Role Requirements

As a Principal Moderator for T-Levels your main tasks will be

Monitor and support an allocated team of Lead/ Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback, and processes

Contribute to the development and delivery of Lead/ Moderator and Provider training, updates, standardisation sessions and sampling/advisory activities

Develop standardisation materials to support Provider marking activity

Support the Associate Management team with the recruitment, selection and training of new Moderators

Produce Principal Moderator reports, reporting on trends and issues identified by moderators, Providers, and moderator sampling

Support moderation activity - conduct and document qualification moderation and advisory activities with Providers, in line with quality assurance guidelines for City & Guilds T Level qualifications

About You

Essential Skills/Experience

Experience of moderating or marking the qualification concerned (or similar)

Involvement in the production assessment materials of the associated T Level qualification

Up to date, occupational industry experience Industry specific qualifications

Experience of co-ordinating standardisation activities for teams of assessors / markers

Experience of developing and delivering training events

Proficient IT skills with experience of using key business software e.g., outlook, Word, and Excel

Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing

Experience of producing published reports and training / guidance material

Availability to attend or manage key activities throughout the year – especially November, December, March, April, May, June, July

Up to date experience in the following activities: teaching / training, moderation, delivery / co-ordination of marker standardisation activities.

Desirable Skills/Experience

Experience as a tutor/marker with a similar type of qualification

Data analysis skills

EQA/IQA/Assessor D, A/V or TAQA units

Qualified to level 4 or above in the associated sector **(you will need to provide certificates before contracting if successful with your application)**

Experience of development and delivery of quality management activities

What we offer.

Support for our Associates

We provide training and support throughout the year

We provide detailed handbooks to support and guide you through the role and activities across the year, as well as ongoing support as you settle into the role.

Support is available by telephone and email from our dedicated Technicals Quality Team

The annual standardisation meeting will support Associates in making accurate judgments

The Training and Timelines (Draft)

Content	When? (Month)	Duration
Application Submitted Application Reviews	Late June – August	Ongoing
Remote Interviews	August/September	1 Hour
Principal T-Level Moderator Induction	Early October	1 Day Remote
Platform Training	TBC	TBC
Standardisation	May/June	1 Day Remote

How to apply

Please submit an application for each role you are applying for

You will need to set up your account (if you do not already have one), which is very quick and then submit your application.   You will use this account for all applications for any role with us.

When submitting your application, you will need.
1. **Photo   2. CV   3. CPD Log**

A template for the CPD is included in the main introduction section, however you can use your own if you wish

It is important you read the person specification for the role, and map your application