

Access to HE Moderator

 gateway
qualifications

learning your way

A message from the Chief Executive Officer

Welcome to Gateway Qualifications! It is my pleasure to introduce you to our company.

We are a dynamic and growing company with ambitious targets and a determination to succeed. We are a charity, motivated by supporting our centres and our learners to meet our charitable aim of widening participation for all. Meeting the needs of our learners, which we do by our particular brand of personalised support for our delivery centres, is the driving force of the company.

Gateway Qualifications has a long and successful history, starting back in the mid-1980s with the emergence of what became known as the Open College Network movement. Since that time we have adapted and changed to meet the developing needs of our centres and our learners, to become the successful company we are proud of today. We are not afraid of change; in fact we embrace it!

As an ambitious and go-getting company, we are keen to attract like-minded people to work with us, for it is only through our people that we can continue our success story. If you feel you would thrive in a company such as ours, we would be delighted to meet you.

Access to HE Moderator

Full or part time	Variable hours
Contract type	Contract for Services
Location	Home based
Salary range per annum	£196 per day

What we need you to do:

To act on behalf of Gateway Qualifications and verify the achievement of learners through the process of external moderation. You will also be required to ensure the quality and consistency of provision within and across Centres offering the Access to HE Diploma.

We are particularly looking for moderators in the following subject areas: Maths, Computing and Digital, Creative Arts and Design and Engineering. However please apply even if these are not your specialisms.

What we are looking for:

- Sound subject knowledge and experience of assessment at level 3 or above.
- An understanding of the Access to HE Diploma is desirable, but full training will be provided.
- Sound understanding of assessment and internal verification processes.
- Ability to be analytical and objective.
- Good communication and interpersonal skills.
- Word processing and IT skills, including reporting skills.
- Willingness to travel in order to undertake moderation duties.

About Gateway Qualifications

Gateway Qualifications is an Awarding Organisation with over 30 years of expertise. We offer a wide range of regulated qualifications, Access to HE Diplomas, develop bespoke qualifications and quality assure in-house training.

At Gateway Qualifications our focus is on creating the highest quality qualifications which are accessible to all and enable the learner to thrive.

If you are interested in this vacancy, you will be able to make an application via the website using our careers page. Please ensure you attach your CV and a covering letter explaining why you are suitable for the role.

Please note that **the closing date for applications will be 19th November 2021.**

Interviews scheduled for **week commencing 29th November 2021.**

Access to HE Moderator Role Profile

Role Purpose

To act on behalf of Gateway Qualifications acting as the Access Validating Agency (AVA) to:

- Verify, through the process of external moderation, the achievement of learners leading to the award of credit for the Access to HE Diploma.
- Ensure the quality and consistency of provision within and across Centres offering the Access to HE Diploma.
- Support the continuous improvement of Access to HE Diploma provision.

Responsibilities and Accountabilities

- Carry out the process of external moderation for specified Access to HE Diplomas across a Centre or Centres.
- Visit Centres if stipulated on the work profile.
- Ensure that the Access to HE Diploma is delivered in accordance with the approved specifications and that Centres comply with the AVA's Criteria and Quality Standards.
- Sample assessment activity to ensure practice is fair, robust and consistent and in line with QAA and the AVA requirements
- Ensure that Centres remain compliant with the conditions of approval.
- Actively contribute to AVA standardisation activity and attend at least one standardisation event annually.
- Monitor and report on internal moderation for the Centres / curriculum areas for which they are responsible.
- Attend induction and training as required by the AVA.
- Produce and submit rigorous and robust moderation reports to the AVA in a timely fashion.
- Verify the award of credit to learners.
- Respond promptly to requests from the AVA for information relating to moderation activity.
- Provide critical advice to Centres and the AVA in order to support the continuous improvement of Access to HE Diploma provision.
- Act in a professional manner when performing moderation duties and not bring the AVA or the Access provider into disrepute.
- Comply at all times with the AVA's Code of Conduct for External Moderators.

Company Values

All staff and wider workforce are expected to carry put their work in line with the organisation's values of:

Partnership

- Working together
- Supporting teamwork across the organisation
- Communicating, listening, supporting and collaborating

Integrity

- Behaving ethically, with openness and honesty
- Trusting and respecting each other
- Taking ownership of our performance

Originality

- Embracing change
- Thinking creatively and innovating
- Encouraging positive risk taking

Quality

- Getting it right first time, every time
- Taking pride in what we do
- Continuously improving

General Statement (included in all role profiles)

All staff and wider workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service.

You are expected to be aware of and comply with the policies, processes and procedures of the organisation.

You may be asked to undertake any other duties commensurate with the nature and level of your role.

The duties and responsibilities outlined in this document are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that arise.

Person Specification

Shortlisting criteria identified from the application process

Qualifications

- Appropriate qualifications for the subject area / target group / sector to be moderated.

Experience

- Recent experience of working in Further Education and/or Higher Education
- Recent experience of involvement with internal moderation / verification.

Qualities and skills to be assessed at interview

Personal Qualities

- Empathy and understanding of the needs of those returning to education.
- Good communication and interpersonal skills.
- Committed to the aims and ethos of Gateway Qualifications acting as the Access Validating Agency.
- Willingness to undertake training and development.
- Willingness to travel in order to undertake moderation duties.

Knowledge, skills and experience

- Ability to make sound, impartial judgements about the quality of provision and learner performance.
- An understanding of the Access to HE Diploma is desirable, but full training will be provided.
- Ability to be analytical and objective.
- Ability to provide constructive support and advice.
- Sound reporting skills.
- Word processing and IT skills.

Our Values

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