

Person specification

Associate type: Principal Moderator for Technical qualifications

Summary of Role

- Monitor and manage the team of Moderators for a qualification, to ensure a standardised and consistent approach to quality assurance and the moderation decisions, feedback and processes
- Take a lead role in the development and delivery of Lead/ Moderator and centre training, updates, standardisation training sessions and sampling/advisory activities.
- Develop standardisation materials to support centre marking activity
- Support the Associate Quality team with the recruitment, selection and training of new Moderators
- Produce annual Principal Moderator reports, reporting on trends and issues identified by moderators, centres and moderator sampling
- Carry out moderation activity - conduct and document qualification moderation and advisory activities with centres, in line with quality assurance guidelines for Technical and project qualifications

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