

Subject Officer: Sport

Salary: £62,160 - £65,814 per annum, pro-rata (grade 14) Contract type: Part-time (21.9 hours per week), Permanent

We are excited to be inviting applications for a part time (0.6) Subject Officer for Sport to join our team. The successful applicant will mainly focus on delivering the L1/2 Vocational Award in Sport and Coaching Principles and Level 3 Applied Qualifications in Sport (Wales only).

Subject Officers provide leadership and vision for their designated subject areas, in the context of evolving qualifications frameworks. They have operational management responsibility for the development of qualifications and assessments, and the administration of the examination series in their subject areas, the provision of Professional Learning, and for providing subject-specific advice and guidance to a range of professional audiences. They are budget holders for designated subject areas.

If you are an experienced teacher or lecturer who has a passion for teaching and assessment, we would love to hear from you. WJEC is proud to offer a variety of benefits, including 25 days annual leave (pro-rata) together with 16 days statutory and additional holidays, free Welsh language courses, a generous pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. As such, applications are invited from individuals across the UK but please note that the role will require regular working from our Cardiff offices.

IMPORTANT NOTE: This role is instrumental to the design and assessment of live qualifications and examination materials. As a result, the successful applicant will not be able to hold a teaching position in a centre offering level 2 and level 3 qualifications (e.g. GCSEs and GCEs), simultaneously to this post, due to conflict of interest. Applicants are also encouraged to declare any Appointee/Examiner roles (any UK Exam board) that they want to maintain, as part of the application process.

The role is offered on part-time, permanent basis. We are proud to be a flexible employer and working pattern for the role will be discussed and with the successful applicant.

If you would like to know more about the position or about working for WJEC, please contact HR@wjec.co.uk who would be more than happy to speak to you.

Please visit our website to download a copy of the job description and application form.

Closing date: 12:00; Monday 02 December 2024

Interviews are expected to take place in the week commencing 09 December 2024



JOB DESCRIPTION

Job Title:	Subject Officer: Sport
Department:	Qualifications and Assessment Delivery Directorate
Section:	BHICTDomain
Responsible to:	Domain Leader
Grade:	14
Location:	Western Avenue, Cardiff
Main purpose of Job:	

Subject officers provide leadership and vision for their designated subject areas, in the context of evolving qualifications frameworks. This strategic role requires keeping abreast of current developments in order to be well-

in the market.

Subject officers have operational management responsibility for the development and administration of examinations and assessments in those subject areas, the provision of CPD and for advice and guidance on subject related matters to a range of professional audiences. They are budget holders for designated subject areas.

Principal Duties and Responsibilities:

Management of the Examining Process

To ensure that WJEC has available to it suitable teams of examiners and moderators that are provided with appropriate advice and guidance to fulfil their roles effectively;

To recommend the appointment of Chief and Principal Examiners/Moderators and other key personnel such as revisers and scrutineers to the Examinations and Assessment Committee; if necessary to carry out interviews for such posts;

To ensure the appointment of adequate numbers of appropriate Chief and Principal Examiners/Moderators and Examiners and Moderators;

To train Chief and Principal Examiners/Moderators, Examiners/Moderators and revisers and scrutineers at relevant and appropriate times;

Where appropriate, to produce guidance notes and materials for examiners and moderators;

To monitor and evaluate the performance of Chief and Principal Examiners/Moderators and Examiners/Moderators and when necessary to find replacement examiners;

To ensure, in conjunction with Chief Examiners and Chief Moderators, the co-ordination of marking and moderating in the relevant subjects;

To monitor, in conjunction with Chief Examiners and Chief Moderators, the accuracy of marking and moderating in the relevant subjects and where necessary to implement appropriate scaling;

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To arrange, service, advise, and direct the procedures of examination conferences and standardising and awarding conferences;

To report on the awarding process and, in liaison with Chairs of Examiners, make recommendations to the Awarding Body Accountable Officer;

To prepare reports to centres regarding examination performance and specifically in relation to performance in internal assessment;

To ensure that the relevant administrative section has the necessary information to administer the examining process;

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Person Specificati	on
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