

JOB DESCRIPTION

Job Title: Chief Examiner: Creative Media

Salary: £44,708 - ££53,865 per annum

College/Service: UAL Awarding Body

Accountable to: Head of Academic Standards, UAL Awarding Body

Grade: 6

Location: UAL Awarding Body, 272 High Holborn, WC1V 7EY but with frequent travel required to UAL Centres nationwide

Purpose of Role:

This full time post has two primary purposes:

- To provide expert advice, subject knowledge and academic input to the design, development, delivery and assessment of UAL Awarding Body qualifications including but not limited to qualifications at Level 1, Level 2 and Level 3 with specific responsibility for L2 and Level 3 Creative Media Production and Technology.
- To act as Chief Examiner - establishing, maintaining and promoting national standards - for a range of UAL Awarding Body qualifications including but not limited to qualifications at Level 2 and Level 3 in Creative Media Production and Technology.

This is a senior role and will require joint working with the Head of Academic Standards and the Academic Standards team, the Head of Products Services and Projects, the Head of Quality and Operations and the Director of UAL Awarding Body. The person appointed will also be jointly responsible for recruiting, training and leading a team of External Moderators across a range of qualifications in art and design.

Duties and Responsibilities

Academic Advice on Creative Media Production and Technology and other related qualifications

- To provide expert advice and guidance to the Awarding Body's Senior Management Team on the design, development, delivery, assessment and quality assurance of the Awarding Body's qualifications.
- To contribute, and lead where appropriate, on the design, development and writing of new units, qualifications and associated curricula in line with good practice for the FE sector and with relevant regulatory requirement.
- To contribute to the identification and recruitment of new Centres through the UAL Awarding Body Centre and Qualification approval process.
- To provide advice and guidance to academic managers and delivery staff at UAL Awarding Body approved Centres on the delivery, assessment and quality assurance of Awarding Body qualifications.
- To support staff in Awarding Body Centres to confidently introduce and deliver new qualifications interpreting Awarding Body unit specifications and indicative content for a delivery setting
- To contribute to the design, development and implementation of higher level qualifications in art and design and other related qualifications.

Advice and Guidance on Assessment, Assessment Methodologies, Regulations & Good Practice

- To provide advice on assessment methodologies and good practice in assessment for art and design qualifications and other related pre-university qualifications.
- To provide authoritative advice, guidance and recommendations to academic managers and delivery staff at UAL Awarding Body Centres on the interpretation of qualification specifications and the implementation of assessment procedures, including advice on complex or unusual individual student cases on Centres request.
- To take an overview of assessment and qualification performance across all UAL Awarding Body Centres offering art and design related qualifications including the production of 'Chief Examiner' and other reports.
- To facilitate and promote the sharing of good practice between UAL Awarding Body Centres.

Academic Standards and External Moderation

- To promote and safeguard, through External Moderation, the academic standards of Level 2 and Level 3 in Creative Media Production and Technology qualifications nationally and advise and make recommendations on any appropriate action necessary if academic standards are not met in accordance with a risk management policy.
- Prepare an annual Chief Examiners Report on the conduct and standard of the assessments.
- To lead standardisation events, conferences, delivery groups and other qualification related events with External Moderators and delivery staff from Awarding Body Centres.
- To ensure the highest professional standards are met and internal and external (DfE and Ofqual) regulatory requirements are met at all times.
- To anticipate problems, their degree of complexity and provide solutions.

- Identify and provide resources to support learning for Centres delivering the UAL Awarding Body L2 and Level 3 Creative Media Production and Technology qualifications.

Selection, Appointment and Monitoring of External Moderators and their Allocation to Centres

- To provide leadership to external moderation teams including overseeing the selection, recruitment, training and monitoring of external moderators and the production of guidelines and documentation that underpins external moderation for art and design qualifications.
- To oversee the preparation and conduct of assessments delivered nationally and ensure that standards are maintained and procedures properly applied.
- Responsible for all aspects of assessment and assessment support services and for achieving key performance indicators and service standards.
- To advise external moderators on interpretation and implementation of assessment procedures and academic regulations.

Continuing Professional Development

- To contribute to the design, promotion and delivery of a programme of continuing professional development events for a range of qualifications including but not limited to conferences, delivery groups, sharing good practice and student exhibitions.

Other

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Head of Academic Standards, UAL Awarding Body
- Director, UAL Awarding Body
- Head of Products, Services and Projects, UAL Awarding Body
- Head of Quality and Operations, UAL Awarding Body
- Chief Examiners
- Senior External Moderators / External Moderators
- Academic staff in approved Centres

Specific Management Responsibilities

Budgets: None, although appropriate resources will be made available to allow the post-holder to engage fully with their responsibilities.

Staff: Senior External Moderators / External Moderators

Job Title: Chief Examiner Creative Media**Grade: 6****Person Specification**

Specialist Knowledge/Qualifications	<p>Degree or equivalent in Creative Media Production or other relevant creative subject.</p> <p>Ability to keep abreast of contemporary developments in creative education including but not limited to creative media production and technology</p> <p>Ability to keep abreast of external factors particularly in terms of relevant regulations and government policy that may impact on UALab service and recognize and take advantage of opportunities.</p> <p>Ability to communicate ideas clearly and persuasively, explaining complicated matters relating to assessment, external moderation, quality assurance and regulation of awarding body qualifications simply, tailoring delivery methods/media to suit the audience's needs and understanding</p>
Relevant Experience	<p>Subject expertise and experience of the creative media industry.</p> <p>Recognised as an authority in the delivery, assessment and quality assurance of further education qualifications used in FE both within their own institution and amongst external peers based on demonstrated expertise.</p> <p>Ability to shape and influence developments nationally through own contribution to area of expertise.</p> <p>Experience of leading a network, ideally of assessors or moderators, developing approaches and ideas to benefit own and others work.</p> <p>Experience of developing and delivering qualifications in further and higher education settings.</p> <p>Experience of setting standards particularly relating to assessment, quality assurance and regulation sufficiently high to achieve organisational objectives, continually monitoring levels/standards of service and identifying ways of making improvements based on feedback and anticipated changes in the market.</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>

Research, Teaching and Learning	Applies innovative approaches to course leadership, teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last Updated: August 2017