

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
- 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.

PERSON SPECIFICATION

Previous Work Experience:

Essential	Desirable
<p>Substantial recent experience in verification of HNs and BTEC Professional Qualifications at Levels 4-7 within the sector</p> <p>Significant experience in delivering and assessing HNs and BTEC Professional Qualifications at Levels 4-7</p> <p>Higher level assessment and delivery experience across a range of qualifications</p> <p>Be an A or B Grade Associate (from BTEC AA monitoring)</p> <p>Evidence of Continuous Professional Development (CPD) in the field of assessment and delivery of vocational qualifications at Levels 4-7</p>	<p>Experience of delivering or participating in online and face to face training and standardisation</p>

Skills and Knowledge:

Essential	Desirable
<p>A clear understanding of the educational landscape and regulatory requirements for</p>	<p>Intermediate to advanced level skills in the use of Microsoft Word and Excel</p>

<p>qualifications within the Qualification and Credit Framework (QCF)</p> <p>Detailed knowledge of the specifications that comprise the area of expertise for the role</p> <p>Excellent report writing skills</p> <p>Ability to edit materials to ensure they are grammatically correct and fit for purpose</p> <p>Excellent communication, written, verbal, IT and interpersonal skills</p> <p>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</p>	<p>Leading a team</p> <p>Demonstrable people management skills</p> <p>Roles of QAA and Ofqual</p> <p>Knowledge of the Regulated Qualifications Framework (RQF)</p>
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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

Fees:

The fee for the Senior External Examiner role is £215 per day.