

ROLE PROFILE

Job Title	Access to HE Moderator
Reports to	Access to HE Quality Manager
Working Hours	Hours and days to be agreed with manager and may be subject to change to respond to customer needs.
Location	Home based

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 out 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

SHORT LISTING CRITERIA – ESSENTIAL AND IDENTIFIED FROM CV

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.

Skills

- Expert subject knowledge sufficient to enable the differentiation of standards of student performance at level 3 in the subject area.
- Sound understanding of assessment and internal verification processes.

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.