



The Royal Scottish Pipe Band Association

1. ROLE IDENTIFICATION	Role Title	RSPBA Pipe Band College Internal SQA, PDQB, RSPBA Verifiers
<p>2. ROLE PURPOSE</p> <p>The Articles of Association of the RSPBA place an onus on the Association to “sponsor, support and maintain its own pipe band college, and issue certificates in accordance with its instructional courses.</p> <p>This post is to provide key input to the RSPBA Pipe Band College with regards to developing and delivering mechanisms for the raising standards in piping and drumming tuition.</p>		
<p>3. ORGANISATIONAL POSITION</p> <div style="text-align: center;"> <p>Board of Directors</p> <p>↑</p> <p>RSPBA Education Officer</p> <p>↑</p> <p><i>Internal SQAPDQB/RSPBA Verifiers</i></p> </div>		
<p>4. SCOPE AND RANGE</p> <p>Reporting to the Education Officer, the key objectives of the role are:-</p> <ul style="list-style-type: none"> • Coordinate with the Education Officer and the Examination Coordinator in assuring SQA/PDQB assessments through the RSPBA’s Internal Verification procedures. • Make recommendations in relation to students who have been successful in RSPBA education and training activities • Development of verification strategies to raise the standard of the examination process, in conjunction with other members of the Pipe Band College. • Management of the verification process Training Resources • Act as an expert resource in relation to the verification process, supporting other verifiers as needed. • Represent the interests of the RSPBA on the PDQB Management Board as needed regarding the verification process. • Support the internal and external audits of examinations held. 		



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5. MAIN DUTIES/RESPONSIBILITIES

- Support the aims of the Pipe Band College
- Develop in conjunction with other members of the Pipe Band College a strategy for raising standards in the examination of piping and drumming qualifications.
- Attend meetings of the Pipe Band College and action assigned items recorded in the minutes of these meetings;
- Prepare input for the Education Officer to use in an annual prioritised operational plan.
- Facilitate the annual training programmes for PDQB approved Assessors and Instructors.
- Support the examination process with the verification of results
- Contribute to the annual training programme for PDQB approved Assessors and Instructors
- Contribute to the development and delivery of the PDQB Instructors Certificate
- Coordinate with the Education Officer and the Examination Coordinator in assuring SQA/PDQB assessments through the RSPBA's Internal Verification procedures.
- Make recommendations in relation to students who have been successful in RSPBA education and training activities
- Development of verification strategies to raise the standard of the examination process, in conjunction with other members of the Pipe Band College.
- Management of the verification process Training Resources.
- Act as an expert resource in relation to the verification process, supporting other verifiers as needed.
- Represent the interests of the RSPBA on the PDQB Management Board as needed regarding the verification process.
- Support the internal and external audits of examinations held.

6. COMMUNICATIONS AND RELATIONSHIPS

- Promote learning and personal development throughout the Association
- Liaise with and support members of the Pipe Band College in carrying out their individual responsibilities.
- Present good written and oral communication skills
- Meet and liaise with other agencies who have an interest in Piping and Pipe Band Drumming education in the context of the examination process.

7. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO CARRY OUT ROLE

- Require to be registered with the PVG Scheme.
- Qualified to at least SCQF 6 in piping or drumming.
- Be a recognised RSPBA / PDQB Assessor.



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8. SYSTEMS AND EQUIPMENT

Bag Pipes / Snare, Bass and Tenor Drums (Pipe Band Instruments)
Computer
Classroom / Lecture tools (White board, Overhead projector).
Written Reports
Email

9. DEMANDS OF THE ROLE

Physical Demands:

Travel and Delivery outside the conventional Monday to Friday 9 to 5 working pattern.
Attendance of Meetings and associated travel.
Those associated with a general teaching / office environment (no heavy lifting).
Noise Risks associated with the instruments used in a Pipe Band.

Mental Demands:

Flexible work pattern associated with an active volunteer can be expected.
Issues arising from preparation and delivery are manageable, will require a methodical approach to planning and time management.

10. DECISIONS AND JUDGEMENTS

Must be a good team and individual player, be able to identify a problem and offer solutions (calling on others in the Pipe Band Collage as needed) to progress to a resolution or hand off to the appropriate department.

11. MOST CHALLENGING/DIFFICULT PARTS OF THE ROLE

Communication and collaboration, working to tight deadlines for delivery to external parties.

12. DURATION

The Post holders shall serve for a period to be agreed by the BoD of no longer than three years. They will be eligible for selection again alongside any other applications received when the post becomes vacant.



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13. ROLE DESCRIPTION AGREEMENT

A separate role description will need to be signed off by each post holder to whom the role description applies.

Post Duration in Years	1 Year, 2 Years or 3 Years
Post Review Date	Date March 20xx
Role Holder's Signature:	Date:
CEO???? Signature:	Date:





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Person Specification

POST REF NO: RSPBA Pipe Band College Internal SQA, PDQB, RSPBA Verifiers

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF EVALUATION
EXPERIENCE:	Have extensive experience in instructing students as an allocated RSPBA Instructor	Have experience in instructing students within a Pipe Band Environment.	
QUALIFICATIONS:	Qualified to at least SCQF 6 in piping or drumming. Hold an RSPBA Instructors Certificate	Certificate of Pipe Band Studies (1&2)	
KNOWLEDGE & SKILLS:	Have extensive experience in instructing students or leading a band. Ability to use IT effectively	A drummer of outstanding achievement and ability within a pipe band and solo setting	
	Have an interest in developing training opportunities within the branch area and contributing to RSPBA national initiatives	Has developed / delivered training within a branch /band for the RSPBA.	
PERSONAL QUALITIES:	Must be supported by 2 relevant references. Good interpersonal communication skills Must be a member of the PVG Scheme		
OTHER: (eg Ability to Travel)	Must be able to travel. Be able to attend Meetings in Glasgow and other locations as required	Have access to a car	