



Principal Examiner – Job Description

We are pleased to be able to advertise an exciting new opportunity within our organisation. As you may be aware, Ofqual has recently accredited our new History Migration Thematic study (Migrants in Britain, c800-present and Notting Hill, c1948-1970), with first teaching from September 2021 and first assessment available in summer 2022. We are keen to recruit someone with strong subject knowledge in this area to lead on creating assessments and to build on the strong knowledge and experience of our existing team. The successful applicant would also take responsibility for the discharge of examination series responsibility, overseeing the marking process, playing a crucial role in the maintenance of marking quality and standards, and contributing to the awarding and post-results processes as detailed below. It is our desire to open this opportunity more widely, which means that the assessment expertise, whilst desirable, is not an essential requirement of the role and we will undertake assessment training to support the successful applicant in fully transitioning into the role.

Purpose

- To produce appropriate assessment materials, including question papers and mark schemes, and have operational responsibility for the standardisation and monitoring of the paper across the exam series, including Awarding.

Responsibilities

- To produce a working draft paper - to set questions and mark schemes to demonstrate that the specification's content and assessment criteria has been met. The content should be clear and fit for purpose.
- To respond to any amendments or suggestions with regards to the working draft paper and produce a draft paper for Question Paper Evaluation Committee meeting (QPEC).
- To attend the Question Paper Evaluation Committee meeting (QPEC) to ensure the final question papers meet the specification content and assessment objectives.

- To work with the Senior Assessment team to ensure parity of standards across optional questions and question papers.
- To monitor the marking standards of all examiners (including Assistant Principal Examiners, Team Leaders and Examiners), ensuring accuracy and consistency throughout.
- To monitor the standards of examiners, advise on their appointment, training and reappointment.
- To participate in the awarding process and attend the awarding meeting, To submit an evaluation report on performance of the question paper.
- To be available to participate in post results activities.

Experience/qualifications needed

Essential

- Experience of teaching the relevant subject (in this case History).
- Evidence of interest in and/or teaching of Migration in Britain.
- You will have experience of managing people.
- You will have the ability to work well under pressure.
- You will have the ability to meet deadlines.
- You will have excellent communication skills.
- Ability to take on constructive feedback.

Desirable

- You will hold a teaching qualification.
- You will have an understanding of the level of demand of the qualification being assessed (in this case GCSE History).
- You will have assessment experience.

Competencies required

- Delivery Focused.
- Teamwork / Cross functional collaboration.
- Decision Making.
- Leadership/Influencing.
- Resilience.
- Maximising Potential in Self and Others.
- Change management/flexibility.
- Communication in a remote working environment.

About Pearson

We value the power of inclusive culture and embed diversity and inclusion in everything we do. Pearson promotes a company culture where differences are embraced as strengths, opportunities are equal and accessible, consideration and respect are the norm. Through our talent, we believe that diversity and inclusion make us a more innovative and vibrant company. People are at the centre of our company. We are committed to a sustainable environment and workplace ecosystem where talent can learn, grow, and thrive. We provide content, assessment and digital services to learners, educational institutions, employers, governments and other partners globally. We are the UK's largest awarding body and offer qualifications that are globally recognised and benchmarked, with educational excellence rooted in a range of General and Vocational courses.