

**EMPLOYER: City & Guilds**

**ROLE TITLE: Principal Examiner**

City & Guilds is the leading vocational awarding body in the UK, offering more than 500 qualifications over 29 industry sectors, through 8500 approved centres in around 100 countries worldwide.

City & Guilds Technical qualifications are new, high quality and demanding technical qualifications that prepare candidates for further education or to go into the workplace in a range of industry areas. They require candidates to complete stretching written tests, which include extended response questions, to distinguish between just able and merit and distinction quality candidates.

The successful Chief Examiner would be asked to:

- Produce the examination paper and associated mark scheme within agreed timescales, taking into account, and updating, the test record to show full coverage of content over a series of examinations
- Ensure that the examination paper complies with the test specification and a complete, comprehensive draft mark scheme is submitted prior to the Question Paper Evaluation Committee (QPEC) meeting
- Participate in the QPEC meetings
- Review and approve, on receipt of the Scrutineer's report, any changes required to question, papers and mark schemes in consultation with the Chief Examiner
- Act as a Marking Examiner
- Prepare for and lead standardisation of Marking Examiners meetings (where applicable)
- Monitor, standardise and sample the work of Marking Examiners and/or any Team Leaders (where applicable)
- Produce a report for the awarding meeting on the performance of the examination including recommending preliminary mark ranges for the judgemental grade boundaries
- Prepare for and participate in the awarding meeting
- Prepare for and participate in the review of marking meeting (as required)
- Review candidates' marked scripts when requested by City & Guilds eg appeals

Successful applicants will:

- have current knowledge of the UK 14-19 education system
- have teaching or assessment experience in the relevant subject and level
- have a high level of recent, relevant subject knowledge
- be computer literate
- have access to a secure PC with a firewall, up to date anti-virus software, private broadband access and a personal, private e-mail account
- have good written and verbal communication skills
- be able to follow procedures accurately and reliably
- be able to work to fixed timescales

- be passionate about technical education and helping people reach their full potential.

If you think that you meet these criteria, please send your current CV and covering letter to [associate.recruitment@cityandguilds.com](mailto:associate.recruitment@cityandguilds.com) clearly stating in the subject line, the specific role or roles, the qualification number, the industry or sub industry area which you are interested to lead as a Principal Examiner.

We are recruiting in the following industry areas:

<b>Industry</b>	<b>Sub-industry</b>
Construction	Level 2 & 3 Architectural Joinery
	Level 2 & 3 Bricklaying
	Level 2 & 3 Plastering
	Level 2 & 3 Painting and Decorating
Hair and beauty	Level 2 & 3 Barbering
	Level 2 & 3 Hairdressing
Health & Care	Level 3 Health and Care
Hospitality and Catering	Level 2 Food Preparation & Service
	Level 3 Professional Cookery/Chef
	Level 3 Professional Chef - Patisserie
	Level 2 Food and Beverage
	Level 3 Food and Beverage
Land	Level 2 & 3 Floristry
Digital	Level 3 Digital Technologies including specialisms in the following areas, Application Development - programming, coding knowledge required, System Infrastructure - Networks, Cloud knowledge, Telecoms and Cabling, Business Analysis, Cyber Security
Business	Level 3 Coordinating Business Support