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| **Job Title:**  | Quality Advisor  | **Department / Business Sector:**  | MTC Training – Quality Team |
| **Career Level:**  | 4  | **Reporting to:** | Training, Quality and Compliance Lead |
| **Location:**  | Coventry or OAS |  |  |

**About MTC Training**

MTC's vision is to develop a training capability that embeds adaptable knowledge, skills and behaviours that future proof UK manufacturing. Aligning technical content identified in MTC's core business to our apprenticeship and commercial (engineer upskilling) is at the core of our strategy.

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|  | **Description** |
| **Job Purpose** | This Quality Advisor role is required to support and develop outstanding teaching and assessment practice whilst ensuring compliance with Awarding Organisations and ESFA Funding Rules across the MTC Training provision in Coventry, Abingdon and Liverpool, and other locations as the business grows. The role will require you to deliver high quality training and support sessions to colleagues (Trainers, Assessors, Managers) on all aspects of training, assessment and quality assurance. You will also take a proactive approach to the development of new curriculum to ensure that it is focussed on quality of delivery and the learner journey. |
| **Person Specification** | All aspects of the role are to be carried in adherence to the **MTC RIGHT way** values: acting **responsibly,** providing **inspirational leadership,** delivering in the broadest sense a **great working environment,** leading with **honesty and integrity, and p**romoting **teamwork**. In addition:* Be able to operate across all MTC Training locations. Including Coventry, Abingdon, and Liverpool.
* Be customer and quality focused.
* Be approachable, and able to handle issues with sensitivity and confidentiality.
* Able to work independently with own initiative and in a team.
* Be comfortable updating various internal stakeholders on a regular basis and give presentations to a wide variety of audiences.
* Work under pressure to meet tight deadlines.
* Highly articulate and presentable.
* High levels of organisation skill and attention to detail.
* Promote the safety and wellbeing of children and young people.
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| **Key Activities** | * Support colleagues to deliver high quality training and assessment.
* Support internal quality assurance of qualifications to ensure compliance with Awarding Organisation requirements and ESFA Apprenticeship Funding Rules
* Support continuous improvement of teaching and assessment.
* Monitor workplace health, safety and welfare by working with the Designated Safeguarding Lead (DSL) and Delivery Management.
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| **Communication** | * Ability to analyse data and present solutions where required.
* Excellent written and oral communication skills.
* Proficient in IT to communicate information and deliver training sessions.
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| **Innovation** | * Be creative in the approach to supporting and developing Trainers and Assessors practice.
* Identify new technology to integrate into teaching and assessment practice that supports the learner journey but does not sacrifice quality.
* Strive to improve our training and assessment practice by developing new and interactive methods of teaching and ensuring compliance with qualification specification
* Maintain own CPD to ensure you can cascade the latest industry standards to colleagues
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| **Knowledge** | * High level of engineering knowledge (mechanical, electrical or electronic) preferably gained from a number of years of industrial experience.
* Experience of teaching, assessing and quality assuring engineering qualifications at level 2 and 3. Ideally also level 4 programmes (HNC and apprenticeships) and Skills Bootcamps.
* Experience of coaching and supporting colleagues.
* Experience of delivering engineering Apprenticeship Standards.
* An understanding of apprenticeship funding rules.
* An understanding of End Point Assessment.
* Experience of using e-portfolios (ideally Smart Assessor).
* Experience of using learner management systems, such as Pro Monitor.
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| **Qualifications** | **Essential:*** Level 3 Engineering qualification
* Functional Skills Level 2 / GCSE's or equivalent in Maths and English grade C or above.
* Recognised teaching qualification
* Recognised Assessor qualification, such as A1 or Level 3 Certificate in Assessing Vocational Achievement
* Recognised Quality Assurance qualification, such as V1 or Level 4 Internal Quality Assurance of Assessment Processes and Practice

**Desirable:*** Safeguarding qualification
* Higher qualification (level 4 or above) in an Engineering discipline
* Digital training qualifications relevant to education. For example, Microsoft Learn badges.
* A recognised coaching qualification.
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| **Vetting Checks** | Learners’ safety and wellbeing is of paramount importance to all MTC Training employees. All individuals are expected to actively contribute to our culture of safeguarding and vigilance to ensure learning is delivered in the safest environment possible. Shortlisted candidates are subject to safer recruitment screening, including but not limited to: * Employment history check,
* Right to work check,
* Identity check,
* Two references,
* Qualification check,
* Industry prohibitions check (applies to programme delivery and assessment roles),
* Public online activity search,
* Enhanced DBS with children’s barred list check.

The successful applicant will be required to promptly complete training relating to safeguarding and prevent and is expected to undertake ongoing training in relation to children’s safety and wellbeing.The successful applicant will be expected to maintain our safeguarding culture and contribute to it by supporting the Designated Safeguarding Lead and safeguarding team.The successful applicant will be required to adhere to our Code of Conduct and share our commitment to the welfare of children. |