

## Person specification for the role of Marking Team Lead

Essential	Desirable
The Applicant must have a teaching / assessing qualification and teaching / assessing experience in the relevant subject area/sector	The Applicant should have experience of marking externally marked assessments for awarding organisations (or similar)
Industry-specific qualifications, or equivalent evidence of competence, at least at or above the level of the assessment	Experience of participating in standardisation activities
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
Experience of marking, using marking schemes / marking grids	Experience of working in a heavily regulated environment
Knowledge of how marking is quality assured	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both internally and externally, verbally and in writing	
Experience of coordinating a team	
Experience of working to firm deadlines	
Availability to attend key meetings during core working hours on Monday- Friday and availability through the marking window	

Proficient IT skills with experience of using key business software e.g. Outlook, Word, and Excel.	
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