

Person specification for the role of Chair of Examiners, Chief Examiners and Deputy Chief Examiners

Note:

Roles may be working with assessments which are either:

- on-demand, meaning work occurs throughout the year, and there may be some unplanned work which needs to take place at short notice or,
- dated, meaning the assessments will run to a pre-determined schedule with peaks of activities around the assessment series.

Essential	Desirable
The Applicant must have a teaching qualification and teaching experience in the relevant subject area/sector.	The Applicant should have knowledge of quality assurance practice within vocational education
Industry-specific qualifications or equivalent evidence of competence, at least at or above the level of the qualification suite which will be overseen.	Knowledge of assessment performance analysis data and basic data analysis skills
Up to date, relevant subject knowledge and/or occupational industry experience, with relevant CPD in the subject area/sector within the last 12 months	Experience of producing reports
Knowledge of assessment practice within vocational education.	Either an EQA, IQA or Assessor qualification (i.e. D, A/V or TAQA units)
Experience of producing assessment materials (either writing or reviewing)	Experience of development and delivery of quality management activities
Experience of marking and/or standard setting and/or moderation of assessments within a regulated qualification.	Experience working in a heavily regulated environment.

Excellent communication skills with ability to communicate with a wide variety of stakeholders both internally and externally, verbally and in writing.	
Experience of leading a team	
Experience of working to firm deadlines	
Experience of leading training/ standardisation and standards – related activities	
Availability to attend key meetings during core working hours on Monday- Friday.	
Proficient IT skills with experience of using key business software e.g. Outlook, Word and Excel.	