

Lead Moderator	
<b>Role Overview</b>	
Support, standardise and quality assure a team of moderators	
<b>1. Standardisation</b>	
1.1	Support the moderator standardisation activities
<b>2. Moderation</b>	
2.1	Sample moderator activity and provide feedback within a week of an activity
2.2	Document Moderator risk, sampling activities, outcomes and SMART action planning as appropriate
2.3	Contribute to the annual moderation review process
2.4	Where appropriate, moderate Provider/centre marking - conduct and document moderation, quality assurance and advisory activities with Providers/centres
2.5	Provide advice and guidance to centres/providers on moderation and marking of the internally assessed, externally moderated / validated assessments
<b>3. Associate support</b>	
3.1	Provide support, feedback and mentoring to Moderators on quality assurance, marking and moderation activities
3.2	Maintain contact with Moderators to provide updates and support
<b>4. Advice to City &amp; Guilds</b>	
4.1	Support the Associate Management team with the recruitment, selection and training of new Moderators
4.2	Support the Principal Moderator with reports for centres/providers, quality teams and Moderators; feeding in to reports on trends, issues identified through centre/provider standardisation and moderation process, including guidance to improve quality of activity
<b>5. Communication</b>	
5.1	Respond to phone calls and emails within 2 working days
5.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.

Lead Moderators must not be involved in moderation activity in centres where they have an established link.

Lead Moderators must not be involved in the delivery of centre training events if they have been involved in the development of assessment materials.