

# Deputy Principal Moderator

## Role Summary

Deputy Principal Moderators will be carrying out very similar duties to the PM with the exception of being responsible for a specific material category. The most crucial criteria for the DPM is a firm knowledge of the standard of non-examined assessment units and the ability to support the PM with the procedures of the moderation process. DPMs will be reporting to the PM and the Qualification Delivery and Award Manager in Pearson. They will be directly responsible for a group of Team Leaders and their team of moderators.

## Responsibilities

- To ensure the examination meets the requirements of the specification and maintains standards from one year to the next.
- Standardising of marking.
- Standardisation for External Moderation.
- Monitor the standards of marking of all the moderators for the paper.
- Monitor the standards of External Moderation for all of the moderators for both the portfolio and examined units.
- Be involved in the awarding process, advise members on how the question paper functioned and where appropriate, recommend preliminary mark ranges for the judgemental grade boundaries for the question paper.
- Ensure that the external and internal assessments as a whole cover the assessment criteria, as set out in the specification.
- Submit an evaluation report on the performance of the paper – performance of each unit at AS/A2 as required.

## 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 of leading a team of AAs in the relevant qualification.
- You will have experience of managing people in an Educational environment.

### **Competencies required**

- Ambassador
- Strategist
- Mediator
- Public speaker
- Problem solver
- Motivator
- Teamwork
- Leadership/influencing
- Change management/flexibility
- Will have the ability to work well under pressure and meet deadlines.
- Will be required to have excellent communication, strong organisation and IT skills

In addition to this 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**).