

## Subject Advisers

**Contract:** Part-time, fixed term from 01 March 2024

**Salary:** £41,814 – £45,396 per annum (pro-rata where applicable)

WJEC are looking to expand our Subject Advisory team and have 2 opportunities available spanning a range of qualifications. Offered as temporary contracts, the roles would also make great secondment opportunities for individuals working in secondary/further education who want to better understand the work of an exam board. We'll provide each Adviser with plenty of opportunity to develop and grow, bringing their new skills back to their school/college.

### The role:

Subject Advisers are integral members of our subject teams who commission and quality assure Professional Learning for teachers. Post-holders also write aspects of the training and deliver it in events. We are looking to recruit appropriately qualified and experienced teachers on either a part-time or full-time basis depending on the number of subjects you can offer. The role is offered as a hybrid opportunity, enabling staff to split their time between our Cardiff offices and their home address.

### Subjects:

For the duration of this contract, the successful post holders will mainly focus on shaping our Professional Learning courses which will be designed to support teachers preparing to teach our new made for Wales GCSEs in support of Curriculum for Wales in one or more of the following WJEC GCSE subject areas.

- Welsh Language and Literature – Single Award and Double Award (0.5 FTE until 31 May 2025)
- Business (0.5 FTE until 31 May 2025)

### The person:

Applications are welcomed from teachers with several years teaching experience, preferably in Wales. 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. Applicants will need to have a flexible approach to work and be available to travel around Wales and possibly other parts of the UK, and work occasional weekends. The ability to speak Welsh is desirable\*, but not essential for this role.

*\*With the exception of the WJEC Welsh Language and WJEC Welsh Literature role*

### Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/additional days), training and development opportunities including free Welsh language courses, and either Local Government or Teachers Pension scheme.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Sarah 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: 12:00, Wednesday 21 February 2024**

***We reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received.***

## 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>
<b>Main purpose of Job:</b>	

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

- to be agreed from the previous list.

As a key member of the subject team, the post holder will contribute to the development and assessment of qualifications, the provision of Professional Learning/CPD alongside 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 associates to ensure the effective delivery of qualifications and assessments.

## Principal Duties and Responsibilities:

### 1. Commissioned Developments (Qualifications, Resources and Professional Learning (PL) / Continuing Professional Development (CPD))

- Play a key role supporting the modification and development of WJEC specifications; co-ordinating the contributions of appointees, teacher groups and consultants and liaising with stakeholders regarding any proposed changes.
- 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
  - monitoring marking both in hard-copy and via various online platforms (e.g Surpass)
  - advising and guiding centres on suitability of NEA tasks
  - providing exemplar material
- To assist 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 Entry Pathways qualifications; taking responsibility for all aspects of their delivery for approval by the Subject Officer or Domain Leader, 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 abide by WJEC processes and procedures, including IT security, Health & Safety, Welsh Language and Equality, Diversity & Inclusion.
- To keep up to date with subject and qualification developments; regularly enhancing skills and knowledge through professional development courses.
- To undertake other duties and support developmental and departmental initiatives which are not included above but are consistent with the role.

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## Person Specification

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<b>Job Title:</b>	Subject Adviser
<b>Department:</b>	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.

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## Skills and Abilities

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### 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

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## Knowledge

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### Highly desirable

- Relevant and up to date subject knowledge

### Desirable

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

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## Experience

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### 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.

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## Training/Qualifications

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### Essential

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

**Highly desirable**

- n/a

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**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:** £41,814 - £45,396 y flwyddyn pro rata / pro rate per annum

**Gradd / Grade:** 10

**Gwyliau Blynnyddol / Annual Leave:** 25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.  
25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays

**Pensiwn:** Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol.  
**Pension:** The provision of the Local Government Superannuation Act apply.

**Math o Gytundeb: Contract Type:**

- Llawn-amser / Full Time
  - Rhan-amser / Part Time
  - Llawn-amser Tymor Cyfyngedig / Full Time Limited Term
  - Rhan-amser Tymor Cyfyngedig / Part Time Limited Term
- Nifer yr oriau'r wythnos No. of hrs per week**
- Diwedd y Tymor End of Term** 31/05/2025
- Nifer yr oriau'r wythnos No. of hrs per week** 18.25

**Dull Ymgeisio: Method of Application:**

Dylid anfon ffurflenni wedi'u llenwi ar e-bost at [ad@cbac.co.uk](mailto:ad@cbac.co.uk) erbyn **12:00, dydd Mercher 21 Chwefror 2024.**

*Rydym yn cadw'r hawl i gau'r swydd wag yn amodol ar o leiaf 24 awr o rybudd, os daw digon o geisiadau i law.*

Completed forms should be sent by email to [hr@wjec.co.uk](mailto:hr@wjec.co.uk) by **12:00, Wednesday 21 February 2024.**  
*We reserve the right to close the vacancy subject to a minimum of 24h notice, should sufficient applications be received.*