

JOB DESCRIPTION

JOB TITLE	Chief Examiner Associate
DEPARTMENT	Examinations
TYPE OF CONTRACT	Permanent, Full-time or 0.8 option available
RESPONSIBLE TO	Chief Examiner
RESPONSIBLE FOR	Self-employed Examiners
GRADE AND SALARY	<p>Grade 5</p> <p>£39,232 - £44,156 (Full-time) £31,385 - £35,325 (Part-time on 0.8 FTE)</p> <p>Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range</p>
HOURS OF WORK	<p>35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary</p> <p>This role is offered on either 4-day working week basis (28 hours per week) or 5-day working week basis (35 hours per week)</p>
KEY WORKING RELATIONSHIPS	Chief Examiner, Head of Operations, Quality and Compliance Manager, Qualifications Development Manager, Qualifications Officer, Qualifications Assessment Officer, Quality Standards and Compliance Officer, Customer Service Officers, Allocations Team, International team
INTERNAL	
EXTERNAL	Examiner Panel, Examiner Panel Team Leaders, Teachers, Centre Coordinators
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) HOLIDAY ENTITLEMENT	<p>Generous annual leave of 28 days plus Bank holidays</p> <p>(This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)</p>

(2) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
(11) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

The Chief Examiner Associate plays a pivotal role in maintaining an examining panel who can assess fairly, accurately and with integrity to ensure compliance with LAMDA Examinations regulators, Ofqual, CCEA and Quals Wales. The Chief Examiner Team are responsible for the recruitment and training of Examiners to meet business needs and ensuring the panel meet regulatory requirements through standardisation and monitoring processes. This responsibility requires the ability to work within the examinations team creating a robust relationship between the examining panel (self-employed service providers) and internal departments. The Chief Examiner Associate will work closely with Examiner Team Leaders providing them with additional support and training for them to provide the best service for their teams. Additionally, the Chief Examiner Associate will collaborate with the Qualifications Development team supporting syllabus and assessment development, and Examiner referrals and develop and deliver courses to support teachers using LAMDA Examinations

DUTIES AND RESPONSIBILITIES

- To support the Chief Examiner in ensuring the Awarding Organisation can meet the demand for appropriate assessment against qualification requirements through the recruitment and training of suitable Examiners
- Provide professional support and oversight to ensure the effective performance and engagement of the self-employed examining panel
- To lead in ensuring appropriate communication and support is available for the full Team Leader group
- To lead the recruitment and training procedures for new LAMDA Examiners including F-2-F training, distance support and administration duties
- To lead the upskilling requirements for Examiners working Online Assessments (ROA) assessments
- To contribute to the research and development of new qualifications and associated syllabi and related documents based on conducting an assessment of market need and viability in consultation with all internal and external stakeholders, channelling all proposals through established Departmental mechanisms
- To contribute to a continuous cycle of review of existing qualifications by seeking feedback from a range of sources, working with the Qualifications Development Manager, Quality Standards and Compliance Manager and Chief Examiner, to ensure fitness for purpose
- To support the Chief Examiner in ensuring the appropriate standardisation of assessments and to contribute to creating and delivering suitable Standardisation sessions, including training, distance activities and face-to-face events
- To support the Chief Examiner in ensuring appropriate levels of Examiner monitoring and, where necessary, additional training is provided to ensure regulatory compliance
- To support the publishing function in the Syllabus Team through the creation of all related support materials such as anthologies, other textbooks or resources, leading on appropriateness of content to teachers and Learners in preparation for the examinations
- To provide support to centers, Teachers, Examiners and other interested parties, on specific syllabus requirements, in conjunction with all relevant stakeholders

- To undertake any actions arising from annual reports on qualification quality (developed by Quality Standards and Compliance Manager) including development and implementation of suitable changes to qualifications or assessment processes
- To undertake any other appropriate activities at the request of the Management Team
- To provide examining services as required, including for emergency cover

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	Relevant qualifications and exceptional experience in teaching, training, assessment and leadership in areas such as educational establishments and performing arts environments	Formal learning/training at graduate level in a relevant subject Relevant qualifications and experience in teaching, training, assessment and leadership for an awarding organisation	Certificates
SKILLS/ ABILITIES	Experience of delivering LAMDA Qualifications Experience of examining LAMDA Qualifications Strong oral and written communication skills with fine attention to detail Strong organisational skills Strong IT skills Excellent interpersonal skills	Experience in people management and training processes Experience in developing and leading training events Experience of managing self-employed contractors	CV/ Cover Letter/ Interview
KNOWLEDGE	Strong knowledge of speech and drama qualifications and graded examinations A working knowledge of the regulatory framework Understanding of qualification design and assessment methodologies Knowledge of online platform for delivery of assessment and training	Experience of working in an awarding body/with the regulators Experience of LAMDA Exams teaching or examining Strong knowledge of the LAMDA suite of qualifications	CV/ Cover Letter/ Interview
EXPERIENCE	Teaching and assessment experience Experience in recruitment and training processes Experience in team building and associated training needs Experience working online	Experience developing online assessments and training plans Experience working internationally online and/or online	CV/ Cover Letter/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL QUALITIES	<p>Flexible and adaptable</p> <p>Focused, efficient and self-motivated to meet deadlines and manage workloads</p> <p>Collaborative team player with ability to communicate clearly with both internal and external stakeholders</p> <p>Should be a self-starter</p> <p>Proven ability to work under pressure</p>		CV/ Cover Letter/ Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.