

Person specification for the role of Senior Leader (New Assessment Plan)

Essential	Desirable
Up-to-date, relevant, and broad experience of working in the occupational area of the apprenticeship standard including practical and current knowledge of working practices which reflect the whole standards content	Experience of preparing for and communicating to a target audience
Have the competence to assess the apprentice at this level and hold any required qualifications and experience in line with the requirements of the assessment plan.	Hold a recognised quality assurance/ assessor qualification
Have, maintain and be able to evidence up-to-date knowledge and expertise of the subject matter	
Hold a relevant leadership and management qualification, at a minimum of a Level 7 (or equivalent) or have significant occupational experience of more than 7-years as a manager or leader.	
Recent relevant experience of the occupation/sector gained in the last 5 years or significant experience of the occupation/sector.	
Members of relevant professional bodies	
Complete 40 hours of recorded Leadership and Management related CPD per year	
Essential knowledge and skills <ul style="list-style-type: none"> ➤ A detailed understanding of apprenticeship standards, assessment plan and assessment/quality assurance processes, with specific knowledge about the relevant industry area for the role ➤ Experience of carrying out workplace performance evidence-based assessments using a range of assessment methods ➤ Experience of producing clear, accurate and concise written reports. 	

<ul style="list-style-type: none"> ➤ Proficient IT skills including the use of assessment portal(s) and management of conference/webinar system(s) ➤ Analytical, critical thinking skills, ➤ Excellent interpersonal skills ➤ Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback. ➤ Organisational skills and the ability to prioritise effectively. ➤ Ability to work independently but also within a team. ➤ Experience of marking and grading assessments ➤ Experience of assessment and quality assurance processes 	
Flexibility to travel across UK	
Driving License	
Have diary flexibility to be able to conduct EPAs when requested from City & Guilds/ ILM	