

Principal Moderator, Advanced Skills Baccalaureate Wales, Global Community Project Role Profile and Application Form

ROLE PROFILE

Purpose:

WJEC is recruiting for a Principal Moderator for the new qualification. The successful candidate will be responsible for the assessment of the Global Community Project. The Principal Moderator is responsible for setting the standards and ensuring the standardising of moderating.

Responsibilities:

- Lead on understanding the standard for mark bands in the assessment grid for the component
- advise on the appointment, training and reappointment, where necessary, of team leaders and moderators for the component
- lead the moderator training conference, training moderators on the agreed standard for marking on a variety of scripts
- throughout the moderation period, monitor the standards of moderation of all moderators for the component, including, any team leaders, and take appropriate steps to ensure accuracy and consistency
- attend the awarding meeting, advise members on how the assessment functioned and recommend preliminary mark ranges for the judgemental grade boundaries for the component
- submit an evaluation Principal Moderator's report on the performance of the component and assessments

Principal Moderators need to be available for a minimum of ten days a year which may be during term time, at weekends and during holiday time. Release payment to centres is available. This will enable the post holder to standardise team leaders for the January and June series (two days), attend the moderator conference for January and June series (two days), and attend the pre-awarding and awarding conferences in February and July (four days).

Experience/qualifications needed:

- degree in a subject with relevance to this component
- relevant assessment and teaching experience
- relevant moderation experience
- experience of managing people
- the ability to work well under pressure

For further information, please contact Llinos Griffiths 029 2026 5096
llinos.griffith@wjec.co.uk. The closing date for applications is **Friday, 12th January 2024**.

How to apply:

If you wish to apply for the role and are **not currently working** for the WJEC please go to <https://appointees.wjec.co.uk> and click 'Apply to become an Examiner' to fill out the application form.

If you currently work for WJEC, please log in to your Appointees Management Portal Account (using your new username) and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Principal Moderator for Advanced Skills Baccalaureate Wales Global Community Project** on the 'subject area' tab. Ensure you fill in all the other fields of the application form, the Summary Statement must refer to this post.

If you require any further assistance in completing the application please contact:

Rob Reynolds
rob.reynolds@wjec.co.uk
0290 265 050

or Emily Safadi
emily.safadi@wjec.co.uk
02920 265 305