



## *Chair of Examiners, GCE (WJEC) Art and Design, Role Profile and Application Form*

### **ROLE PROFILE**

#### **Purpose:**

WJEC is recruiting for a Chair of Examiners. The successful candidate will be responsible for the assessment of GCE Art and Design.

The Chair of Examiners is responsible for the maintenance of standards within the subject across the specification from year to year. The Chair is also responsible for monitoring the standards of the Principal Moderators.

#### **Responsibilities:**

- assist WJEC staff in maintaining standards within a specified subject and across different specifications, where appropriate, from series to series.
- chair a range of meeting(s) including the examiner/moderator conferences and Awarding meetings.
- recommend mark boundaries for each grade in each of the qualifications at the conclusion of the awarding process.
- prepare reports on the processes, as requested.
- carry out any other duties as may be reasonably requested by WJEC.

The Chair of Examiners will need to be available for a minimum of **six** 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 examination/moderation conferences and the Awarding conferences.

#### **Experience/qualifications needed:**

- degree in a subject with relevance to this qualification
- relevant assessment and teaching experience
- experience of managing people
- the ability to work well under pressure.

For further information, please contact [charmaine.cook@wjec.co.uk](mailto:charmaine.cook@wjec.co.uk).  
The closing date for applications is **5<sup>th</sup> July 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 and click on the 'My Application' icon on the home screen. Please ensure you add the role of **Chair** for **GCE (WJEC) Art and Design** on the 'subject area' tab and fill in the other fields of the application.

If you require any further assistance please contact: -

Rob Reynolds  
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02920 265 050

or Emily Safadi  
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02920 265 305