



STREET
LEAGUE

JOB PACK

#MOVINGINTOWORK

streetleague.co.uk

Street League is an equal opportunities employer.

ABOUT STREET LEAGUE

Street League operates in
36 local communities across
England and Scotland.

Street League's **vision** is to
see an end to youth
unemployment in the UK.

We tackle poverty. Using the
power of sport to help **young
people** who need it most **get
into education, training and
jobs.**

Our incredible team of
passionate employees make a
difference to the lives of
young people in the UK's most
disadvantaged communities.
In the past 12 months we
helped **1,241 young people** into
jobs, education and training.

THE NEED

Young people are almost three
times as likely to be
unemployed as all other age
groups combined. We support
the young people who need
our help the most which
means we run our
programmes in the areas with
the highest youth
unemployment rates.

Youth unemployment can
have a long-term impact on
the physical and mental well-
being of a young person with
higher chances of being
welfare-dependent later in
life.

WHERE DO WE WORK?



AYRSHIRE | BIRMINGHAM | DUNBARTONSHIRE
DUNDEE | EDINBURGH | GLASGOW
LANARKSHIRE | LEEDS | LIVERPOOL
LONDON | MANCHESTER | RENFREWSHIRE &
INVERCLYDE | SHEFFIELD | SURREY

HOW DO WE MAKE A DIFFERENCE?

We use the power of sport as a hook to engage young people on our Academy programmes where we teach them vital life and employability skills, and deliver qualifications in well-being, employability, Maths, English, and sport. This award-winning programme enables them to achieve their full potential and move into work, education or training.

Our highly-skilled staff provide one-to-one support to every young person on our Academies, understanding their individual needs and aspirations.

Most young people we support have no prior work experience so we set up work placements, enabling participants to gain valuable experience and put the skills we teach into practice.

We know that getting a job is just part of the journey. Once young people secure a job we go the extra mile, providing six months of in-work support and advice (to them and their employer), thus ensuring a smooth transition into sustained employment.

We're committed to honest, social impact reporting. You can see how we're doing at www.streetleague.co.uk/impact.



JOB DESCRIPTION



| | |
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| POST TITLE: | Internal Verifier |
| REPORTS TO: | Modern Apprenticeships Manager |
| LOCATION: | Paisley |
| CONTRACT: | 1 year fixed term contract - Full time (37.5 hours) / Part time / Freelance |
| SALARY: | Negotiable |

Summary of Post

The Internal Verifier will be responsible for a caseload of Assessors and will plan and carry out Internal Verification against Scottish Qualifications Authority (SQA) assessment standards, You will play a crucial role in upholding the highest standards of formative and summative internal verification, and supporting staff to meet and exceed awarding body expectations. Where appropriate, you will also have a small caseload of your own learners.

Main Duties and Responsibilities:

Verification

- Ensure the quality verification practices is of the highest standard
- Undertake sampling of candidate work within defined parameters and rules to establish that assessment outcomes and internal verification processes meet national standards.
- Conduct observations of Assessor assessment practices providing clear, constructive, supportive and timely feedback to assessors
- Ensure the standardisation of assessment practices for the framework, including planning and leading meetings
- Verify the qualifications in line with the Internal Verification strategy and SQA requirements
- Maintain and update an accurate sampling plan
- in conjunction with the Modern Apprenticeship Manager, plan and support awarding body external verification visits in line with IQA strategy
- Contribute to the approval process for qualifications and participate in development visits.
- Liaise with Assessors for verification purposes
- Share best practice with Assessor team members
- Provide source materials for the standardisation of assessors
- Manage your own diary to ensure you are delivering against your KPIs, arranging and attending scheduled visits and completing both company and personal administration
- Monitor assessment to ensure candidates' timely progress through their programme providing clear, constructive, supportive and timely feedback to delivery staff
- Produce verification reports for the apprenticeship Manager on the sampling undertaken, outcomes and support provided.
- Produce targeted actions for assessors to assist with remedial action where national standards are not being upheld.
- Support Assessors to understand and implement identified actions.
- support awarding body external verification visits in line with Internal verification strategy
- Contribute towards the development of the Self-Assessment Review and Quality Improvement Plan

JOB DESCRIPTION (contin.)

Main Duties and Responsibilities (continued):

General

- Work with the Apprenticeship Manager to ensure that the candidates' needs are met.
- Uphold qualification and company standards at all times.
- Work with the Modern Apprenticeship team to develop qualification and training provision in line with contractual and awarding body requirements.
- Ensure Equal Opportunities policies and Health & Safety requirements are complied with and all candidates are given fair access to assessment.
- Attend and participate in meetings within Street League, and wider networks as required.
- Maintain an annual record of CPD and undertake any training/development as required.
- Take responsibility for safeguarding and promoting the welfare of all candidates with whom you come into contact.
- A flexible approach to the working pattern will be required, as there may at times be a requirement to work outside the normal working week, however sufficient advance notice will be given.
- To undertake other duties as required by Apprenticeship Manager

PERSON SPECIFICATION



Street League has developed the use of selection criteria to aid objective recruitment in line with the Equal Opportunities policy.

Personal Characteristics

- An individual with a clear commitment to continuous improvement in relation to the quality of learning and assessment & verification
- Self motivated, resilient and highly organised with the ability to work within strict deadlines
- A commitment to quality assurance
- Commitment to the Street League vision to end structural youth unemployment in the UK
- Demonstrable knowledge and understanding of how verification activities can have a commercial impact within a contracting environment
- An understanding of Government funded learning programmes and Awarding Organisation systems and procedures. Specifically, for Street League this relates to Skills Development Scotland and the Scottish Qualifications Authority.

Experience

- Experience of supporting internal verification activities across multiple sites
- Experience or Occupational Competency
- Good working knowledge of the specifications of related Modern Apprenticeship frameworks
- Experience within each stage of the verification cycle,
- Demonstrable experience of Internal verification at SCQF Level 3 & 4
- Experience Internally verifying Government Funded programmes. Specifically, this relates to Modern Apprenticeships
- Broad experience of working with Awarding body Organisations
- Hold solid occupational competency within related MA framework
- Experience of verifying core skills to SCQF level 3, 4 & 5
- Good understanding of Scottish Qualification Authority (SQA) and Skills Development Scotland (SDS) requirements.
- Experience of supporting Assessors with mixed abilities
- You should have a good understanding of internal quality assurance and how it relates to the assessment cycle

Knowledge & Understanding

- Demonstrable knowledge and understanding of Awarding Organisation systems, processes, standards and expectations

Skills & Abilities

- Highly organised with excellent time management skills and capable of working to agreed deadlines
- Good attention to detail and maintains focus during periods of challenge
- Well-developed communication and influencing skills and is capable of facilitating development and improvements for individuals/teams
- Set high standards and embraces innovative approaches to teaching, learning and assessment that are celebrated across the organisation
- Excellent interpersonal skills and the ability to develop relationships at all levels
- To have a confident and calm approach to problems and an ability to use initiative in developing solutions
- Fully literate in all Microsoft Office applications.

Qualifications

- Relevant Verifier Qualification held (V1, L&D11 etc.) – Essential
- Relevant teaching qualification (PTLLS, CTLLS, TQFE etc.) – Desirable but not essential

STREET LEAGUE BENEFITS, REWARD AND RECOGNITION PROVISIONS



The information below provides a summary of the benefit, reward and recognition schemes available. Please check your contract of employment, company policies and scheme rules for eligibility and terms and conditions of provisions. Street League reserves the right to withdraw, amend the scheme and change providers as appropriate.

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| Lifestyle and Protection | Pension Scheme | Eligible employees are automatically enrolled in Street League's Group Stakeholder Pension Plan operated by Scottish Widows within three months from their start date. At present, Street League contributes 4% of gross basic salary and employees are required to make a gross contribution of 4% of gross basic salary (this is equal to a net contribution of 3.2% which is deducted from basic salary, with the remaining 0.8% being made up of tax relief from the government). Staff may elect to pay contributions which are higher and Street League will match gross contributions up to a maximum of 6% of your gross annual salary. |
| | Critical Illness Cover | Critical Illness cover provides you with a tax-free lump sum payment if you or your children suffer a covered critical illness. |
| | Employee Assistance Programme | Access to a 24/7 confidential helpline and online information, plus five counselling sessions. LifeWorks provides support on everyday issues covering family, money, health and wellness, work and stress. |
| | Life Insurance | 2 x base salary cover after one year of service with the company. Additional coverage provided for senior staff. |
| | Annual Holiday | 25 days leave per year, plus one additional day awarded for each year of service up to a maximum of 3 days |
| | Cash Health Plan | Core level of cover with Simply Health provided for employees with over one year of service. Dependent children may be added at no extra charge. Option to increase level of cover and extend to spouse/partner. Reimbursement of expenses up to annual limits for dental; optical; tests; specialist consultations; complimentary therapies. |
| | Car Lease Scheme | Access to a car lease scheme with Fleet Evolution through salary sacrifice on completion of probationary period. Includes servicing, tyres, motor insurance and licencing. |
| | Enhanced Sick absence pay | Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed (6, 9 or 12 months) |
| | Season Ticket Loan | Interest free loan to cover the cost of your season ticket, repaid from your salary payments |
| | Enhanced Jury Service | Full salary paid during Jury service minus deduction for expenses received from the court |
| Cycle to work | Purchase of a bicycle and/or safety equipment to get to work, tax free and paid for monthly via salary sacrifice up to the value of £1000. | |

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| Other | Staff Conference | A biennial staff conference to meet staff across the organisation and celebrate success |
| | Staff Survey | Have your say in the annual anonymous staff survey |
| | Training & Development | Opportunities to gain skills and receive formal training, participate in working groups (such as curriculum development, quality forums, etc) and undertake CPD. |
| | International Trips | A limited number of opportunities to participate in international events linked to streetfootballworld |