

**Person specification**

**Associate type: Chair of Examiners - T levels**

**Summary of Role**

Maintain and monitor standards across all assessments within a Technical Qualification (TQ) or across multiple TQs within a subject area.

Essential	Desirable
<p>Availability to attend meeting or manage activities throughout the year – especially during key marking and awarding times:  <b>Summer series –</b>            Examinations – June, July, August            Employer set projects: May, June, July, August            Occupational specialisms: May, July, August  <b>Autumn series –</b>            Examinations: - November, December, January, February            Employer set projects: December, January, February</p>	<p>Experience of co-ordinating standardisation activities for teams of assessors / markers and/ or standard setting of regulated qualifications</p>
<p>Experience of moderating or marking a regulated qualification within an Awarding Organisation</p>	<p>Experience as a tutor/marker with a similar type of qualification</p>
<p>Have up to date, relevant subject knowledge and/or occupational industry experience</p>	<p>A clear understanding of T level qualifications</p>
<p>Industry specific qualifications</p>	<p>Data analysis skills</p>
<p>Experience of producing published reports and training / guidance material</p>	<p>Experience of developing and delivering training events</p>
<p>Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel</p>	<p>EQA/IQA/Assessor D,A/V or TAQA units            Qualified to level 4 or above in the associated sector</p>
<p>Have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account</p>	<p>Experience of development and delivery of quality management activities</p>
<p>Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing</p>	
<p>Have attention to detail and ability to work well under pressure and meet deadlines</p>	