



# JOB DESCRIPTION

Job Title:	Assessment Lead (Hairdressing and Barbering)	Version:	2
Department:	Sector Specialist		
Reports To:	Head of Technical Development		
Supervises:	Subject Matter Expert Principal Examiner (Specialism), Principal Moderator (Specialism), contracted writers, reviewers, testers, examiners and moderators		
Grade:	15	Date:	March 2022

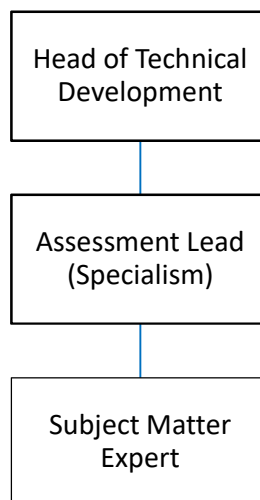
## Purpose of Job:

- To take responsibility for developing VTCT’s assessment and examination products and to act as Chief Examiner on marked and moderated qualifications. The Assessment Lead is the most senior authority in the company on assessments within their specialist field.
- To take responsibility for a specialist sector ensuring that assessments as a whole, including internal (assignments and assessment briefs) and external assessments, are produced in a timely manner, are of high quality and meet the requirements of qualification specifications and standards, year on year.
- To provide expert advice, subject knowledge and academic input to the design, development, delivery and assessment of qualifications for a specialist sector.

## Dimensions:

Financial:	Responsible for the approving claims for marking, writing and standardisation activities (contractors)
Staff:	The Assessment Lead will line manage 1 member of staff - Subject Matter Expert (Hairdressing and Barbering)
Others:	Responsible for the assessment development for all qualifications for this sector

## Organisation Structure:





## Principal Accountabilities:

1. As a sector-specific technical expert, contribute to the design of assessment models and controls for qualifications in the specialist sector.
2. Lead, co-ordinate and contribute where appropriate, to the design, development and writing of internal (assignment briefs, graded practical assessments and graded synoptic assessments) and external assessments (multiple choice items and extended response examinations) in line with good practice for the vocational skills sector and relevant regulatory requirements.
3. Assume responsibility for the quality and technical accuracy of all [Specialism] items in the assessment bank.
4. Ensure assessments are produced in a timely manner, fit for purpose, of high quality, comparable in level of demand and meet the requirements of qualification specifications and standards, year on year.
5. Approve and sign off internal and external assessments prior to use.
6. Act on feedback about assessment performance, revising items accordingly.
7. Provide leadership to writers, examiners and moderators including participating in their selection, recruitment, training and monitoring.
8. Carry out standardisation activities to ensure that all external examiners and moderators correctly interpret and apply the assessment standard in their marking and moderation.
9. Prepare reports on the standard of assessments.
10. Ensure the highest professional standards are met and internal and external (DfE and Ofqual) regulatory requirements are met at all times.
11. Lead awarding meetings and advise how assessment items functioned and recommend preliminary mark ranges for the judgmental grade boundaries.
12. Monitor centre performance in assessments and ensure that appropriate preparatory, follow-up and remedial work with centres is carried out where necessary.
13. Anticipate problems, their degree of complexity and provide solutions.
14. Utilise the Customer Relationship Management programme to record and access details of external client interactions.
15. To be responsible for the healthy and safe working environment of the qualification and assessment team.
16. Take personal responsibility for proactive professional and personal development.
17. Undertake training and development as required by the organisation.
18. Demonstrate by actions commitment to equality, diversity and inclusion.
19. Any other duties commensurate with role to support the organisation's business needs



### **General Responsibilities:**

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

### **Working Relationships and Contacts:**

- Regular contact with Assessment Administrators
- Daily contact with direct report (Subject Matter Expert)
- Regular contact with Assessment Lead (Health and Beauty)
- Regular contact with Quality Lead (Apprenticeships)
- Attendance at Apprenticeship Trailblazer meetings where applicable
- Attendance at Ofqual and IfATE meetings where applicable



**Person Specification:**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Knowledge</b>  <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p>	<p>Ability to promote effectively</p> <p>Ability to work to deadlines under pressure</p> <p>IT literate</p>	<p>Expert knowledge of educational assessment</p>
<p><b>Technical/Work-based Skills</b>  <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i></p>	<p>Excellent writing and proof reading skills</p> <p>Excellent communication skills, including diplomacy and negotiation skills</p> <p>Ability to create innovative solutions to unique problems</p> <p>Sound organisational skills</p>	<p>Technical writing skills</p>
<p><b>General Skills/Attributes</b>  <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Exceptional eye for detail</p> <p>Ability to professionally represent VTCT externally</p> <p>Ability to develop a team</p> <p>Willingness to undertake training and development activities</p>	



<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive)</i></p>	<p>Experience of developing qualifications and/or assessments</p> <p>Experience of project management and of managing people</p>	<p>Experience of working in a regulatory environment</p>
<p><b>Qualifications</b>  <i>Please state the level of education and professional qualifications and/or specific occupational training required</i></p>	<p>A relevant Level 3(or higher) vocational qualification or equivalent Hairdressing and Barbering</p> <p>Significant experience within the education sector</p> <p>Assessor and internal quality assurance (IQA) qualification</p> <p>Minimum of Level 2 in English and Mathematics</p>	<p>Teaching qualification</p> <p>Management and leadership qualification</p> <p>Project management qualification</p>



**Job Description Document Confirmation Section**

**Job Title:** Assessment Lead (Specialism)

**Department:** Sector Specialist

**I confirm that this is a true and accurate reflection of this job**

\_\_\_\_\_  
**JOBHOLDER signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**LINE MANAGER/SUPERVISOR signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**HEAD OF DEPARTMENT signature**  
**(if different from Line Manager)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Comments/Notes:**



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Head of Human Resources	February 2019	Updated to new format	Head of Human Resources
2	HR Advisor	June 2021	Updated format, change to document owner	HR Advisor

Document Review

Role	Review Status
Head of Human Resources	Document Agreed
HR Advisor	Update complete

Document Owner

Document Owner	Document shared with
HR Advisor	Chief Financial Officer

Document Sign-off

Role	Sign-off Date
Head of Human Resources	February 2019
HR Advisor	June 2021