

## Job Description

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| <b>Job title</b>           | Chief Examiner Music (LCME) |
| <b>School / department</b> | LCM Examinations            |
| <b>Grade</b>               | 7                           |
| <b>Line manager</b>        | Head of Exams               |
| <b>Responsible for</b>     | Examiners in Music          |

### Main purpose of the job

To oversee all activity of the LCME Music examiners and hold responsibility for the training, selection and development of examiners, inc materials needed for exams.

To be SME for enquiries and appeals relating to Music exams.

As a key member of the LCME management team the postholder will contribute to the development and promotion of all syllabuses and other publications relating to Music subjects.

This post is full time office based, with an expectation of travel during peak exam periods for promotion, examining and moderation duties.

### Key areas of responsibility

#### Delivery

- Oversee all aspects of the assessment process to ensure consistency and adherence to our syllabus criteria.
- Managing the panel to ensure all exam sessions are conducted according to LCME and regulatory requirements for both face to face and digital exams.
- Ensure smooth and efficient delivery of the examinations in conjunction with the Head of Operations.
- Ensure the effective provision of an ongoing training and moderation process to ensure consistency among Music examiners.
- Oversee the standardisation of marks awarded across exam sessions, examiners and exam centres.
- Recruitment and training of new examiners to ensure sufficient examiner availability for business need.
- To perform ad hoc examiner duties as and when required.

#### Customer service

- Main contact point for all examiners for all enquiries relating to exam conduct and procedure and any other queries that arise during the exam itself.
- Handling relevant syllabus enquiries from teachers and candidates.
- Management of the appeals and enquiries process for Music.

Product

- Contribute to syllabus and publication development and promotion in conjunction with the Syllabus and Qualification Manager.
- Working with the LCME management team to support centres and reps and input on the strategic plan for the marketing and promotion of Music.

To work in accordance with UWL's equality and diversity policies.

In addition to the above areas of responsibility, the post holder may be required to undertake any other reasonable duties relating to the broad scope of the position.

## Person Specification

| Criteria                                                       | Essential                                                                                                                                                                                                                                                                                                                                                                         | Desirable                                      |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| <b>Qualifications and/or membership of professional bodies</b> | Relevant degree or equivalent industry experience.                                                                                                                                                                                                                                                                                                                                | Relevant postgraduate qualification/experience |
| <b>Knowledge and experience</b>                                | <p>Demonstrable ability to manage staff and associated resources to achieve goals.</p> <p>Relevant industry, performing and pedagogical experience at primary, secondary &amp; Tertiary levels.</p> <p>Significant experience in organisation and delivery of assessments.</p> <p>Experience of developing and maintaining effective commercial and management relationships.</p> | Examining experience                           |
| <b>Specific skills to the job</b>                              | <p>Detailed knowledge of examination boards and industry regulations.</p> <p>An understanding of Ofqual and other equivalent agencies.</p> <p>Experience of working in partnership globally.</p>                                                                                                                                                                                  |                                                |
| <b>General skills</b>                                          | <p>Well organised and able to manage self and others.</p> <p>Delivery focused and able to work well under pressure to meet deadlines.</p>                                                                                                                                                                                                                                         |                                                |

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|  | <p>Sound judgement and practical problem-solving skills.</p> <p>Excellent interpersonal skills; an assured and confident communicator.</p> <p>The ability to liaise and network internally and externally effectively.</p> |  |
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| <b>Disclosure and Barring Scheme</b> | This post requires an enhanced DBS check |
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**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.