**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | NPQ Assessor | | |
| **Base:** | Home based/Location not specified by Star | | |
| **Reports to:** | Head of Leadership Development | **Grade:** | Specific to NPQ level |
| **Staff Responsibility for:** | N/A | **Salary:** | £70 per script for ML/SL and £130 per script for H/EL |
| **Additional:** | As assigned. | **Term:** | Contract |

**JOB PURPOSE AND SUMMARY**

To provide assessment and feedback to an exceptional standard, to be an advocate for Star Institute, part of Star Academies, and to ensure high quality learning outcomes for all participants.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

**1 Assessment**

## Develop a detailed understanding of the DfE marking criteria for the relevant NPQ programmes.

## Ensure a good understanding of where the projects on which submission is based sit within the overall programme.

## Assess scripts within proscribed timescales, to a high quality, providing detailed, constructive feedback.

## Accept a minimum of five scripts per assessment deadline, committing to at least three out of six deadlines across the year.

## Allocate time effectively to spend approximately an hour completing the assessment and writing up feedback.

## Contribute to the continuous improvement of the final assessment process.

## Maintain upmost confidentiality relating to submissions at all times.

# Other responsibilities

## Promote the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’.

## Champion the Trust’s values of ‘Service’, ‘Teamwork’, ‘Ambition’ and ‘Respect’.

## Contribute to the wider life of the Trust and the Star community.

## Carry out any such duties as may be reasonably required by the Trust.

# Records management

## All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust’s policies and procedures on records management.

This appointment is with the Trust on a contract basis and assessors will be set up as consultants. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **Registration**  **Form** | **Interview/Task** |
| **QUALIFICATIONS** | | | | |
|  | QTS | **E** | 🗸 |  |
|  | NPQ undertaken | **D** | 🗸 |  |
| **EXPERIENCE** | | | | |
|  | Practical experience in school leadership | **E** | 🗸 |  |
|  | Awareness of NPQ programmes | **E** | 🗸 |  |
|  | Knowledge of NPQ content | **D** | 🗸 | 🗸 |
|  | Delivered NPQ content | **D** | 🗸 |  |
|  | Experience of assessment against competencies/criteria | **D** | 🗸 |  |
|  | Recent school experience (within the last five years) | **D** | 🗸 |  |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Good organisational skills | **E** | 🗸 | 🗸 |
|  | Good time management skills | **E** | 🗸 |  |
|  | Effective written communication skills | **E** | 🗸 | 🗸 |
|  | Good IT skills | **E** | 🗸 |  |
|  | Ability to use criteria to mark project work | **E** | 🗸 | 🗸 |
|  | Ability to develop quality feedback | **E** | 🗸 | 🗸 |
|  | An understanding of the requirements of GDPR | **E** | 🗸 |  |
| **PERSONAL QUALITIES** | | | | |
|  | Commitment to training | **E** | 🗸 |  |
|  | Commitment to NPQ programmes and participant centred approach | **E** | 🗸 |  |
|  | Ability to work flexibly and to deadlines | **E** | 🗸 | 🗸 |
|  | Understanding of the need for confidentiality | **E** | 🗸 | 🗸 |
|  | Understanding of the significance of assessing a national qualification | **E** | 🗸 | 🗸 |
|  | Commitment to high standards of school leadership and educational excellence | **E** | 🗸 | 🗸 |
|  | Commitment to equality of opportunity | **E** | 🗸 | 🗸 |
|  | Ability to work efficiently and maintain high professional standards | **E** | 🗸 | 🗸 |
|  | A passionate belief in the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Service’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Teamwork’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Ambition’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Respect’. | **E** |  | 🗸 |
|  | Commitment to support Star Academies Trust’s agenda for safeguarding and equality and diversity. | **E** |  | 🗸 |