

## Appointment of Principal Moderator

### GCE (WJEC/Eduqas) Geography

A Principal Moderator for GCE (WJEC/Eduqas) Geography is required to lead our Non-Examined Assessment (NEA) team. The successful applicant will be required to liaise closely with the subject team to ensure that the requirements of this qualification are fully met. The successful applicant will be expected to contribute to the training of moderators and lead the standardisation process at the moderators' conference. They will also be expected to contribute to the production of exemplar material and lead our NEA Title Advisory Service.

#### 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 their 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 and preparation meetings.

#### 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 [GCEGeography@wjec.co.uk](mailto:GCEGeography@wjec.co.uk). The closing date for applications is **22 November 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 GCE (WJEC/Eduqas) Geography** 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  
rob.reynolds@wjec.co.uk  
02920 265 050

or Emily Safadi  
emily.safadi@wjec.co.uk  
02920 265 305