

Job Description

Position / Job Title:	End Point Assessment Developer (Fixed Term) – Engineering
Ref:	539
Location/Building:	Talbot Campus/Poole House
Faculty/Professional Service:	Faculty of Media, Science and Technology
Group/Section:	School of Computing and Engineering
Duration if Temporary:	6 Months Fixed-Term
Normal Hours per Week:	0.5 FTE
	Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	7
Accountable to:	Associate Dean Education and Student Experience

Job Purpose

The End Point Assessment Developer will manage a portfolio of responsibilities to develop processes, assessment and training materials to meet the design requirements of the end-point assessment (EPA) plans of [ST0027 - Product design and development engineer \(degree\)](#) and [ST0025 - Manufacturing engineer \(degree\)](#) apprenticeship standards.

The End Point Assessment Developer will work closely with the Associate Dean Education and Student Experience, staff within the School of Computing and Engineering and the Apprenticeship Team, along with other key stakeholders within the University.

The End Point Assessment Developer will be required to play an important role in the development of Bournemouth University as an End Point Assessment Organisation (EPAO).

Main Responsibilities

1. Work closely with the Associate Dean Education and Student Experience, programme team and Apprenticeship Team to ensure Bournemouth University can operate and deliver the end-point assessment plans to conform to the readiness check requirements of the Office for Students (OfS) [External Quality Assurance of apprenticeship end-point assessment guidance](#).
2. Work closely with the relevant programme team and Apprenticeship Team to scope and develop a detailed plan for the delivery and internal quality assurance of the end-point assessment plans.
3. Work closely with the relevant programme team and Apprenticeship Team to scope and develop purpose-built assessment specification and question banks against the EPA descriptors to meet the requirements of the end-point assessment plans (for example mark schemes, practice materials, training material).
4. In collaboration with the programme team and Apprenticeship Team, develop EPA guidance and induction, initial and on-going training materials for all assessors in good assessment practice, operating the assessment tools and making grading decisions.
5. In collaboration with the programme team and Apprenticeship Team, develop moderation and standardisation activity for the apprenticeship standard for all independent assessors and guidance for

external examiners.

6. In collaboration with the programme team and Apprenticeship Team, develop EPA guidance for the apprentice and the employer.
7. To make a contribution to assessment innovation and use educational technology actively and effectively.
8. Gain expert knowledge and full understanding of the degree apprenticeship standards and EPA plans to ensure that the EPA process design is informed by good practice from across the sector.
9. Keep up to date with any changes in the standards to ensure the latest requirements are reflected.
10. Attend meetings and working groups as and when required and actively contribute to discussions.
11. Act as an ambassador for the university, promoting our expertise in Degree Apprenticeships and engage with external organisations.

Contacts

Internal: All levels of staff across within the Faculty and Professional Services

External: Employers, other HEIs, partner colleges, End Point Assessment Organisations and professionals

Challenges

- Relationship building
- Time management

Information Governance Responsibilities

Data User - comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

Objectives are developed for post holders by the Dean of Faculty based on the strategic plan. The objectives will be based on delivering the strategy (and the relevant KPIs) and will contain both short (one year) and long term (multiple year) objectives.

Individuals will be assessed annually for their delivery of their objectives.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

October 2025

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Faculty: Faculty of Media, Science and Technology		Date: October 2025
SELECTION CRITERIA		Essential / Desirable
Knowledge (including experience & qualifications)		
Relevant degree in engineering or an engineering professional qualification (e.g. Chartered Engineer registration), or equivalent professional engineering experience		E
Expertise in the subject area – normally a Doctorate in a relevant area but qualified at least at Masters or equivalent level		E
Relevant teaching qualification (e.g. Higher Education Academy (HEA) Practitioner or equivalent) or demonstrable teaching experience		D
In-depth understanding of the degree apprenticeships at Level 6 market		D
Broad knowledge of subject area and contemporary issues		E
Growing reputation for excellence in learning and teaching		E
Skills		
Excellent communications and interpersonal skills, with the confidence and ability to build effective relationships at all levels.		E
Excellent planning and project management skills, attention to detail and a focus on results		E
Excellent time management, ability to prioritise and ability to meet deadlines		E
Ability to work on own initiative and as part of a team		E
Ability to adhere to regulatory requirements		E
Excellent IT skills		E
Attributes		
Ability to problem-solve with the skills to deliver creative solutions		E
Strong commitment to an environment of academic excellence and apprentice experience		E
Confident and articulate		E
Ability to prioritise a demanding workload in a pressured environment and meet strict deadlines		E
High levels of personal commitment		E
Proactive and innovative		E
Commitment to delivering Service Excellence		E