**Deadline – 7th January**

**EMPLOYER: City & Guilds**

**ROLE TITLE: Writer**

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 writers to help refresh the bank of externally-set assignments and tests.

The successful Writer would be asked to:

* produce assessment materials as requested, which may include:
	+ Reading assignments at Entry 1, 2 and 3
	+ Reading multiple choice test item clusters at Level 1 and Level 2
	+ Writing assignments at all five levels
	+ Speaking & Listening assignments at all five levels.

Each will also comprise, as applicable, specific mark schemes, source/stimulus materials and answer keys.

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* check that assessment materials and marking schemes
	+ comply with the relevant test/assessment specification, reflect the learning outcomes and address the assessment criteria
	+ contain applicable adult ESOL core curriculum referencing
	+ are comparable with previous versions
	+ seek to maximise inclusiveness and the avoidance of unnecessary barriers to access.
* participate in the editing process, including
	+ receiving feedback and making amendments to assessment materials and mark schemes in response
	+ attending editing and Assessment Material Evaluation Committee (AMEC) meetings as required to discuss and agree revisions
	+ proofread the agreed assessment material against the edited copy, providing sign off of final version and returning it within the specified time when required.
* undertake training as requested by City & Guilds
* undertake to offer the services set out above within the specified times and in accordance with City & Guilds’ procedures and Assessment Handbooks.

Successful applicants will:

* have current knowledge of the ESOL Skills for Life qualifications and the Adult ESOL Core Curriculum across all five levels
* have English language teaching and/or assessment experience, and an appreciation of the range of settings in which the ESOL Skills for Life qualifications are delivered
* 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, including a limited number of half and full-day meetings.

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