

# End Point Assessment Developer

## Job Description

<b>Team:</b>	Apprenticeship
<b>Line Manager:</b>	EPA Manager
<b>Line Manager for:</b>	N/A
<b>Location:</b>	Sheffield
<b>Salary:</b>	£27,000
<b>Hours:</b>	35 hours, Monday to Friday

### Purpose and Objectives:

- To provide specialist assessment experience, knowledge of assessment practice, methodology and development of assessment material as part of NOCN's End Point Assessment offer.
- Under instruction from the Director of Apprenticeships, Head of Product Development and EPA Manager, develop assessment material for use within End Point Assessment delivery.
- Produce assessment material, which follows the requirement of the Apprentice Assessment plan.
- Apply an innovative and efficient approach to workload and requirements of the position.

### Duties and Responsibilities:

- Under instruction and guidance from the EPA Manager, develop workable and robust End Point Assessment instruments and methodology for NOCN's End Point Assessment offer.
- To liaise with relevant stakeholders on the successful implementation of Assessment Instruments and where requires make amendments under review with the EPA Manager.
- Work with across both the Assessment and Product Development Teams to ensure consistency, quality assurance and a robust assessment design is applied to all standards.
- Ensure assessments and tests are valid, relevant, robust and reliable including developing and applying a process ensuring continued compliance.
- Ensure assessments and tests are designed to match NOCN's commitment to Equality, Diversity and Inclusion and policies on reasonable adjustments.
- Ensure all assessments and tests are securely managed to ensure adherence to regulatory requirements.
- To ensure that all NOCN's products meet the high standards expected by customers and reach them in a timely manner.
- Contribute to the development and review of End Point Assessment products, materials and supporting documentation.
- Working with across NOCN's teams, when directed to support other workstreams as required.

- To assist the EPA Manager, Head of Product Development and Director of Apprenticeships in the meeting of client requirements and ensure that NOCN complies fully with ESFA and IfA requirements for End Point Assessment.
- Carry out reviews to continuously improve NOCN's assessments and tests.
- Contribute to and lead allocated projects as required by the EPA Manager.

### Key Relationships:

Internal	NOCN Directorate NOCN managers NOCN staff NOCN assessment team Principal examiners, paper writers, markers, interlocutors, invigilators external verifiers and apprenticeship assessors etc. NOCN delivery partner personnel including One Awards, Agored Cymru and OCN NI, Glass Qualifications Authority and ET Awards NOCN international delivery partners including Global, AIMA, TSSC etc.
External	End Point Assessors Moderators External Quality Assurance bodies UK Qualifications Regulators – Ofqual, Qualifications Wales and CCEA UK Industry Regulatory bodies UK Apprenticeship Regulatory bodies e.g.ESFA, IfA, EQA organisations

## Person Specification

	Criteria	Essential / Desirable
<b>Education and Personal Development</b>	Educated to a minimum of Level 4	Essential
	Teaching/Training Qualification at Level 4 or above	Essential
	Assessor/Internal Verifier/External Verifier qualifications	Desirable
<b>Knowledge and Experience</b>	Understanding of Assessment and Quality Assurance	Essential
	Knowledge of regulatory issues in education/training/skills development/apprenticeships	Desirable
	In depth understanding of Vocation assessment and delivery	Essential
	Knowledge of equality, diversity and inclusion	Essential
	Experience writing, delivering or maintaining and evaluating of assessments and examinations	Essential
	Experience working in assessment, training role, or in vocational or further education	Essential
	Experience working with diverse stakeholders including training providers and employers	Essential
	Experience of standardisation process / quality assurance process	Desirable
	Experience working in a diverse team of employees	Essential
	Experience working with multiple teams	Essential
	<b>Skills and Personal Attributes</b>	Excellent time management and communication skills
Ability to work effectively within and between teams		Essential
Ability to develop effective professional working relationships with all stakeholders		Essential
Analytical approach to work		Essential
Ability to write clear and concise reports		Essential
Excellent written and verbal communication skills including good grammar, punctuation and spelling		Essential
Good IT skills including the ability to use the Microsoft Office suite		Essential
Excellent planning and administration skills		Essential
Precise and exact attention to detail		Essential
Commitment to the highest standards of quality in work activities		Essential
Consistent and high level of accuracy in undertaking work tasks		Essential
Excellent project management skills		Essential
Open and approachable personality		Essential
Commitment to equality, diversity and inclusion		Essential
Commitment to the organisation values (Responsive, Supportive, Honest, Ethical, Open, Innovative and Respectful)		Essential
Flexible attitude towards work and working hours		Essential
Willingness to travel within the UK	Essential	