

# Principal Moderator, GCSE (QFF) New Qualification English Language and Literature Unit 2, Unit 3 and Unit 5

A Principal Moderator for GCSE English Language and Literature is required. The successful applicant will be required to liaise closely with the English 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
- write the NEA briefs for release to centres annually
- attend and supervise the moderators' conferences and/or meetings for selection of standardising items as appropriate, and 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.

For further information, please contact [gcseenglish@wjec.co.uk](mailto:gcseenglish@wjec.co.uk). The closing date for applications is **14<sup>th</sup> November 2024**.

## 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 (WJEC) English Language and Literature Unit 2 or/and Unit 3 or/and Unit 5** on the 'subject area' tab and it is important to fill in all the other fields of the application. If applying for more than one role please specify in the supporting statement your preferred units.

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 265 019