

## Subject Adviser (x4)

**Salary: £45,264 – £49,143 per annum (Grade 10)**

**Contract: Part-time (Various), Fixed-term (7-months, available from May 2026)**

WJEC is excited to be welcoming applications for four Subject Advisers to join the team, each an expert in one, or more, of the following subject areas to support the delivery of our new Made-for-Wales suite of VCSEs and Foundation Qualifications:

**2601-01 VCSE and Work-Related Foundation Qualification in Built Environment**

*(0.5 FTE, 18.25 hours per week)*

**2601-02 VCSE and Work-Related Foundation Qualification in Hospitality and Catering**

*(0.5 FTE, 18.25 hours per week)*

**2601-03 General Foundation Qualification in Humanities**

*(0.4 FTE, 14.6 hours per week)*

**2601-04 General Foundation Qualification in Science**

*(0.4 FTE, 14.6 hours per week)*

### **The role:**

Subject Advisers play a vital role within our subject teams. They commission and quality-assure Professional Learning for teachers, as well as contribute to the design of training events. During this 7-month contract, successful candidates will focus primarily on developing our new Professional Learning courses that support teachers preparing to deliver our new Made for Wales qualifications. Working closely with others, you will help ensure the smooth and effective delivery of our qualifications.

### **The person:**

Applications are welcomed from experienced teachers. You'll be a reflective classroom practitioner with an ability to design and deliver relevant and engaging Professional Learning to your peers and ideally you will have some experience leading projects. The ability to speak Welsh is desirable, but not essential for this role.

### **The benefits**

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays) adjusted for part-time/compressed working patterns, free Welsh lessons, a generous pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

WJEC operates a hybrid working model, enabling the successful candidate to split their time between WJEC offices and working at home, subject to business need. As such, applications are invited from individuals across the UK but please note that regular working from our Cardiff will be required.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Sarah (she/her) in our HR team ([HR@wjec.co.uk](mailto:HR@wjec.co.uk)), who will be more than happy to help.

**Please visit [our website](#) to download a copy of the job description and application form.**

**Closing date: 23:59, Sunday 25 January 2026**

**Interviews are anticipated to be held in person, in weeks commencing 02 and 09 February 2026**

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Subject Adviser</b>
<b>Department:</b>	Qualifications
<b>Section:</b>	Domains
<b>Responsible to:</b>	Domain Leader
<b>Grade:</b>	10
<b>Location:</b>	<b>Western Avenue</b>

### **Main purpose of Job:**

The post holder will undertake a range of strategic and operational duties requiring subject-specific and teaching and learning skills relating to the subject area(s).

As a key member of the subject team, the post holder will contribute to the delivery of qualifications, the provision of Professional Learning/CPD and teaching and learning resources within their subject area(s). They will act as an ambassador for WJEC and proactively pursue the marketing of the subject with relevant stakeholders.

The post holder will liaise closely with Subject Officer, other departments and WJEC Appointees to ensure the effective delivery of qualifications.

### **Principal Duties and Responsibilities:**

- 1. Commissioned Developments (Qualifications, Resources and Professional Learning (PL) / Continuing Professional Development (CPD))**
  - Support amendments and development of WJEC Specifications; co-ordinating the contributions of Professional Learning appointees, and, where appropriate, teacher groups and consultants to liaise with stakeholders.
  - In collaboration with others, develop and maintain educational resources and specification documents to support the teaching and learning of evolving WJEC specifications.
  - To liaise with resource authors with regards to specification requirements and monitor their outputs.
  - To design and deliver a variety of high-quality Professional Learning (PL) / CPD training events, both in person and for remote delivery; acting as ambassador for WJEC / Eduqas and deputising for Subject Officers, where necessary.
  - To identify, engage and train suitably qualified authors and presenters to enhance the delivery of high-quality PL/CPD in the subject area(s)
  - To collaborate with regional reps and undertake centre visits for the subject area(s); helping to promote WJEC/Eduqas qualifications to teaching staff.

- 2. Assessment Delivery**
  - To identify and engage suitably qualified 'Appointees' (assistant examiners/moderators), supporting their training and development and ensuring that our specification requirements are adhered to.

- To play a key role supporting both Examination and Non-Examination Assessment (NEA) units. Tasks include:
  - training and supporting Appointees
  - ensuring mark schemes remain accurate and updated (post exam)
  - monitoring progress of marking both in hard-copy and via various online platforms (e.g Surpass)
  - advising and guiding centres on suitability of NEA tasks
  - providing exemplar materials
- To support Subject Officers with the completion of centre mark adjustments, the selection of suitable work for standardising and awarding purposes and other relevant documentation.
- To lead on the implementation of Surpass for specified subjects in the Domain, where appropriate and providing advice, guidance and training materials to centres and appointees.
- To edit and/or analyse various reports (for example, Principal Examiner/Moderator reports and centre reports), identifying trends/patterns in the data and, where relevant, using these to help inform organisational decisions.
- To communicate promptly and professionally with individuals and centres regarding Assessment Delivery; liaising with other departments, when required, to provide a thorough response to enquiries.
- To manage the day to day running of NEA Units; taking responsibility for all aspects of their delivery where appropriate.

### **3. Subject promotion and Communications**

- To proactively promote WJEC and Eduqas as an awarding body, including providing material for and quality assuring the relevant subject pages on our websites.
- To provide advice and guidance to centres and teachers, responding to both complex subject queries and more straightforward requests for subject information and materials in a polite and constructive manner.
- To contribute to subject promotional projects including:
  - overseeing the provision of guidance material for new products (i.e. new resources and qualifications)
  - composing subject bulletins and circulars for teachers and senior centre staff.
- To represent WJEC at subject specific conferences and exhibitions.
- To organise and facilitate the engagement of subject presenters for subject events.

### **4. Domain responsibilities**

- To be an active team-member within the domains, contributing to group discussions and meetings; representing the team at steering groups and working collaboratively across the organisation to achieve WJEC objectives.
- To keep up to date with subject and qualification developments; regularly enhancing skills and knowledge through professional development courses.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties and support developmental and departmental initiatives which are not included above but are consistent with the role.

## Person Specification

**Job Title:** Subject Adviser

**Department:** Domains

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present and also include potential for growth and development into the role.

## Skills and Abilities

### Highly desirable

- Good communication skills, with the ability to explain complex subject material to a variety of audiences.
- Confidence in designing and delivering presentations to large audiences.
- Self-driven, with the ability to independently plan and organise own workload to meet tight deadlines.
- An excellent eye-for detail and ability to apply this to tasks such as proof-reading, data auditing and tracking progress toward work deadlines.
- Good computer literacy, with confidence using Microsoft Office (particularly: Teams, Word, Excel and PowerPoint) and the ability to learn new/bespoke software.

### Desirable

- Demonstrable ability to initiate and maintain good working relationships with contacts outside an immediate work team.
- Welsh language skills

## Knowledge

### Highly desirable

- Relevant and up to date subject knowledge

### Desirable

- Knowledge of GCSE and GCE examinations and non-examination assessment methods.

## Experience

### Essential

- PGCE or teaching experience, ideally in the relevant subject area(s)
- Previous experience working as part of a team, working collaboratively to a shared outcome, goal or objective.

### Highly desirable

- Experience of leading a project involving multiple departments/teams: independently setting timescales, delegating work and monitoring individuals' progress.
- A confident decision maker, with prior experience making or influencing decisions with a moderate business impact.

### Desirable

- Prior experience supporting the examination/assessment process as an examiner/moderator.
- Demonstrable ability to organise events either online or in person.
- Experience producing guidance materials for a wide-reaching audience.

## Training/Qualifications

### Essential

- A degree or equivalent qualification/experience in a related subject area.

## Other

### Essential

- A flexible approach to work with the ability to travel around the UK and work occasional evenings/weekends.

# Telerau ac Amodau Gwasanaeth / Terms and Conditions of Service

Teitl y Swydd / Job Title:	Ymgynghorydd Pwnc / Subject Adviser		
Cyflog / Salary:	£45,264 – £49,143 y flwyddyn (pro-rata lle y bo'n gymwys / £45,264 – £49,143 per annum (pro-rata where relevant)	Gradd / Grade:	10
Gwyliau Blynnyddol / Annual Leave:	<p>25 diwrnod (182.5 awr) y flwyddyn. Mae CBAC hefyd yn darparu 16 diwrnod (116.8 awr) i gyfrif am Wyliau Cyhoeddus a chyfnodau Cau CBAC (gwyliau ychwanegol). Mae'r lwfansau hyn yn cael eu haddasu ar gyfer staff sy'n gweithio'n rhan-amser neu batrymau gweithio cywasgedig.</p> <p>25 days (182.5 hours) per annum. WJEC also provides 16 days (116.8 hours) to account for Bank Holidays and WJEC Closure periods (Additional leave). These allowances are adjusted for staff who work part-time or compressed working patterns.</p>		
Pensiwn / Pension:	<p><b>Mae gofynion y Cynllun Pensiwn Llywodraeth Leol neu reoliadau Pensiwn Athrawon yn berthnasol.</b></p> <p><i>The provision of the Local Government Pension Scheme (LGPS) or Teachers' Pension (TP) regulations applies.</i></p>		
<b>Math o Gytundeb / Contract Type:</b>			
<b>Oriau Gwaith / Working Hours:</b>		<b>Hyd y Contract / Length of Contract:</b>	
<input type="checkbox"/> <b>Llawn-amser / Full-time</b>		<input type="checkbox"/> <b>Parhaol / Permanent</b>	
<input checked="" type="checkbox"/> <b>Rhan-amser / Part-time</b>		<input checked="" type="checkbox"/> <b>Tymor penodol / Fixed-term</b>	
<b>Nifer yr oriau yr wythnos /</b> No. of hrs per week:	<b>Amrywiol /</b> Various	<b>Dyddiad gorffen arfaethedig /</b> Planned end date:	<b>7 misoedd /</b> 7 months
		<b>Rheswm dros y cyfnod penodol /</b> Reason for fixed-term:	<b>Contract /</b> Contract
<b>Arall / Other:</b>			
<b>Cyfnodau prysur llwyth gwaith /</b> Workload Peaks:		<b>Amh /</b> N/A	
<b>Dull Ymgeisio / Method of Application:</b>			
Dylid anfon ffurflen i wedi'u llenwi ar e-bost at <a href="mailto:AD@cbac.co.uk">AD@cbac.co.uk</a> erbyn 23:59, dydd Sul 25 Ionawr 2026. <b>Rhagwelir cynnal cyfweliadau wyneb yn wyneb, yn ystod yr wythnos yn dechrau 02 a 09 Chwefror 2026.</b>			
Completed forms should be sent by email to <a href="mailto:HR@wjec.co.uk">HR@wjec.co.uk</a> by 23:59, Sunday 25 January 2026. <b>Interviews are anticipated to be held in person, in weeks commencing 02 and 09 February 2026.</b>			