

JOB DESCRIPTION

Job Title:	Assessment Manager, Social Sciences
Department / Business Unit:	Assessment - Cambridge International Examinations
Location:	Cambridge
Reports to (job title):	Group Manager

JOB PURPOSE

Manage the development and delivery of a portfolio of syllabuses, question papers and support materials that meet the needs of our international customers.

PRINCIPAL ACCOUNTABILITIES

- Ensure that external consultants are fully competent to deliver assessments in accordance with our standards.
- Support customers with training and consultancy services.
- Manage the appointment and performance of Principal Examiners, Chief Examiners and Assistant Examiners to ensure that assessments are produced, marked and graded in accordance with Cambridge International Examinations' standards.
- Work collaboratively with schools, partner organisations and education ministries to develop and revise syllabuses in line with changing needs and developments in the subject area.
- Manage the development and production of high quality assessment support materials and learning resources to support teachers and learners.
- Maintain effective distribution partnerships with educational organisations to position Cambridge International Examinations' brand as a leader in global education standards.
- Contribute to the strategic development of on-line assessment, training and teacher support materials.
- Contribute to quality improvement projects, and the maintenance of related documentation.

- Contribute to training for partner organisations and ministries in relation to assessment of subjects in the portfolio.

KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications

Essential

- Educated to degree level in a Business related subject or equivalent experience
- Knowledge of assessment in education

Desirable

- Post-graduate qualification in educational assessment, management or project management or equivalent experience

Skills

- Knowledge of International education
- Commercial acumen, financial management, cost and budget control
- Able to work with basic statistics
- Negotiation skills
- Ability to manage work-load under pressure and to tight deadlines
- Takes a highly proactive approach to work
- Able to work with a high level of attention to detail

Experience

Essential

- Extensive teaching experience and/or project management experience, preferably at senior level

Desirable

- Experience in education-related project management
- Examination administration at a senior level
- Examining experience
- Experience of delivering education/educational projects to maximise the opportunities delivered for individuals
- Experience of effectively managing people