

Assistant Chief Coordinator

Criteria

1) Knowledge and qualifications

Essential

- 1.1 Be educated to degree level or equivalent
- 1.2 Have current knowledge of the UK examination system
- 1.3 Have good written and verbal communication skills
- 1.4 Be IT literate
- 1.5 Have appropriate subject knowledge of the sector

Desirable

- 1.6 Have current knowledge of the relevant Ofqual Codes of Practice
- 1.7 Have knowledge of current developments in education
- 1.8 Have a recognised teaching or training qualification or equivalent

2) Experience

Essential

- 2.1 Have relevant assessing experience and a proven track record of teaching or training of the subject concerned

Desirable

- 2.2 Have experience of managing a team of professionals
- 2.3 Have experience of standardising examiners/assessors
- 2.4 Have experience of writing assessment materials for learners

3) Personal qualities

Essential

- 3.1 Be able to lead and motivate a team
- 3.2 Be able to collaborate with others
- 3.3 Be able to give and receive constructive criticism
- 3.4 Be able to identify and solve problems
- 3.5 Be able to work to fixed time scales

Desirable

- 3.6 Be able to reflect on and evaluate own work
- 3.7 Be able to cope with and adapt to change

4) Other expressed needs

Essential

- 4.1 Have a flexible approach to prioritising workloads

Desirable

- 4.2 Have an understanding of statistics

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Task Descriptors

1) For allocated qualifications

- 1.1 Participate in the standardisation process and support/advise assessors as required
- 1.2 Advise OCR on any scheme queries or issues with centres/candidates
- 1.3 Attended meetings as required