

Person specification

Associate type: Lead Moderator for Technical qualifications

Summary of Role

- Monitor and support an allocated team of Moderators, to ensure a standardised and consistent approach to quality assurance, moderation, feedback and processes
- Contribute to the development and delivery of Moderator standardisation sessions and sampling/advisory activities. Liaise with the Principal Moderator to develop standardisation materials to support centre marking activity
- Support the Associate Quality team with the recruitment, selection and training of new Moderators
- Support the Principal Moderator with reports, feeding in to reports on trends and issues identified by moderators, centres and moderator sampling
- Support moderation activity - conduct and document qualification moderation and advisory activities with centres, in line with quality assurance guidelines for TechBac and project qualifications

Essential	Desirable
Industry specific qualifications up to level 3	Desirable - qualified to level 4 in the associated sector
Teaching experience in a large provider with track record of success	Experience as a tutor / marker on the associated qualification
Up to date, occupational industry experience	Data analysis skills
Experience of moderating or marking the qualification concerned (or similar)	EQA/IQA/Assessor D,A/V or TAQA units
Experience of co-ordinating standardisation activities for teams of assessors / markers	Experience of development and delivery of Quality Management and Advisory/Support activities and materials
Experience of developing and delivering training events	Experience co-ordinating standardisation activities for teams of assessors / markers
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 reports and training / guidance material	
<u>Availability</u> to attend or manage key activities throughout the year – especially Nov, January, March, April, May, June, July	
Up to date experience in the following activities: teaching / training, moderation, delivery / co-ordination of marker standardisation activities.	
Involvement in the assessment production of the associated Technical Qualification	