

**Person specification for the role of Lead Technical Qualification Associate (TQA) for T Level Qualifications.**

<b>Essential</b>	<b>Desirable</b>
Industry specific qualifications to level 3 or equivalent	Involvement in the assessment production of the associated qualifications
Teaching experience with a track record of success	EQA/IQA/Assessor D, A/V or TAQA units
Experience coordinating quality assurance activities for teams of advisors / assessors	
Up to date occupational industry experience	
Experience teaching, assessing or marking a similar type of qualification	
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.	
Able to meet tight deadlines for reporting and responding to queries	
Experience of producing published reports and training / guidance material	
<u>Availability</u> to attend or manage key activities throughout the year – especially October, November, December. January, March, April, May, June	

**Associate Management FY25**