

Team Leading

Task Descriptors

All tasks must be completed according to relevant instructions and to specified deadlines. The following will be carried out in addition to marking/moderating:

1. Complete the training process.
2. Prepare for and support the standardisation process.
3. Monitor the quality of the marking/moderating* and provide feedback to assessors.
4. Mentor members of the team as required.
5. Participate in marking review activities if required.
6. Complete the required supporting documentation.
7. Review original assessment decisions as required.

**Monitoring will require making accompanied visit(s) where the unit is marked/moderated by visit.*

Essential Criteria

For this task you will need:

- a record of high quality marking/moderating with OCR
- mentoring experience
- collaboration and communication skills
- IT skills
- a meticulous approach
- time management skills.

Demonstrated by:

- written application and OCR records*
- written application*
- written application*
- written application*
- written application*
- written application*