

HEAD OF AWARDING

Job objective:

To ensure the effective management, quality and delivery of all NCTJ assessments and to perform the role of 'responsible officer' for the NCTJ.

Awarding team:

Head of qualifications, assessment manager, quality and standards manager, two assessment co-ordinators and one administrator.

Principal examiner, chief examiners, consultants and team of assessors/examiners.

Reporting to:

Chief executive

RESPONSIBILITIES:

1. Working with the chief executive and other members of the senior management team, contribute to the setting of the charity's overall strategic objectives and priorities.
2. Working with the chief executive and head of qualifications, produce a business plan for the awarding organisation, ensuring there are strategies and plans in place for the growth of the NCTJ as an awarding organisation, including accreditation and qualifications.
3. Manage change as appropriate, including pioneering the implementation of new technology and innovative approaches to assessment and awarding. Lead the continuous improvement of the NCTJ's awarding organisation operations and initiate and implement new business opportunities.
4. Keeping the chief executive fully informed, perform the role of 'responsible officer' as the chief point of contact for the NCTJ's awarding organisation regulators. Ensure full co-operation and compliance with the regulators' general conditions of recognition, in particular regarding governance, qualifications, standards, public confidence and accessibility. Ensure annual statements of compliance are accurate and submitted in good time to the board. Submit event notifications (including actual and potential adverse effects) promptly to the regulators. Provide information in response to requests from the regulators, and make representations regarding qualifications, where required. Ensure the NCTJ meets the requirements of a regulated apprenticeship end-point assessment organisation.
5. Update and implement NCTJ policies, procedures and standards as required by a professional regulated awarding body ensuring efficiency, accuracy, validity, transparency, consistency, fairness and integrity of NCTJ assessments.
6. Manage the annual self-evaluation audit of the NCTJ's performance against the regulators' conditions of recognition and implement the agreed action plan to ensure compliance and best practice.
7. Oversee the recruitment, training, standardisation and remuneration of NCTJ examiners/assessors.
8. Oversee the work of the quality and standards manager, ensuring centres delivering NCTJ assessments are contracted, monitored appropriately, spot-

checked annually and risk rated, and that there are robust audit trails linked to policies and procedures. Ensure deadlines are clear and understood and are always met as per NCTJ procedures. Ensure meetings of the accreditation board are well organised and that agreed actions and projects are implemented by the team.

9. Oversee the work of the assessment manager, providing support for complex malpractice and maladministration cases and delegating straightforward cases. Ensure fair application of the NCTJ's sanctions policy.
10. Working with managers in the awarding team, carry out appropriate analysis, including standardisation, of NCTJ assessments for each subject, sitting and centre, and collate end of year results statistics.
11. Organise effective meetings of the exam boards in conjunction with the head of qualifications and chief examiners. Produce the agendas and minutes of meetings attended ensuring agreed actions are implemented.
12. Communicate regularly with exam board members, markers and moderators ensuring they are kept up-to-date with internal policies and procedures and any changes that are made.
13. Working with the committee chair, organise meetings of the quality assurance and standards committee. Produce and circulate agendas, minutes and the required reports for meetings. Ensure agreed actions are implemented. Produce the annual quality assurance and standards end-of-year report.
14. Produce a quarterly awarding organisation report for the chief executive.
15. Work with the head of qualifications to ensure that new qualifications and developments related to assessment are implemented effectively and efficiently.
16. Manage and motivate the awarding organisation management team and ensure there are clear responsibilities, objectives, training and career development opportunities.
17. Work with the senior platform and product co-ordinator to ensure the seamless operation and integration of the NCTJ's digital platforms/systems for its awarding organisation.
18. Support the head of marketing and communications on matters related to the NCTJ's awarding organisation.
19. Working with the head of finance and chief executive, take ownership of the awarding organisation budgets ensuring financial income and expenditure targets are set and met.
20. Carry out such duties related to the role as directed by the chief executive.

January 2024