

Subject Specialist Writer & Reviewer (Functional Skills)

RESPONSIBLE TO:	Product Development Manager
JOB TYPE:	Self-employed Contractor
LOCATION:	Remote/Homeworking
SALARY:	Dependent on subject and level

We are seeking experienced, self-employed contractors to write and review assessments for Functional Skills Qualifications in English and Mathematics at the following levels:

- Entry Level 1
- Entry Level 2
- Entry Level 3
- Level 1
- Level 2

Working with our product development team, and using our XAMS assessment platform, you will provide assessment content to meet Ofqual requirements and allocated setting specifications for the required subject content.

Please note this is a dual role which will require the individual to both write assessment content and review assessment content written by others.

Key responsibilities:

- Production of assessment content (including mark schemes) that meet Functional Skills criteria and Open Awards requirements
- Review of assessment content (including mark schemes) to ensure they meet functional skills criteria and Open Awards requirements
- Provide clear, actionable feedback to peers to inform revisions
- Respond to and action feedback from peers and the product development team
- Provide additional assessment content, including document/image sources and details of copyright permission, as required
- Use XAMS platform to support design and presentation of assessment content
- Attend Qualification Paper Evaluation Committee (QPEC) meetings (remote) contributing to final sign-off decisions
- Attend training and standardisation activities as required

Knowledge & Experience

- Experience in teaching / delivering FSQ assessment content
- Experience in writing and reviewing assessment materials
- Strong subject knowledge and qualifications in English and Mathematics
- Strong understanding of assessment principles in education and/or assessment
- Ability to adhere to standards for development theory and practice
- Ability to work unsupervised in a timely manner
- Ability to meet set deadlines
- Confidence in contributing to professional review panels or committees
- Confident in conducting reviews of FSQ assessments to give constructive feedback to peers, and work to improve content & design to enable high quality learner assessment experiences
- Excellent interpersonal skills and proven organisational ability
- Excellent attention to detail

Please note that this appointment is to join our bank of writers & reviewers. It does not necessarily guarantee that work will be available in any particular year.