

# Principal Moderator

## Role Summary

A Principal Moderator ensures that internally assessed units meet the required standard and are consistent with the unit specification and assessment criteria.

The Principal moderator is responsible to the Chief Examiner for the setting of coursework tasks and the standardising of coursework moderation.

## Responsibilities

- To undertake the setting of coursework tasks in line with the qualification criteria, and standardise coursework moderation
- To assist the Chief Examiner in conducting standardisation meetings and training/retraining Moderators/Visiting Moderators
- To attend centres in order to monitor the performance of Visiting Moderators
- To undertake direct assessment of school-based components where centres do not make the initial assessments

## Experience and Qualifications Required

- You will have a degree or equivalent
- You will be a qualified teacher
- You will have experience of teaching the relevant subject and level
- You will have assessment experience up to Team Leader level in the relevant qualification
- You will have experience of managing people

## Competencies required

- You will be a good communicator
- You will have sound organisational skills

- You will have the ability to work well under pressure
- You will have the ability to meet deadlines
- You will be IT literate

In addition to this:

- You will work well under pressure and meet deadlines.
- You will be required to have excellent communication, strong organisation and IT skills.

You must have the right to work in the UK and have a UK bank account.

Please be aware that for all our senior roles, you will be required to have access to a personal PC with internet connection in order to carry out your duties (for more details please see our **System Requirements**).