**Deadline – 7th January**

**EMPLOYER: City & Guilds**

**ROLE TITLE: Editor**

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.

ESOL Skills for Life qualifications are designed to support and recognise English language acquisition amongst speakers of other languages based in England, Northern Ireland and Wales. They are based on the England national standards for adult literacy and align with the adult ESOL core curriculum.

City & Guilds has offered ESOL Skills for Life qualifications since their inception in 2004. We operate a largely centre-marked assessment model that is both demanding and flexible. We are seeking more editors to help refresh the bank of externally-set assignments and tests.

The successful Editor would be asked to:

* attend the editing / Assessment Material Evaluation Committee (AMEC) panel on acceptance of an invitation to the meeting.
* check new draft assessment material and specific marking schemes prior to the editing / AMEC meeting to ensure they are within the syllabus and conform to the test specification for the assessment.
* check assessment materials and marking schemes to ensure maximum inclusiveness and the avoidance of unnecessary barriers to access.
* prepare recommendations, including proposed wording, regarding amendments to draft assessment material that may be required for consideration at the editing / AMEC panel meeting.
* provide feedback on suitability of assessment content during the editing /AMEC meeting
* review and sign off edited content at the end or post editing meeting.
* undertake to delete and/or securely destroy all electronic and/or physical copies of assessment materials and marking schemes at the end of the editing / AMEC meeting or in the event of non- attendance.
* undertake to offer the services set out above within the specified times and in accordance with City & Guilds’ procedures, Assessment Handbooks and Instructions for Marking Examiners.

If you think that you meet these criteria, please send your current CV and covering letter to examiner.recruitment@cityandguilds.com