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**Appointment of Principal Moderator**

**A Level English Language**

A Principal Moderator for both WJEC and Eduqas A level English Language qualifications is required. The successful applicant will be required to liaise closely with the GCE English Language team and ensure that requirements of this qualification are fully met. He/she will be expected to contribute to the training of moderators, leading the standardisation process at the moderators’ conference and subsequent monitoring of standards. He/she will also be expected to contribute to the CPD programme and be part of the team during the process of awarding.

**Responsibilities of Principal Moderators**

The Principal Moderator is responsible for the standards for moderation of the internally-assessed work of centres. The Principal Moderator must:

* advise on the appointment, training and reappointment, where necessary, of team leaders and moderators
* review and change the set production (NEA) briefs periodically and when required
* attend and supervise the moderators' conferences and/or meetings for selection of standardising items as appropriate, and also to attend awarding meetings as required by WJEC
* supervise the work of the members of his/her team and scrutinise, by sampling, the marking standards of moderators
* monitor the standards of all the moderators for the unit, including, where necessary, any assistant moderators and team leaders, and take appropriate steps to ensure accuracy and consistency
* oversee and approve the reports for centres prepared by moderators
* prepare an overall report on the unit, to a format that is defined by WJEC
* be available to carry out review marking at each session as required by WJEC for Enquiries about Results during the relevant periods

The post of Principal Moderator is central to the functioning of the qualification and requires a significant time commitment. Principal Moderators need to be available for a minimum of 5 days a year which may be during term time, at weekends and during holiday time. Release payments to centres are available. This will enable the post holder to attend the moderator’s conferences (two days) and the awarding conferences in July (two days). Additionally, Principal Moderators may be required to deliver presentations at WJEC CPD events.

For further information, please contact Kirsten Wilcox on email [kirsten.wilcox@wjec.co.uk](mailto:kirsten.wilcox@wjec.co.uk). The closing date for applications is 12pm on the **4th June 2021.**

**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 English Language on the 'subject area' tab. Please ensure that all other sections of your application are complete, including your qualifications and employment, and that your supporting statement reflects your application for this role.

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

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| Rob Reynolds  rob.reynolds@wjec.co.uk  0290 265 050 | or | Beth Edgar  beth.edgar@wjec.co.uk  02920 265 476 |



**Penodi Uwch Safonwr**

**Lefel A Saesneg Iaith**

Mae angen Uwch Safonwr ar gyfer cymwysterau Lefel A Saesneg Iaith CBAC ac Eduqas. Bydd yn ofynnol i'r ymgeisydd llwyddiannus gadw mewn cysylltiad agos â'r tîm TAG Saesneg Iaith, ac i sicrhau bod gofynion y cymhwyster hwn yn cael eu bodloni'n llawn. Disgwylir iddo/iddi gyfrannu at hyfforddi safonwyr yn ôl yr angen, ac arwain y broses safoni yng nghynhadledd y safonwyr. Hefyd bydd disgwyl iddo/iddi gyfrannu at rhaglen DPP ac i fod yn rhan o'r tîm yn ystod y broses ddyfarnu.

**Cyfrifoldebau'r Uwch Safonwr**

Mae'r Uwch Safonwr yn gyfrifol am safonau cymedroli'r gwaith a asesir yn fewnol mewn canolfannau. Rhaid i’r Uwch Safonwr wneud y canlynol:

* cynghori ar benodi, hyfforddi ac ailbenodi safonwyr, lle bo angen gwneud hynny
* mynychu ac arwain y broses safoni yng nghynadleddau’r safonwyr a/neu gyfarfodydd ar gyfer dethol eitemau safoni fel y bo'n briodol, mynychu unrhyw gyfarfodydd dyfarnu yn ôl gofynion CBAC
* goruchwylio gwaith aelodau ei d/thîm ac archwilio, drwy samplu, safonau marcio'r safonwyr
* monitro safonau marcio pob safonwr, a gweithredu'n briodol i sicrhau cywirdeb a chysondeb
* goruchwylio a chymeradwyo adroddiadau canolfannau a baratowyd gan safonwyr
* paratoi adroddiad cyffredinol i fformat a ddiffinnir gan CBAC gan adlewyrchu ar berfformiad, asesiad a gweinyddiaeth ymgeiswyr
* bod ar gael i gynnal adolygiadau o farcio i yn ôl gofynion CBAC yn ymwneud ag Ymholiadau am Ganlyniadau yn ystod y cyfnodau perthnasol

Mae swydd yr Uwch Safonwr yn ganolog i weithrediad y cymhwyster ac mae angen ymrwymo amser sylweddol iddi. Mae angen i Uwch Safonwyr fod ar gael am o leiaf 5 diwrnod y flwyddyn i fynychu cyfarfodydd. Gall y cyfnod hwn gynnwys dyddiau yn ystod y tymor, ar benwythnosau ac yn ystod y gwyliau. Mae taliadau rhyddhau ar gael i ganolfannau. Bydd hyn yn galluogi i ddeiliad y swydd fynychu cynadleddau safonwyr (un diwrnod), a'r cynadleddau dyfarnu. Yn ogystal, efallai y bydd gofyn i Uwch Safonwyr wneud cyflwyniadau yn nigwyddiadau DPP CBAC.

Am ragor o wybodaeth, cysylltwch â Kirsten Wilcock ar (029) 2026 5091 neu e-bostiwch [kirsten.wilcock@wjec.co.uk](mailto:kirsten.wilcock@wjec.co.uk). Dyddiad cau cyflwyno'r ffurflenni cais yw **4 Mehefin 2021.**

**Sut i wneud cais**:

Os ydych chi'n dymuno gwneud cais am y swydd, ac **nad ydych** **yn gweithio i CBAC** ar hyn o bryd, ewch i [https://penodedigion.cbac.co.uk](https://appointees.wjec.co.uk) a chlicio 'Gwneud Cais i fod yn Arholwr' i lenwi'r ffurflen gais.

**Os ydych chi'n gweithio i CBAC ar hyn o bryd**, mewngofnodwch i'ch cyfrif Porth Rheoli Penodedigion (gan ddefnyddio eich enw defnyddiwr newydd) a chliciwch ar yr eicon 'Fy Nghais' ar yr hafan. Sicrhewch eich bod yn ychwanegu rôl yr Uwch Safonwr ar gyfer CBAC TAG Saesneg Iaith ar y tab 'maes pwnc.' Sicrhewch bod pob adran arall o'ch cais yn gyflawn, gan gynnwys eich cymwysterau a'ch cyflogaeth, a bod eich datganiad ategol yn adlewyrchu eich cais ar gyfer y rôl hon.

Os oes angen unrhyw gymorth pellach arnoch wrth lenwi'r ffurflen gais, cysylltwch â:-

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| Rob Reynolds  rob.reynolds@wjec.co.uk  0290 265 050 | neu | Beth Edgar  beth.edgar@wjec.co.uk  02920 265 476 |