

# Personal specification for Lead Independent End-point Assessor

## Summary of Role

- Monitor and support an allocated team of Independent End-point Assessors to ensure a standardised and consistent approach to quality assurance and End-point Assessment decisions
- Support the development and delivery of Independent End-point Assessor training, standardisation, updates and online resources
- Support the Quality Assurance & Improvement team with the recruitment, selection and training of new Independent End-point Assessors
- Produce a Lead Independent End-point Assessor report, reporting on trends and issues identified by Independent End-point Assessors, End-point Assessment customers and sampling. Produce a report to provide support and recommendations for customers to help them to improve their preparation for End-point assessment and highlight good practice.
- Provide advice and guidance to the Quality Assurance & Improvement team, Product team, Qualification Assessment & Development team and the End-point Assessment team

Essential	Desirable
Industry specific qualifications, as specified in the apprenticeship standard specific assessment plan	
Up to date, occupational industry experience	Experience as an assessor/ internal quality assurer on the associated apprenticeship standard
EQA/ IQA/ Assessor TAQA units or equivalent	Experience of assessing and internally quality assuring
Experience of monitoring and supporting a team of assessors against set criteria	
Up to date experience of developing and delivering training activities and events	Experience of developing and delivering online and face to face training materials and events
Experience of developing and coordinating standardisation events for teams of assessors	Experience of developing and delivering online and face to face standardisation training materials and events
Experience of performance managing a team, within a regulatory environment	

Excellent, concise report writing skills	
Experience of producing accurate published, customer reports	
Experience of producing guidance materials to support teams	
Excellent communication skills with ability to communicate with a wide variety of stakeholders both verbally and in writing	
Proficient IT skills with experience of using key business software e.g. outlook, Word and Excel	
Availability to attend and manage key activities throughout the year	

