

## Person specification

**Associate type: Principal Moderator for T Level qualifications**

## Summary of Role

- Produce and submit assessment materials and participate in all stages of the production process until sign off
- Monitor and manage the team of Moderators for a qualification, to ensure a standardised and consistent approach to quality assurance and the moderation decisions, feedback and processes
- Take a lead role in the development and delivery of Lead/ Moderator and provider training, updates, standardisation training 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 annual Principal Moderator reports, reporting on trends and issues identified by moderators, providers and moderator sampling
- Carry out moderation activity - conduct and document qualification moderation and advisory activities with providers, in line with quality assurance guidelines for T Level qualifications
- Prepare for and participate in awarding activities to ensure standards of assessments are maintained over time.

## Skills and Experience

Essential	Desirable
Experience of moderating or marking the qualification concerned (or similar)	Experience as a tutor/marker with a similar type of qualification
Involvement in the production assessment materials of the associated T Level qualification	Experience of delivery of online teaching
Up to date occupational industry knowledge	Experience of participating in awarding activities to ensure standards of assessments are maintained over time.
Industry specific qualifications	EQA/IQA/Assessor D,A/V or TAQA units Qualified to level 4 or above in the associated sector
Experience of co-ordinating standardisation activities for teams of assessors / markers	Experience of development and delivery of quality management activities
Experience of developing and delivering training events	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	

Access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account	
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 and manage key activities throughout the year – especially November, December, January, March, April, May, June, July	
Availability to carry out Provider on site visits during spring/summer	
Up to date experience in teaching or training	