**Person specification**

**Associate type: Principal Moderator for T Level 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 Provider training, updates, standardisation training sessions and sampling/advisory activities.
* Develop standardisation materials to support Provider marking activity
* Support the Associate Management team with the recruitment, selection and training of new Moderators
* Produce annual Principal Moderator reports, reporting on trends and issues identified by moderators, Providers and moderator sampling
* Carry out moderation activity - conduct and document qualification moderation and advisory activities with Providers, in line with quality assurance guidelines for T Level qualifications

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| **Essential** | **Desirable** |
| Experience of moderating or marking the qualification concerned (or similar) | Experience as a tutor/marker with a similar type of qualification |
| Involvement in the production assessment materials of the associated T Level qualification |  |
| Up to date, occupational industry experience | Data analysis skills |
| Industry specific qualifications | EQA/IQA/Assessor D,A/V or TAQA units  Qualified to level 4 or above in the associated sector |
| 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 November, December, March, April, May, June, July |  |
| Up to date experience in the following activities: teaching / training, moderation, delivery / co-ordination of marker standardisation activities. |  |