

Head of Awarding and Standards

Salary: £59,145 - £62,619 per annum (Grade 14)

Contract type: Full-time (36.5 hours per week), Permanent

We are excited to advertise an opportunity for a Head of Awarding and Standards to join our team.

The role

Under the direction of the Assistant Director: Standards and Research, the Head of Awarding and Standards will lead on all matters relating to awarding processes and the setting and maintenance of qualification standards. They will lead on the structuring and implementation of processes and quality management arrangements relating to awarding, and will nurture and lead the Standards and Research section to achieve directorate objectives and develop a high performing and engaged culture.

The role is available on a full-time, permanent basis and is available immediately.

About you

Candidates will have an aptitude for project management and quality management. They'll enjoy interacting with others and have excellent communication skills in support of this. Ideally, candidates will have excellent knowledge of the examinations awarding process and extensive experience in preparing and managing policy and procedures.

Benefits

We offer a range of excellent benefits and take pride in being an inclusive and supportive place to work. Highlights include: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Sarah in our HR team (HR@wjec.co.uk), who will be more than happy to help.

Interviews are anticipated to be held in person on Wednesday 22 November 2023.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 11:59am, Monday 13 November 2023

JOB DESCRIPTION

Job title	Head of Awarding and Standards
Department:	Assessment Delivery
Section:	Research
Responsible to:	Assistant Director: Standards and Research
Grade:	14
Location:	Western Avenue, Cardiff - Hybrid
Main purpose of Job:	

Under the direction of the Assistant Director: Standards and Research, lead on all matters relating to awarding processes and the setting and maintenance of qualification standards.

Lead in the structuring and implementation of processes and quality management arrangements relating to awarding. They will contribute to arrangements for the delivery of assessments, including marking, mark standardisation, and the issuing of results. They will support our education communities by providing trusted qualifications, to allow our learners the opportunity to reach their full potential.

Working with the Assistant Director: Standards and Research on the design of WJEC's approach to setting and maintaining standards across our qualifications, working with regulators, other awarding bodies and WJEC staff. Supporting qualification development, assessment design and delivery and awarding and standards, to build and develop WJEC's brand reputation as thought leaders in the education arena.

Nurturing and leading the Standards and Research section to achieve directorate objectives and develop a high performing and engaged culture.

Principal Duties and Responsibilities:

Awarding and Standards

- Responsible for implementing an awarding approach for each qualification based on regulatory expectations, entry patterns, statistical and technical evidence, as well as a supporting risk commentary to guide the focus of grading partners and awarding committees.
- Oversee the coordination of assessment functioning training, statistical outputs and analysis ensuring linkage with qualification development and assessment design.

- Working with the Head of Research & Statistical Analysis and Head of Regulatory Reporting and Statistics, to lead on WJEC's engagement on technical and statistical matters relevant to regulatory initiatives relating to setting and maintaining the standards of qualifications, including in the context of qualification reform.
- To ensure that all relevant teams at WJEC are aware of and trained in the regulatory standards to be complied with in relation to awarding processes.

Research

- To proactively engage and influence with key stakeholders, in particular with regulators, government departments and other awarding organisations on matters relating to standards.
- To support, lead and develop a culture of collaboration and innovation across the Qualifications and Assessment directorate and wider organisation, in order to deliver the high-quality solutions for our customers.
- To represent WJEC on relevant JCQ working groups and committees to ensure that its decisions are implemented within WJEC.

Corporate Duties

- You will lead, motivate and inspire the development of staff to enable delivery of business plans; coaching and mentoring others to nurture talent and grow capabilities.
- You will be a highly visible and inspirational role model, reinforcing the organisation's core values.
- You will be familiar with and adhere to all relevant company policies and procedures, ensuring team members are briefed and trained on and compliant with all procedures and policies.
- You will undertake from time-to-time duties of a similar level as may be required, to include deputising for the Assistant Director: Standards and Research.

Monitoring and quality assurance

- To monitor and appraise the work of designated members of staff in relation to their responsibilities, including those responsible for documenting awarding policies and procedures, archiving, and the production of statistical materials for awarding.
- To determine and document, in detail, policies and procedures for mark processing and awarding.
- To monitor and support the awarding process.
- To monitor and sign off the awarding timetable for each examination series, ensuring there are sufficient resources within the Research & Standards team so that awarding policies and procedures can be followed in full.
- To supervise staff in ensuring that procedures for processing and awarding WJEC examinations are of a high quality.
- To ensure the statistical veracity of awarding procedures, in conjunction with the Head of Research & Statistical Analysis and Head of Regulatory Reporting and Statistics.
- To agree and sign-off awarding outcomes, with subject officers and Chairs of Examiners.

Planning and advice

- Prior to each examination series, to increase general awareness of the use of appropriate awarding procedures, providing formal and informal training and support to subject officers, Chairs of Examiners and other staff, as appropriate.
- To provide advice and guidance to subject officers on technical matters concerning all aspects of their work, including through the examining and awarding process and awarding and standards elements of qualification development work, including assessment functioning outputs.

- To provide technical standards advice supporting the development and design of new assessments/qualifications.
- To provide guidance and technical advice to WJEC staff involved in external contract work.
- To produce and publish, in conjunction with other relevant WJEC staff, materials which explain awarding processes to internal and external stakeholders.
- In conjunction with the Head of Research & Statistical Analysis and Head of Regulatory Reporting and Statistics report awarding outcomes to regulators and to stakeholders at appropriate times in the examination cycle, including advising on developments to the WJEC secure website for reporting outcomes to centres.
- To contribute to the development of understanding amongst all involved in the awarding process in relation to the implications of maintaining standards, particularly as new specifications are examined for the first time.
- In conjunction with the Head of Research & Statistical Analysis and Head of Regulatory Reporting and Statistics, to manage the team responsible for producing appropriate statistical analysis for awarding purposes.
- In conjunction with other senior Research & Standards staff, to engage in discussions aimed at improving the design and function of systems used for mark processing and awarding.

Person Specification	
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Job title:	Head of Awarding and Standards
Department:	Qualifications and Assessment

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have.
Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities	
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Highly desirable

- Communication skills, including oral and written presentation and the interpreting of technical matters for lay audiences.
- Ability to develop clear, concise and comprehensive policies and procedures, in line with internal and external requirements.
- The ability to train and support others in following policies and procedures.
- Ability to advise committees and working groups on the development of data handling systems.
- A high level of numeracy.
- Statistical competency.
- The ability to interpret and comment on numerical information.
- Excellent IT skills are essential particularly in the use of Excel, Word and other Microsoft Office applications.
- Able to carry out work accurately and pay attention to detail.
- Sound organisational and administrative skills.
- Team-working skills.
- Project management skills
- Ability to organise, prioritise and complete a varied workload with minimal supervision and an ability to work calmly and carefully under pressure.
- Innovative, creative and flexible.

Desirable

- Able to appropriately apply principles of assessment and standard setting to meet policy and regulatory requirements.
- The ability to work through the medium of Welsh.

Knowledge	
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Highly desirable

- A sound knowledge of the examinations awarding process.
- Knowledge of different approaches and principles of standard-setting.
- An understanding of the principles of project management and quality management.
- Knowledge of basic statistical techniques.
- Sound working knowledge of software packages (specifically Microsoft Word and Excel).

Desirable

- A working knowledge of statistical software, or a willingness and capability to develop such knowledge.

Experience

Highly desirable

- Experience of preparing and managing policy and procedures to meet internal and external requirements.
- Experience of training others to adhere to corporate policies and procedures.

Desirable

- Experience of the examinations/awarding cycle.
- Experience of report writing.
- Experience of designing data handling systems.

Training / Qualifications

Highly desirable

- Honours degree or equivalent, with substantive quantitative methods content.

Desirable

- Qualification(s) demonstrating a high level of numeracy or statistical competency.
- Qualifications demonstrating research skills.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Pennaeth Dyfarnu a Safonau/ Head of Awarding and Standards		
Cyflog: Salary:	£59,145 - £62,619 y flwyddyn/ per annum	Gradd: Grade:	14
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term			
		Nifer yr oriau yr wythnos No of hrs per week Diwedd y Tymor End of Term Diwedd y Tymor End of Term Nifer yr oriau yr wythnos No of hrs per week	36.5 / /
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 11:59am, dydd Llun 13 Tachwedd 2023. Completed forms should be sent by email to hr@wjec.co.uk by 11:59am, Monday 13 November 2023.			