

JOB DESCRIPTION

JOB TITLE	Lead – Live Assessment Team
RESPONSIBLE TO	Head of Qualifications
RESPONSIBLE FOR	Live Assessment Team
JOB SUMMARY	<p>To lead on assessor recruitment, training and appointment</p> <p>To ensure all assessment activities are rigorously conducted, securely managed, delivered to published deadlines and within budget</p> <p>To lead on marking and moderation</p>

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To contribute and support IoLET's vision, values and strategic objectives
- 1.2 To perform the role of a good ambassador for the organisation at all times
- 1.3 To ensure security and confidentiality of all qualification and examination information handled
- 1.4 To be proactive and flexible by supporting and assisting IoLET staff and functions as and when necessary
- 1.5 To promote and develop IoLET qualifications and examinations in collaboration with both CIOL and IoLET staff
- 1.6 To actively partake in any other duties necessary for the smooth running of the qualifications and organisation

2. Main Purpose and Scope of the Post:

Assessors

- 2.1 To proactively manage the Quartz assessor database, conduct an in depth analysis of assessor capability and identify additional requirements
- 2.2 To develop and maintain targeted assessor recruitment campaigns
- 2.3 To review, develop and streamline examiner appointment and payment processes and procedures
- 2.4 To review and develop training content and materials for all assessor categories
- 2.5 To appoint and train assessors in line with IoLET guidelines and regulatory requirements

Assessment

- 2.6 To review and streamline assessment processes, procedures and documentation
- 2.7 To actively manage assessor and candidate scheduling
- 2.8 To attend and manage all IoLET Exam Centres

Marking and Moderation

- 2.9 To actively manage, review, update and monitor processes and procedures related to the marking and moderation aspect of all IoLET qualifications.

3. Team management

- 3.1 Lead the team ensuring that team members receive regular feedback, coaching and support

4. General

- 4.1 To prepare, write and disseminate reports and statistical data as required
- 4.2 To ensure quality assurance across all IoLET examinations
- 4.3 To support, develop and motivate staff to deliver a flexible and supportive service as part of the wider IoLET
- 4.4 To organise, chair and attend internal and external meetings
- 4.5 To contribute to annual budget setting and to deliver service within budget
- 4.6 To liaise and work with the Quality Assurance Manager to ensure regulatory compliance

Any other duties which fall within the scope of this role

EXPERIENCE, SKILLS, KNOWLEDGE AND QUALITIES REQUIRED FOR THE POST

5 Knowledge and Experience:

- 5.1 Good track record of qualification development, training and examination management
- 5.2 Extensive experience and understanding of different assessment methodologies
- 5.3 Experience of quality assurance systems within an awarding body or similar
- 5.4 Knowledge of regulatory frameworks for qualifications
- 5.5 Extensive experience of line management and staff supervision

6 Skills and Personal Requirements

- 6.1 Knowledge of at least one language other than English
- 6.2 Strong IT skills including MS Office, database manipulation experience and knowledge of CRM technologies
- 6.3 Ability to demonstrate an understanding of customer service excellence in both written and verbal communication
- 6.4 Ability to focus on targets and results by adjusting workloads and priorities as demands change
- 6.5 Ability to initiate, develop and complete projects to tight deadlines
- 6.6 Excellent and highly developed organisational skills and a good eye for detail
- 6.7 Experience of implementing exam system solutions and improvements
- 6.8 Excellent interpersonal and relationship skills at all levels
- 6.9 Readiness to undertake visits and travel if required within the UK
- 6.10 Committed to own continual professional development

The above job description covers the main duties of this position as at April 2017.

The IoL Educational Trust (IoLET) reserves the right to review and revise all job descriptions from time to time according to business need. Any future review or revision will be carried out in consultation with individual members of staff.