# Person Specification for School Business Professional Level 4 Assessor

## Overview of the Assessor Role from the Lead Assessor:

As an assessor for the school business professional level 4 apprenticeship standard, I have the opportunity to carry out assessment visits both locally and regionally.

The apprentices are typically assessed in their own school setting or at the setting of their training provider, on a one-to-one basis, with occasional exceptions of online assessment. I provide an independent assessment of the Knowledge, Skills and Behaviours (KSBs) required by the Apprenticeship Standard. A sample of my assessments are moderated and from these I receive ongoing support and feedback to develop and maintain high-quality practice.

### Required Experience:

We believe the quality of our assessments is underpinned by selecting and training only the best Independent End-Point Assessors (IEPA) who have significant experience in the field of school business management or leadership.

**Our independent assessors must:**

* Have 5-years’ experience of working in leadership and management in an educational organisational setting and/or hold a leadership and management qualification, at a minimum of level 5 and/or a qualification in School Business Management, at a minimum of a Level 5 (or equivalent)
* Hold a recognised assessment qualification or commit to gaining a qualification, or have been trained in assessment practice by their EPAO (we will provide training to accepted assessor)

It is also desirable that independent assessors have membership of a professional institute or association appropriate to the level and subject area of the qualification.

**Overview of Assessor workload:**

**Each individual assessment requires:**

* Evaluation of a workplace project report (laptop based)
* Evaluation of an e-portfolio of learning containing 10-12 documents (laptop based)
* Preparation of questions for the assessment visit
* A 3.5 hour assessment visit to assess a project presentation, simulated task Q&A
* Writing up and submission of assessment

**Required Time Commitment and Available Remuneration:**

The amount of time required for each assessment can vary in terms of preparation time and writing-up the assessment. However, the assessment visit is fixed at 3.5 hours and overall, on average, an assessment takes 7 hours. Assessors are required to commit to a minimum of 10 assessments per year

**Next Steps:**

If you are interested in joining our end-point assessment assessor team for school business professional level 4, please complete the [BPN EPAO SBPL4 Assessor Application Document](https://www.bestpracticenet.co.uk/Media/Documents/BPN%20EPAO%20SBPL4%20Assessor%20Application.docx), and return to [epa@bestpracticenet.co.uk](mailto:epa@bestpracticenet.co.uk)