



External Quality Assurers

Sustainability Qualifications

ROLE PROFILE

Purpose:

We are seeking applications for External Quality Assurers for our new Sustainability qualifications.

The External Quality Assurer is responsible for external quality assurance activities related to the qualifications.

Responsibilities:

As a WJEC EQA you will need to maintain effective working relationships with our centres and the WJEC office, planning and monitoring quality assurance activities in line with our qualification requirements. The role is both a challenging and rewarding experience and a great opportunity to use your assessment and industry expertise.

You will:

- conduct and document centre approval, quality assurance, advisory, system and exam audit activities with centres, in line with WJEC and regulatory arrangements
- provide advice and support to centres through remote and face to face support/visits
- participate in annual standardisation activity to maintain standardisation of assessment decisions across the EQA team. Attendance at the Training is mandatory and a condition of the appointment; otherwise, it will not be possible to proceed to the quality assurance of portfolios
- externally quality assure accepted centres throughout the academic year by arranging EQA monitoring and support visits. Produce written reports on outcome of visits with SMART action points for the centre to work towards. In accordance with the instructions and dates supplied by WJEC in the *External Quality Assurers' Handbook* whilst considering any further instructions issued by WJEC
- maintain accurate records of all quality assurance outcomes and comments in accordance with the instructions issued by WJEC
- provide samples of quality assured candidates' portfolios, as required by the Principal External Quality Assurer/WJEC
- provide information on any aspect of the quality assurance of candidates' work as requested by the Principal External Quality Assurer and/or WJEC

Experience/qualifications needed

- relevant assessment and teaching experience

- relevant and secure subject knowledge
- external Quality Assurance qualification or working towards
- experience of managing people
- the ability to work well under pressure
- excellent communication skills
- able to set clear and SMART targets

For further information regarding the role, please contact Laura Callaghan on laura.callaghan@wjec.co.uk.

The closing date for this advert is **27 May 2024**. This vacancy may close earlier than advertised should we receive a sufficient number of applications for the roles. Please submit your application as soon as possible.

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 and click on the 'My Application' icon on the home screen. Please ensure you add the role of **External Quality Assurer – Entry level (WJEC) Sustainability**, on the 'subject area' tab and complete all the other fields of the application.

If you require any further assistance with the application process please contact:-

Rob Reynolds
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02920 265 050

Emily Safadi
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