

September 2024

## **Invitation to join the Services For Education KS2 (Key Stage 2) Moderation Team 2024-25**

This letter is to invite formal applications to become an STA (Standards and Testing Agency) accredited Services For Education Teacher Moderator for Key Stage 2 statutory Teacher Assessment (TA) of writing in summer 2025.

**Context:** Services For Education (SFE), School Support Service, work on behalf of Birmingham Local Authority to organise, manage and deliver the primary statutory assessment duty. As part of this, the local authority has a responsibility to conduct the external moderation of teacher assessment judgements in at least 25% of its schools each year and in at least 25% of those academies and free schools that choose Birmingham as their moderation provider.

### **Moderation in Birmingham**

**KS2:** External moderation is usually conducted in a half day visit to school, dependent upon cohort size. A sample of at least 15% of teacher assessments for writing is reviewed in approximately 80 schools each year. In 2024-25, external moderation visits will take place in June and must be completed before the national KS2 TA data submission deadline to the Primary Assessment Gateway.

SFE moderation teams are composed of practitioners and advisers, and we anticipate recruiting a small number of additional teacher moderators to join the KS2 team this year. Each moderator will be asked to visit between 6 and 8 schools. However, the number of schools can be negotiated with you and your Head Teacher to ensure we do not ask you to be out of school too much at this important time of year. For most teacher moderators time out of school will be approximately 5-6 days including attendance at training and review meetings.

The Standards and Testing Agency (STA) have determined that we ensure our quality assurance processes are rigorous and robust, and to that end each moderator will be required to successfully complete a standardisation exercise as well as an initial interview conducted by a panel which includes a serving Head teacher and the moderation manager.

## What will being a moderator entail?

### Part A: Recruitment

- Submission of an application by **4.00pm on Friday 27<sup>th</sup> September 2024**. All applications (including a separate Head Teacher supporting statement) to be e-mailed to [sharon.noble@servicesforeducation.co.uk](mailto:sharon.noble@servicesforeducation.co.uk) by the deadline. Submissions after the deadline will not be considered.
- Interviews (and local standardisation activity) to be held **Wednesday 9<sup>th</sup> and Thursday 10<sup>th</sup> October 2024**
- Successful applicants attend local delivery of STA moderator training materials– **Tuesday 22<sup>nd</sup> October 2024**
- Mandatory Successful completion of STA national standardisation exercise – certified by STA – **date tbc**

### Part B – All KS2 moderators:

- STA accredited moderators attend 1 day of local moderator training Spring/Summer term- **dates tbc**
- As part of ongoing Professional Development, KS2 moderators should attend a Services For Education centre-based moderation training day – March/May
- Contacting allocated schools within the agreed statutory timeframe to confirm with the Head Teacher the time of the visit, and the nature of the moderation process
- Sending written confirmation of the same via the secure moderation portal, to the school
- Conducting the moderation visit in line with the agreed national and local, processes and principles
- Completing a record of moderation for each visit, and giving clear feedback to the Head Teacher of the school and the teachers/ practitioners
- Attending a half day review/feedback meeting at the end of the moderation process – **date/s tbc**
- Reporting back to the Local Authority Moderation Manager any concerns / issues that arise.

**In return Services For Education will:**

- Ensure training is supportive, and productive with skilled facilitators
- Ensure you always have a point of contact
- Reimburse **your school** for your time as an STA approved external moderator @ £275 per day (which will include all expenses such a mileage, phone calls etc)
- Negotiate the time out of school with you and your Head Teacher
- Involve you in planning for future years so that you can influence and contribute to the city's approach to moderation
- Keep you informed about other opportunities to work with other schools in a lead practitioner role such as the centrally held moderation meetings.

**Your application** for the role should be no more than 2 sides of A4 and **should address the following:**

- Recent and relevant experience of KS2 teacher assessment and internal or external moderation
- Your understanding of the key principles of effective moderation and standardisation
- Your experience of working with other schools
- Interpersonal and communication skills and ability to work with other schools
- Skills and confidence to give accurate and clear feedback to Head Teachers, senior leaders, and practitioners
- Skills and experience in influencing, supporting and challenging colleagues

**NB:** You should seek the approval of your head teacher who **must** provide a separate short statement to Services For Education, by the **application deadline of 4pm on Friday 27<sup>th</sup> September 2024**, in support of your application, agreeing to your application and giving evidence of your suitability and relevant experience.

Submissions after the deadline will not be considered.

For any questions or queries regarding KS2 Moderation please contact Denise Harris by e-mail: [denise.harris@servicesforeducation.co.uk](mailto:denise.harris@servicesforeducation.co.uk) or telephone 077669 23204.