



Assistant Registrar (Assessment) Job Description

POSITION OVERVIEW

Department	Registry
Location	London, Campus based
Term	Full-time; permanent
Start	By no later than mid-August
Salary	Up to £45,0000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Reports to	Registrar
Line Manager to	As directed

As Assistant Registrar (Assessment), you will form part of Registry, providing timely and efficient support to the Registrar and to the College's student body, faculty, and other professional staff groups to ensure the College provides an exceptional student experience at all times.

DUTIES AND RESPONSIBILITIES

ASSESSMENT PROCEDURES

- Managing the administrative processes for all assessments for the College, including but not limited to:
 - Management of the preparation and development of assessment briefs and examination papers, in collaboration with faculty.
 - Correspondence and management of the Subject External Examiners.
 - Organising and servicing the Faculty Assessment Scrutiny Boards.
 - Management of the publication of the examination timetable and invigilation.
 - Working collaboratively with the Student Support and Development Team on ensuring reasonable adjustments are made for students when required.
- Working collaboratively with the Assistant Registrar (Student Records).
- Acting as Secretary to the Extenuating Circumstances Policy.

- Supporting the provision of training regarding assessments to students, staff and Subject External Examiners.
- Ensuring accurate and secure management of student assessment data with faculty and Assistant Registrar (Student Records).
- Acting as Secretary to Course Assessment Boards and Progression and Award Boards.
- Ensuring that assessment procedures are aligned to the following Academic Quality Framework Chapters:
 - AQF7: Academic Regulations for Taught Awards
 - AQF7: Academic Regulations for Degree Apprenticeships
 - AQF11: External Examining
 - AQF12: Assessment Boards
- Assisting the Registrar with the analysis of assessment data for reporting to Academic Board, and NCHNL Board.

FEEDBACK PROCEDURES

- Managing and monitoring the timeliness of feedback for written assignments, ensuring the feedback is provided to students in accordance with the College's regulations.
- Ensuring the publication of past/sample papers and Internal Examiner Reports on the College's Virtual Learning Environment (VLE).

LINE MANAGEMENT

- Day to day leadership and management for relevant supporting roles within the team, including responsibility for performance management, structure of duties, succession planning and training of staff.

OTHER KEY DUTIES

- Participating as a member of committees, including but not limited to Extenuating Circumstances Panels, Academic Misconduct Panels, Student Attendance Panels, and Support to Study Panels or successor committees.
- Contributing to the development and application of academic and student policies as required.
- Contributing to other key Student and Academic Services activities, such as committee servicing, participation in process improvement reviews, programme reviews, and participation in College academic events (graduation, prize giving, etc.).
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training and as instructed by the Registrar and Management.
- Providing support (including cover support) to the wider resourcing department during busy periods and appropriate to skillset, and undertaking other duties as assigned by management.

- Foster a positive work environment with a good team spirit, including the wider professional departments, with quality student services and student experience at the forefront of all efforts.

APPLICATION PROCESS

Applications should be made via [this link](#) by 20.00, 30 July 2021. Please reference your application "ARA0721". Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications will be reviewed on receipt, and it is possible that an appointment will be made prior to the closing date of this job advert. Applicants are therefore encouraged to submit applications at the earliest opportunity.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

PERSON SPECIFICATION

Education, Qualifications and Training

- Good undergraduate degree (desirable)
- Degree in the humanities (desirable)
- Counselling/welfare training (desirable)

Experience

- Experience of lower or mid-level management role within a Higher Education establishment (essential)
- Experience of working in a student support administrative role within the education sector (essential)
- Experience of working with overseas students (essential)

Knowledge, Skills and Abilities

- Good written communications and strong interpersonal skills to deal with individuals at various levels (essential)
- Excellent IT skills, including Excel, with experience of VLE and CRM platforms (essential)
- Well-organised, flexible and able to prioritise and work under pressure (essential)
- Ability to deal with highly sensitive and confidential matters (essential)
- Experience within student finance and excellent numeracy skills (essential)
- Experience with Tier 4/UKVI regulations (desirable)