

Person specification for the role of Principal Moderator

Essential	Desirable
Experience of moderating or marking the qualification concerned (or similar)	Desirable - qualified to level 4 in the associated sector
Involvement in the production assessment materials of the associated Technical qualification	Experience as a tutor / marker on the associated qualification
Up to date, occupational industry experience	Data analysis skills
Industry specific qualifications	EQA/IQA/Assessor D,A/V or TAQA units
Experience of coordinating standardisation activities for teams of assessors / markers	Experience of development and delivery of quality management activities
Experience of developing and delivering training events	
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	
Experience of producing published reports and training / guidance material	
Availability to attend or manage key activities throughout the year – especially Nov, January, March, April, May, June, July	

Associate Management FY25

Up to date experience in the following activities: teaching / training, moderation, delivery / co-ordination of marker standardisation activities.	
----------------------------------------------------------------------------------------------------------------------------------------------------	--