



Pearson

SENIOR EXTERNAL EXAMINER (SEE)

JOB DESCRIPTION

Purpose of the Role:

Be the responsible expert in terms of specification interpretation and External Examiner (EE) standardisation for the range of programmes within a Principal Subject Area (PSA) at Levels 4-7. To monitor assessment and internal verification for a range of programmes at Levels 4-7 within a PSA in order to report on national standards across centres.

Key Accountabilities:

For a defined range of programmes within the PSA, the Senior External Examiner (SEE) will:

- Sample assessment and internal verification decisions in order to report that national standards are maintained
- Hold subject specific responsibility for assessment advice and standards interpretation
- Offer specialist advice and support to centres and External Examiners (EEs) in relation to the content and interpretation of specifications, assessment and delivery
- Provide sampling-related support and development to EEs
- Review EE reports to comment on the maintenance of national standards
- Identify and escalate issues of adverse standards interpretation
- Undertake a proactive role in maintaining national standards
- Source student work in order to develop the content for the training and standardisation of EEs
- Lead and deliver training events to centres and EEs as required
- Produce an end of year report within the parameters of a defined template in order to comment on national standards
- Report back to Pearson within agreed service-level agreements (SLAs)
- Contribute to Pearson's 'Ask the Expert' service
- Represent BTEC Assessment or Pearson as required
- Undertake any other duties appropriate to the work of BTEC Assessment in relation to this role
- Champion the programme area to both internal and external customers
- Oversee the delivery of effective, efficient and coherent training, standardisation and updating of all EEs to ensure the reliability of verification outcomes





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- Agree monthly activities with the Principal Standards Manager (PSM) including deadlines for all key activities and report on progress each month
- Offer specialist advice and support to centres and EEs in relation to the content and interpretation of specifications, assessment and delivery
- Create a one-team approach within the sector team where all EEs feel engaged and supported
- Identify talent from within the sector that can be nurtured through development opportunities to ensure succession planning
- Contribute towards evaluation of EEs performance through training and standardisation.
- Work closely with Pearson to provide customer support and quality assurance guidance to ensure successful implementation of new products and services (e.g. RQF).

****if applicable****

Where you have been allocated the role of supervising Team Leaders, you will undertake to meet the following requirements:

- Make initial contact with allocated Team Leaders at the earliest opportunity to introduce yourself and outline the role of supervision in the context of activities and expectation
- Follow the protocol set out in the Performance Management Handbook
- Mentor and support allocated Team Leaders by providing advice and guidance as required
- Provide ongoing formative feedback to allocated Team Leaders to help them to improve their performance and allow them to be successful in their role
- Ensure quality of feedback, reporting and appropriateness of actions of allocated Team Leaders by measuring performance against specific criteria
- Ensure that your comments are objective, constructive and succinct
- Promptly notify any significant performance issues to the Vocational Assessment (VQA) team and provide feedback as appropriate, recording actions taken
- Keep records of communication with allocated Team Leaders by completing formative feedback forms, so that an audit trail of the monitoring process exists
- Report back to the VQA team with supervisory outcomes within agreed timeframes.





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PERSON SPECIFICATION

Previous Work Experience:

Essential

- Substantial recent experience in verification of HNs and BTEC Professional Qualifications at Levels 4-7 within the sector
- Significant experience in delivering and assessing HNs and BTEC Professional Qualifications at Levels 4-7
- Higher level assessment and delivery experience across a range of qualifications
- Be an A or B Grade Associate (from BTEC AA monitoring)
- Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications at Levels 4-7

Desirable

- Experience of delivering or participating in online and face to face training and standardisation

Skills and Knowledge:

Essential

- A clear understanding of the educational landscape and regulatory requirements for qualifications within the Qualification and Credit Framework (QCF)



- Detailed knowledge of the specifications that comprise the area of expertise for the role
- 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 Pearson's behalf and not to operate outside the sphere of responsibility defined within this job description

Desirable

- Intermediate to advanced level skills in the use of Microsoft Word and Excel
- Leading a team
- Demonstrable people management skills
- Roles of QAA and Ofqual
- Knowledge of the Regulated Qualifications Framework (RQF)

Requirements:

- Any associate undertaking this role must:
- 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
- Declare any conflicts of interest that could impact on the role
- Have availability of 5 to 20 days, dependent upon the requirements and workload for the sector, in any given year
- Abide by the terms of conditions as stated in the contract for work



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About Pearson

Welcome to Pearson, the world's leading learning company. We provide content, assessment and digital services to learners, educational institutions, employers, governments and other partners globally.

We are the UK's largest awarding body and offer qualifications that are globally recognised and benchmarked, with educational excellence rooted in a range of General and Vocational courses.

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive.

