Insurance** – free life insurance cover equal to 3x basic salary (excluding those in Teachers Pension Scheme who have life insurance provided as part of their pension arrangements)
- **HSF Health Cash Plan** – HSF health plan covers day to day health costs like dental & optical bills, as well as physiotherapy and chiropractor support. Also included within the plan is HSF Assist which provides unlimited access to a variety of assistance helplines and services such as GP Telephone Advice, Counselling service, legal helpline.
- **HSF Perkbox** – access to a large variety of discounts
- **Occupational Health Service**
- **Discounted Gym Membership** – at nominated gym club premises close to Treloar
- **Critical Illness** – one year's salary as a lump sum payment to those colleagues who have a critical illness recognised by the policy.
- **Generous Holiday**
- **Sabbatical Leave** – after 5 years' service, an employee may apply for a period of unpaid sabbatical leave to a maximum of 4 months. Some of the period must be spent on activities that have relevance to the candidate's work within the Trust.

Training and Development

We are committed to developing and supporting our colleagues throughout their career. Our training package is extensive. You will have multiple paid training opportunities during your time here and if you are interested in expanding your career, we are committed to career progression, with many progress pathways open to you.





How to apply

To apply, please visit our website and complete the application form on-line.

Closing date: 16th August 2026

Interview date: W/C 24th August 2026

Alternatively please call our Recruitment Team on 01420 547400 to discuss further.

We look forward to hearing from you and thank you for your time.