

JOB DESCRIPTION

Job Title	ESOL Assessment Writers
Report to	Quality and Assessment Manager
Working Hours	The number of papers required will be dependent upon the volume of learner registrations
Location	Home based
Management	Not applicable

JOB PURPOSE

To produce question papers as per the requirements of the qualification specification.

RESPONSIBILITIES AND ACCOUNTABILITIES

Accountabilities:

- Accountable for the quality of question papers to meet the requirements of the qualification specification.

Responsible for:

- producing question papers in accordance with ESOL criteria and Gateway Qualifications' specifications and guidance
- submitting papers to Gateway Qualifications within the required timescales.
- amending own work in line with feedback provided by Reviewer and Chief Examiner
- attending question paper review meetings
- liaising with Gateway Qualifications staff and Chief Examiner

Requirements:

Individuals undertaking this role must:

- have access to personal computer or laptop
- have a suitable secure internet connection
- have a postal address in the United Kingdom.

PERSON SPECIFICATION

Short listing criteria

Qualifications

- Educated to degree level or relevant equivalent experience

Experience

- Experience of writing question papers for an awarding organisation and/or learners
- Knowledge of ESOL Core Curriculum and Standards for Adult Literacy
- Knowledge of Ofqual's General Conditions of Recognition

Qualities and Skills

- Excellent written and verbal communication skills
- Accuracy and consistency
- Attention to detail