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| **Job Title** | Course Administrator |
| **Reports to** | Head of Economics |

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| **Job Purpose** |
| The course administrator will be expected to mark candidates’ responses in accordance with the pre-defined mark scheme, whilst adhering to the Code of Practice and examination procedures. A high level of subject knowledge is necessary in order to apply the mark scheme. |

**Key Tasks and Responsibilities**

* Setting, marking and assessing work and providing constructive support and feedback to the learner
* Organise and maintain documentation on learners' progress.
* To mark accurately and consistently to ensure overall standards are maintained.
* To submit samples to your Team Leader at designated times.
* To ensure all administration is completed as specified.
* To work within the framework set out by Awarding Bodies or other accrediting agencies, including verification and moderation systems, whether set internally or externally
* Gathering syllabus details from Heads of Department in September.
* Staying abreast of amended entries.

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| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * Current knowledge and skills for the subject area in which you are assessing, and an assessing/verifying qualification is essential. * Experience teaching and/or examining the Edexcel Economics syllabus * Experience using OneNote and Ans is highly desirable, however full training would be provided if required. * Experience of using Microsoft Teams, Zoom and Skype is highly desirable * Previous experience of working in an academic environment would be desirable. * Responsible, organised, and proactive * The ability to work well under pressure. * Flexibility, including flexibility with hours of work. |