

**Person specification for the role of Lead Moderator**

| <b>Essential</b>  | <b>Desirable</b>   |
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| 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 coordinating 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 coordinating 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  |  |

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| <p><u>Availability</u> to attend or manage key activities throughout the year – especially Nov, January, March, April, May, June, July</p>                |  |
| <p>Up to date experience in the following activities: teaching / training, moderation, delivery / co-ordination of marker standardisation activities.</p> |  |
| <p>Involvement in the assessment production of the associated Technical Qualification</p>   |  |