

Person specification for the role of Principal Examiner

Note:

Roles may be working with assessments which are either:

- on-demand, meaning work through 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 experience of leading standardisation activities
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 quality assurance practice with vocational education
Up to date, relevant subject knowledge and / or occupational industry experience, with relevant CPD in the subject area/ sector within the last 12 months	Knowledge of assessment performance analysis data and basic data analysis skills
Knowledge of assessment practice within vocational education.	Experience of producing reports
Experience of producing assessment materials (either writing or reviewing)	Either and EQA, IQA, or Assessor qualification (i.e. D, A/V or TAQA units)
Experience of marking and/or standard-setting assessments	Experience of development and delivery of quality management activities

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