

## **Panel Member Role Description (Arts Award Moderator)**

### **INTRODUCTION**

Each professional examiner/moderation panel exists to enable Trinity to deliver assessments as required across the globe, to a consistent level of quality and reliability.

Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by the associated Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which a Panel Member's services will be sought subject to the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year.

Panel members will not be permitted to moderate in an organisation where they have worked or still work or moderate the work of learners or teachers whom they tutor or have tutored in the past. Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

### **SELECTION PROCESS**

The selection process for Arts Award moderators consists of:

- Completion of an application, detailing relevant qualifications and experience
- An interview with an existing panel member (conducted digitally over video conference)
- A pre training task
- Attendance at a moderator training and selection event (this may be digital or in person)
- A post training standardisation task
- A shadow moderation (Face-to-Face) and a supported digital moderation

Progress to each stage of the recruitment process is conditional and dependent on the criteria from the previous task successfully being met.

### **AVAILABILITY**

Arts Award Moderators must have availability to moderate at least 10-12 days a year including at least six in June/July. For face-to-face moderations you will have an ability to travel widely and independently in the UK on a flexible range of days. Most moderations take place on weekdays in ordinary office hours, however, given the wide range of sectors delivering Arts Award, an ability to work flexibly on evenings and weekends is also welcome.

Please note, although moderators must offer this minimum level of availability, no minimum moderating work is guaranteed by Trinity until the signing of a Panel Member Agreement. If you cannot offer the required availability, then please do not apply.

Moderators must also be available to attend and/or participate in training events, either face-to-face or online and to complete a subsequent online, annual standardisation exercise. This is to ensure reliability of assessment and moderation delivery.

## **CRITERIA FOR PANEL MEMBERSHIP**

Applicants for the Arts Award Moderator Panel must:

- 1) Agree to abide by Trinity's Safeguarding and Child Protection Policy and Code of Practice, available on our website
- 2) Offer the required availability
- 3) Be able to undertake both Face-to-Face and digital moderations
- 4) Provide evidence of a clean safeguarding record (in the UK this is enhanced DBS clearance)
- 5) Provide two references that are satisfactory to Trinity
- 6) Demonstrate the required qualifications, experience and skills
- 7) Attend and/or participate in training events, either online or face to face and successfully complete an annual standardisation exercise
- 8) Be competent working with technology, have a valid email account, a working mobile phone number and regular access to electronic communication

## **FORMAL QUALIFICATIONS**

Arts Award is delivered across the education, arts and youth sectors with young people aged 5-25 participating in a wide range of art forms across many disciplines. Arts Award celebrates the diverse arts practice of the community of organisations it supports, and moderators should have the following qualifications and/or experience:

- A Further OR Higher education qualification in the arts/creative practice, youth work or teaching/education

### **OR**

- Five years' professional experience working in the arts, with young people or in another relevant field.

## **EXPERIENCE**

- Experience and knowledge of a wide range of art forms or creative practice
- Experience of arts education/learning with children and young people (any age group)
- Assessment experience e.g. teaching, Awarding Organisation work, Artsmark Assessor, Ofsted, or another relevant assessment field.
- Experience of working with people from a variety of backgrounds and cultures.

### **Desirable**

- An understanding of work with children and young people who have barriers to learning or have limited access to qualifications.

Moderators are expected to complete Arts Award adviser training at all levels of the award. All potential applicants should ensure they have completed a minimum of either Discover & Explore or Bronze & Silver adviser training, prior to application.

## **SKILLS, KNOWLEDGE AND ATTRIBUTES**

Moderators must:

- Have an understanding of the Arts Award ethos.
- Have a sound general knowledge and appreciation of a variety of art forms in addition to any specialism, and an interest in contemporary youth culture.
- Have an interest and commitment to supporting the progression of skills and engagement in the arts for children and young people.
- Understand the education, arts and cultural and youth landscapes and have a willingness to keep up to date with and contribute to the development of Arts Award qualifications.

- Have strong interpersonal skills and ability to communicate with a diverse stakeholder group of professionals and young people of all ages, abilities, and cultural backgrounds.
- Be able to make objective and accurate assessments and to write legible, coherent and constructive reports to support the moderation outcome.
- Be prepared to undertake Arts Award moderations both in person and via digital means and be comfortable navigating art work developed in both analogue and digital mediums.
- Have strong IT and administrative skills to enable you to conduct digital moderations using a wide range of technology.
- Be prepared to familiarise themselves with the Arts Award toolkit and all relevant support resources.
- Present themselves in a professional manner.
- Be punctual and be able to strictly adhere to moderation schedules.
- Work independently.
- Understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on our website.

### **FINANCIAL REQUIREMENTS**

Panel Members are independent self-employed professionals offering their services in all the countries in which Trinity operates.

### **PERSONAL QUALITIES**

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.

### **HEALTH & SAFETY**

The health, safety and welfare of Panel Members is a major concern for Trinity, and all Panel Members must be sufficiently fit to undertake UK and overseas travel.

### **SAFEGUARDING AND CHILD PROTECTION**

Trinity College London is committed to safeguarding and protecting the children and young people with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation