Principal Moderator, GCSE (QFF) New Qualification Business Unit 4

A Principal Moderator for GCSE Business is required. The successful applicant will be required to liaise closely with the Business team and ensure that requirements of this qualification are fully met. They will be expected to contribute to the training of moderators, leading the standardisation process at the moderators' conference. They 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
‹ 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 three 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 conference (one day) and the awarding conference in July (one day). Additionally, Principal Moderators may be required to deliver presentations at WJEC CPD events.

Experi

- degree in the subject specific to this qualification
- relevant assessment and teaching experience
- experience of managing people
- computer literacy with confidence in using a range of software
- the ability to work well under pressure and meet deadlines

For further information, please contact Steph(t)5(h)-115ac r lsr