



Appointment of Principal Moderator

Latin: Roman Civilisation Study Level 1

A Principal Moderator for GCSE Latin: Roman Civilisation Study Level 1 is required. The successful applicant will be required to liaise closely with the Latin team and ensure that requirements of this qualification are fully met. He/she will be expected to contribute to the

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
- ◁ attend and supervise the moderators' conferences and/or meetings for selection of standardising items as appropriate, and 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 conference and the awarding conference in July. Additionally, Principal Moderators may be required to deliver presentations at WJEC Professional Learning events.

Experience/qualifications needed

- ◁ educated to degree level.
- ◁ relevant teaching experience
- ◁ experience of moderation for awarding organisations
- ◁ experience of managing people
- ◁ the ability to work well under pressure
- ◁ excellent written and verbal communication skills

For further information, please contact Karl.Sage@wjec.co.uk. The closing date for applications is **Monday 23rd September 2024**.

How to apply:

If you wish to apply for the role and are **not currently working** for 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 Level 1 (WJEC/Eduqas) Latin: Roman Civilisation Study** on the 'subject area' tab and it is important to fill in all the other fields of the application.

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

Rob Reynolds
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