

JOB DESCRIPTION

Job Title:	Assessment Manager
Department / Business Stream:	Assessment Division, Cambridge International Examinations
Location:	Hills Road, Cambridge
Reports to (job title):	Group Manager

JOB PURPOSE

Manage the development and delivery of assessments, including syllabuses or test specifications, question papers and the examiners/consultants working on these materials in order to meet the needs of our international customers.

PRINCIPAL ACCOUNTABILITIES

- Manage the design, development and delivery of a portfolio of assessments that reflect the values of the Cambridge Learner and the Cambridge Teacher and also meet the needs of customers, meet Cambridge International Examinations' assessment standards and the Code of Practice.
- Contribute fully to syllabus/curriculum development, working in conjunction with the Development Division.
- Manage the appointment and performance of external consultants including Setters, Item Writers, 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 other Divisions, and with schools, partner organisations and education ministries to develop and revise syllabuses and support materials in line with changing needs and developments in the subject area.
- Contribute to the development of Cambridge International Examinations' strategy to use technology to provide on-line assessments, training and teacher support materials.
- Contribute to quality improvement projects, and the maintenance of related documentation.
- Contribute to training for schools, partner organisations and ministries in relation to assessment of subjects in the portfolio.
- Maintain quality control standards of local qualifications submitted for accreditation in order to ensure that Cambridge accreditation standards are met, as relevant.

KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications

Essential

- Educated to degree level
- Knowledge of assessment in education

Desirable

- Post-graduate qualification in relevant subject area, educational assessment or management
- Knowledge of International education

Skills

- Ability to self-manage
- Ability to prioritise
- 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