

Senior External Verifier

Selection Criteria

Essential:

- ◆ Must be able to demonstrate up-to-date subject knowledge and a high level of expertise in assessment across the range of courses, levels, qualification types, verification group(s) and the areas for which they are responsible. Senior External Verifiers will be expected to have appropriate academic, vocational or professional qualifications or expertise in the same or closely related subject area for which they seek an appointment.
- ◆ Be able to demonstrate excellent interpersonal skills and be able to engage positively with all members of their team, providing leadership and support as required.
- ◆ Be able to communicate confidently, effectively and professionally with their Verification team, Head of Centre and /or SQA Co-ordinator and SQA staff both orally (at briefings and meetings) and in writing (reports).
- ◆ Be able to provide accurate feedback on performance to team members (including Markers) in a supportive and professional manner.
- ◆ Be able to work co-operatively and professionally with other centre staff and SQA staff.
- ◆ Be able to demonstrate excellent organisational and administrative skills and provide an attention to detail.
- ◆ Have a home PC or laptop with internet connection, with minimum specification of Windows 2000; and a private e-mail address.

Desirable:

- ◆ Have an in-depth understanding of all documentation, duties, tasks and procedures associated with the verification area for which they have responsibility.
- ◆ Hold a current clean driving licence.
- ◆ Senior External Verifiers engaged in HN (work-based) and SVQ external verification will be expected to have achieved (D35 or V2) or be working towards achieving the V2 Unit *Conduct External Quality assurance of the Assessment Process*. Alternatively, HN External Verifiers will be expected to possess or be working towards the HN equivalent of V2 – *Conduct External Quality Assurance of the Assessment Process*.