



ESOL Skills for Life Assessment Scrutineer

 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

Role Title	ESOL Skills for Life Assessment Scrutineer
Division/Department	Awarding and Product
Contract Type	Contract for Services (Self-Employed Contractor)
Working Hours	Variable
Location	Remote
Rate of Pay	Variable

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.**

This role will remain open until a suitable appointment is made. We reserve the right to close the vacancy early if we receive a high volume of suitable applications. Applications will be reviewed as they are received. **If you are interested in this opportunity, we encourage you to submit your application as early as possible.**

All candidates shortlisted for interview will be required to complete a skills assessment and/or a role-related task as part of the selection process.

Interviews will be held online via a Teams video call.

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 develop and shape assessment materials for Gateway Qualifications' ESOL Skills for Life product, under the instruction of the Assessment Lead.

Specialism

Gateway Qualifications is regulated by Ofqual and Qualifications Wales. As a member of our Wider Workforce (WWF) you will play an important role in ensuring qualifications standards are met as part of our regulatory obligations.

- [Types of Qualifications we Offer](#)
- [Access to Higher Education Qualifications](#)
- [End Point Assessment](#)

All our WWF members require specialist knowledge, skills and understanding in a given curriculum area(s) and commitment to and evidence of continuous professional development (CPD) in your chosen specialist area(s).

Responsibilities and Accountabilities

Accountable For:

For Assessment Writers, Reviewers and Scrutineers

- Maintaining up-to-date knowledge of the relevant subject area.
- Working collaboratively with the Product Lead and Assessment Lead and others involved in the process to develop and shape assessment materials that are rigorous, robust, and fit for purpose.
- Ensuring all assessments conform to the assessment plan for the qualification, and assessment materials are appropriately pitched in terms of level, content, and scope.
- Ensuring assessment materials are developed in accordance with Gateway Qualifications' guidance, templates, and specific assessment design specifications.
- Maintaining regular and timely communication with the Product Lead and Assessment Lead.
- Delivering commissioned work within the agreed timescales, and to inform the Assessment Lead immediately of any arising circumstances which may prevent this.
- Attending assessment review and training meetings when required.
- Adhering to Gateway Qualifications' policies, processes, and procedures regarding maintaining the security and integrity of assessment materials.
- Contributing to the development and shaping of relevant assessment support and marketing materials (such as specialist content for Gateway Qualifications' website).

Responsible For

- Sitting the final draft of the assessment from a candidate's perspective – i.e. within the allocated time, and without reference to mark schemes/marking guidance.
- Reviewing the final draft assessment materials (including mark schemes) following Gateway Qualifications' guidance and instructions to ensure they are fit for purpose, appropriate and high quality.
- Using additional documentation as required (such as paper checklists) to capture a full and accurate record of scrutiny actions and outcomes.
- Providing constructive feedback about content within the final draft assessment materials, with recommendations for improvement if necessary.

Person Specification

Qualifications

- Minimum Level 6 qualification in a relevant subject area (e.g. bachelor's degree, degree apprenticeship).
- **Or** significant (and relevant) industry experience.

Experience, Knowledge & Skills

- Experience in developing assessment materials (writing, reviewing, and/or scrutineering).
- Knowledge of the regulatory environment and the need to work in a way that ensures compliance with regulations.
- Experience of working for an Awarding Organisation (AO).
- A proficient level of digital literacy; experience of using Microsoft Suite and a range of other digital tools.
- A proficient level of communication skills, specifically written and oral, and the ability to communicate professionally and 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.

Personal Qualities

- 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.
- Flexible in the approach to all tasks, with the independence to travel as and when the business requires
- Proactive self-development activities.
- An understanding of Equity, Diversity, and Inclusion (EDI), and actively fostering an inclusive environment.

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

