

## Assessment Resource Developer

### Competencies /Skills/Experience

What	Detail	Required/Desired
Planning and organising	<ul style="list-style-type: none"> <li>● Ability to write effective project plans</li> <li>● Ability to schedule consultants' work</li> <li>● Ability to organise own work and liaise with colleagues to deliver to project timelines</li> <li>● Ability to work with Development and Delivery to ensure that what is being produced meets requirements</li> <li>● Ability to see when a change is required and adapt plans accordingly and communicate the changes</li> </ul>	<p>R</p> <p>R</p> <p>R</p> <p>R</p> <p>R</p>
Communications	<ul style="list-style-type: none"> <li>● Ability to communicate clearly, verbally and in writing for communications and with an understanding of how our work addresses the needs of teachers and students</li> <li>● Ability to create technical documentation</li> <li>● Ability to interpret needs of teachers so that concrete solutions are made available</li> <li>● Ability to write clear and effective project documentation, such as specifications</li> <li>● Ability to product effective guidance</li> </ul>	<p>R</p> <p>D</p> <p>D</p> <p>R</p> <p>D</p>
Skills	<ul style="list-style-type: none"> <li>● Use of Microsoft Office software and/or Google suite</li> <li>● Use of annotations / highlights software</li> <li>● Use of TRAC to monitor schedules</li> <li>● Understanding of information systems and how to categorise content effectively</li> </ul>	<p>R</p> <p>R</p> <p>D</p>
Experience	<ul style="list-style-type: none"> <li>● Experience in project management</li> <li>● Understanding of assessment in schools</li> <li>● Experience of teaching modern languages or humanities</li> <li>● Experience of writing assessments and mark schemes</li> <li>● Experience of critically evaluating assessment materials</li> </ul>	<p>D</p> <p>R</p> <p>D</p> <p>Optional</p> <p>Optional</p>