



## **Chair of Examiners (Wider Workforce/Contractor Role)**

 gateway  
qualifications

*learning your way*

## About Gateway Qualifications

At Gateway Qualifications our focus is on creating the highest levels of in-demand qualifications which are accessible to everyone enabling all learners to thrive. To do that, we want people working with us who represent and reflect the diversity of everyone in the UK. As an equal opportunity employer, we therefore encourage applications from people of all backgrounds and are committed to employment practices that promote diversity and inclusion.

Our expert teams have been supporting providers and changing futures for more than 30 years.

As an Awarding Organisation we offer a wide range of Regulated Qualifications, Apprenticeships and Access to HE Diplomas and can develop new qualifications and quality assure in-house training.

## Important Information

---

<b>Role Title</b>	<b>Chair of Examiners (ESOL - Skills for Life qualifications)</b>
<b>Division/Department</b>	Awarding / Quality Assurance
<b>Contract Type</b>	Contract for Services (Self-Employed Contractor)
<b>Working Hours</b>	Variable
<b>Location</b>	Remote
<b>Rate of Pay</b>	£288.75 per day plus travel expenses

If you are interested in this vacancy, you will be able to make an application via our website careers page. **Please ensure you attach your CV and a Covering Letter explaining why you are suitable for the role.**

**The closing date for applications will be midday on 16 July 2025.** We reserve the right to close this vacancy early if we receive sufficient applications for the role. We may also consider applications as they arrive and may start interviewing prior to the closing date. Therefore, if you are interested, please submit your application as early as possible.

**Interviews will be held online via Teams and are scheduled for 22 – 24 July.**

**Please note that you must have proof that you have the right to work and live in the UK and that you are self-employed.**

## Role Purpose

---

To maintain and monitor standards for a range of qualifications for an industry area or range of assessments within a qualification.

## Responsibilities and Accountabilities

---

The Chair of Examiners ESOL supports the maintenance of standards in groups of qualifications across different subjects and methods of assessment from year to year. The Chair is also responsible for monitoring the standards of the Chief Examiner.

The Chair of Examiners ESOL provides leadership in a subject/curriculum area by:

### Awarding

- Chairing any awarding process meetings for each qualification in the designated subject or subject area, checking that the required standards are brought to bear in each assessment component and in each subject as a whole.
- Recommending and reviewing grade boundaries where required, at the conclusion of the awarding process.

### Maintenance of Standards (MoS) and Standard Setting

- Chairing the Annual Maintenance of Standards Meeting to agree the annual confirmation of quality assurance and standards report compiled by the Chief Examiner.

### Monitoring Standards

- Monitoring the standards and supporting/training of the Chief Examiner ESOL.

### Assessment Paper Development and Review

- Responding to any queries or escalations from the Chief Examiner raised during the paper development process and in paper review meetings.
- Ensuring that agreed standards have been adhered to and maintained throughout the paper development process holistically.
- Reviewing evidence of how standards have been met in each development cycle.
- Approving necessary amendments to live assessment materials including required changes to mark schemes following recommendations from the Chief Examiner ESOL.

### Other

- Collaborating closely with the Product and Quality Assurance teams in carrying out all designated responsibilities.

## Person Specification

---

(Criteria for Shortlisting and Interviewing)

### Qualifications

- A level 6 qualification or equivalent knowledge and experience in a similar role.

### Experience, Knowledge & Skills

- Prior experience in teaching, examining, and assessment development in ESOL Skills for Life is essential.
- Experience in chairing meetings, leading training sessions and working to strict deadlines.
- Previous experience of working as a Chief Examiner or other senior suitable position.
- A proficient level of digital literacy; experience of using Microsoft Suite and a range of other digital tools and apps used in the AO sector.

- An understanding of data analysis and performance metrics.
- A proficient level of communication skills, specifically written and oral, to be able to communicate effectively with a wide range of stakeholders.
- Excellent time management skills, with the ability to prioritise and work to deadlines, to ensure efficient and effective outcomes.
- Excellent attention to detail and accuracy.
- Appropriate CPD in their specialist curriculum area.

### Personal Attributes

- Ability to relate to and work in line with our Values.
- A commitment to providing excellent customer service.
- Self-motivated and the ability to work independently and on own initiative.

## General Statement

---

All staff and Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers' perspective and being highly motivated to deliver outstanding customer service.

All staff and Wider Workforce are expected to be aware of and comply with relevant policies, processes, and procedures of the organisation.

All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of Partnership, Integrity, Originality, and Quality.

## Equipment and Support

---

- In order to successfully fulfil this role, you must have access to a laptop/desktop computer, high speed internet connection and the ability to use Microsoft applications.
- When you start working with us you will be required to attend an induction and some initial training sessions. We offer these via webinar wherever possible but sometimes you may be required to travel to a venue.
- You will be expected to participate in annual training and commitment to participation in monthly communication and update sessions.
- As part of your role, you may be required to travel to attend Recognised Centres or events. A driving licence and access to vehicle, or access to a good public transport network is necessary.

## Working with Us

---

All Wider Workforce are expected to create an environment of service excellence by engaging and thinking from the customers perspective and being highly motivated to deliver outstanding customer service. You will be expected to be aware of and comply with all relevant policies, processes, and procedures of the organisation.

We are a business that is also a charity, and we all take pride in our main role of supporting our centres. It's a key part of what we do.

If you join us, you'll be joining an award-winning team who work hard every day to make a difference to the lives of learners. We have won in the following categories at the Federation of Awarding Bodies (FAB) Awards; Qualification of the year, two years in a row, Learner of the year, Individual of the year, AO/Provider Relationship of the year, Awarding Organisation of the year and Innovation of the year.

We've been through a lot of changes in the last five years, and no doubt there will be more to come as the qualification marketplace evolves, but we are a team who can embrace change and are adaptable and innovative. We also have fun too!

You can read all the information about [Gateway Qualifications on our website.](#)

## Our Company Values

We believe in involving our staff in all aspects of the business. We asked them to choose our values and behaviours so that it means something. We expect everyone to demonstrate these in their everyday work when representing Gateway Qualifications. All staff and Wider Workforce are expected to carry out their work in line with the organisation's values of:



### Partnership

Working together  
Supporting teamwork across the organisation  
Communicating, listening, supporting, and collaborating



### Integrity

Behaving ethically, with openness and honesty  
Trusting and respecting each other  
Taking ownership of our performance



### Originality

Embracing change  
Thinking creatively and innovating  
Encouraging positive risk taking



### Quality

Striving to do things right every time.  
Taking pride in what we do  
Continuously improving

## Accreditations

