CHIEF CO-ORDINATOR PROFILE / ASSISTANT CHIEF CO-ORDINATOR PROFILE

As a Chief Co-ordinator/Assistant Chief Co-ordinator

provide:

- regular feedback
- positivity and encouragement
- detailed, reasoned and timely responses to queries

will be responsible for:

- reviewing and monitoring the performance of your team
- maintaining regular contact to support your team
- intervening proactively
- responding promptly where issues or concerns are identified
- providing constructive feedback to your team
- cascading information to your team from OCR

will need to:

- create a positive and encouraging team environment
- get to know each member of your team and the support they need
- support each member of your team to meet deadlines
- keep up to date by undertaking relevant training

must be:

- available to support and advise your team throughout the assessment period
- confident giving constructive and/or difficult feedback
- empathetic, sensitive, positive, supportive, flexible and encouraging
- committed to supporting your team to ensure fairness for all candidates
- an experienced team leader/examiner/moderator with a proven track record
- a subject expert with a well-developed understanding of the specification/scheme
- skilled at managing multiple commitments at the same time
- able to use the IT systems and applications necessary to complete your task