

Appointment of Principal Moderator

GCSE English Language Unit 1 (WJEC)

A Principal Moderator for the GCSE English Language Unit 1 specification is required for WJEC. The successful applicant will be required to liaise closely with the GCSE English Language team and ensure that requirements of this qualification are fully met. He/she will be expected to review and change the set production briefs (NEA) periodically and when required, and to contribute to the training of moderators, leading the standardisation process at the moderators' conference. He/she will also be expected to contribute to the delivery of 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 reviews of moderating 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 10 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 (4 days) and the awarding conferences in July (4 days). Additionally, Principal Moderators may be required to deliver presentations at WJEC CPD events.

For further information, please contact Guy Melhuish on email guy.melhuish@wjec.co.uk. The closing date for applications is Friday 13th December.

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 GCSE English Language Unit 1** 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:-

Rob Reynolds
rob.reynolds@wjec.co.uk
02920 265 050

or Rabina Chowdhury
rabina.chowdhury@wjec.co.uk
02920 265 476