

## **MEDWAY COUNCIL - JOB PROFILE**

<b>DESIGNATION</b>	<b>Internal Verifier</b>
<b>DEPARTMENT</b>	<b>Medway Adult Education</b>
<b>RESPONSIBLE TO</b>	<b>Programme Manager</b>
<b>GRADE</b>	<b>Verifier</b>

### **1. MAIN PURPOSE OF JOB**

The internal verifier (IV) will be expected to undertake internal verification duties as directed by the Commercial Learning Manager and in accordance with the regulations and standards specified by the awarding body.

The IV will be expected to support and advise assessors on the process, as outlined by the awarding body – this will include agreeing in advance appropriate sources of evidence and methods of assessment. There will be an interim meeting to ensure that the agreed processes are being followed.

The IV will be expected to sample and countersign specified documents and to be present at the external verification of the award if requested by the External verifier.

The IV should be committed to equality and diversity as specified in MACLS and the awarding body's policy and should demonstrate a commitment to upholding professional standards to ensure that the assessment and internal verification process is implemented fairly for the candidates.

### **2. PERSON SPECIFICATION**

#### **Qualifications**

##### *Essential*

- Minimum of Level 2 in English and Maths achieved in the last 3 years or willingness to gain or refresh these qualifications within the first year of employment with MACLS if not held at appointment
- D32/33/34 or A1/V1

#### **Experience**

##### *Essential*

- Occupational competence to enable successful internal verification of specified subject
- Demonstrably good knowledge of assessment and verification processes

## **Skills**

### *Essential*

- Good interpersonal, time-management and personal organisational skills (administrative and record keeping)
- Able to give guidance to assessors based on experience and good professional practice

### *Desirable*

- Confident and competent in the use of ICT – sufficient to produce well-presented Word documents (including tables and graphics)

## **Personal Qualities**

### *Essential*

- Highly motivated, with capacity to reflect upon and review own effectiveness and engage in a process of reflective professional development
- Committed to the practice of fair assessment and equality of opportunity for all candidates and a willingness to tackle occurrences of discriminatory practice in assessment

## **3. ORGANISATION**

### **(i) ORGANISATION CHART**

### **(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED**

Reporting to Commercial Learning Manager for specified accreditation.

Participation in standardisation meetings.

### **(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER**

The post-holder will need to be able to work on own initiative and to plan workload, feeding back on a regular basis to Commercial Learning Manager (although not necessarily face to face).

### **(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES**

No direct line management responsibility but responsible for supervising the assessment decisions of tutor/assessors.

### **(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS**

Working as part of the Medway Adult and Community Learning Team

## **4. FINANCIAL ACCOUNTABILITIES**

None

## **5. WORKING ENVIRONMENT**

The post holder will be required to travel to various centres throughout Medway.