

Person specification for the role of Lead External Assessor (QW)

Essential	Desirable
Substantial experience as an Assessor and Internal Quality Assurer	Experience of developing and delivering online and face to face training materials and events
Up to date record and evidence of relevant occupational continuing professional development at the same level or above as the qualification for which they have a lead role	Experience of developing and delivering online and face to face standardisation training materials and events
Possess: <ul style="list-style-type: none"> ▪ the Level 3 Award in Assessing Vocationally Related Achievement or equivalent legacy qualifications. or <ul style="list-style-type: none"> ▪ a recognised teaching qualification (Level 4 Preparing for Leadership and Management in Health and Social Care only) ▪ the Level 4 Award in the Internal Quality Assurance of Assessment Processes 	Ability to communicate in Welsh, both verbally and in writing
Significant experience of monitoring, mentoring and supporting a team of Assessors and IQAs against set criteria	
Significant experience of monitoring, mentoring and supporting a team of Assessors and IQAs against set criteria	

Experience of developing and delivering training activities and events	
Significant experience of developing and coordinating facilitating standardisation events for teams of Assessors and IQAs	
Ability to produce evidence based, detailed, clear, accurate and concise reports	
Experience of producing guidance materials to support teams of assessors	
The ability to communicate verbally with a variety of stakeholders with a high degree of clarity and confidence.	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Availability to attend and manage key activities throughout the year	
Awareness of Welsh language and an understanding of Welsh culture, policy and context	