



## BTEC Senior Centre Quality Reviewer

Contribute towards ensuring that quality processes and systems are effective across centres delivering vocational qualifications accredited on the Qualifications and Credit Framework (QCF) and the National Qualifications Framework (NQF) that are currently prescribed by the Quality Management and Review (QMR) process.

### Responsibilities

- Contribute to the provision of leadership and support for the quality management and review process.
- Contribute to monitoring and advise on the systems and criteria for reviewing quality within centres.
- Review a sample of reports for each of your team leaders, each year to inform end-of-year reporting on the effectiveness of the QMR process.
- Assist in the delivery of effective, efficient and coherent training, standardisation and updating of all centre quality reviewers to ensure the reliability of verification outcomes.
- Identify and escalate issues of adverse standards interpretation to Centre Quality Managers
- Identify talent from within the sector that can be nurtured through development opportunities to ensure succession planning.
- Work closely with Pearson to provide customer support and quality assurance guidance to ensure successful implementation of new products and services.
- Contribute to any centre quality regulatory requirements as required.
- Support development of handbooks and forms for QMR.
- Report back to Pearson within agreed service-level agreements.
- Undertake any other duties appropriate to the work of Centre Management as Required.

## Experience/qualifications needed

- Substantial recent experience in QMR process
- Be a grade 4 Associate (from BTEC AA monitoring)
- Be a current QMR team leader with at least 2 years' experience
- Evidence of Continuous Professional Development (CPD) in the field of vocational assessment

## Competencies required

- A clear understanding of the educational landscape and regulatory requirements for qualifications within the Qualification and Credit Framework (QCF) and National Qualification Framework (NQF)
- Excellent report writing skills
- Ability to edit materials to ensure they are grammatically correct and fit for purpose
- Excellent communication, written, verbal, IT and interpersonal skills
- Ability to understand the implications of decisions taken on Edexcel's behalf and not to operate outside the sphere of responsibility defined within this job description
- Demonstrable people management skills

## Extra requirements

- Have personal IT equipment capable of running Pearson required software
- Have a suitable internet connection
- Have a personal and secure email account
- Have a postal address in the United Kingdom or Republic of Ireland
- Have availability of 5 to 15 days, dependent upon the requirements and workload for the role, in any given year
- The terms of conditions as stated in the contract for work.