

September 2019

## **Invitation to join the Services For Education Moderation Teams 2019 – KS1 & KS2**

This letter is to invite formal applications to become a Services for Education Teacher Moderator for Key Stage 1 statutory teacher assessments, and Key Stage 2 statutory assessments in 2020.

**Context:** Services For Education, School Support Service, work on behalf of Birmingham Local Authority to organise, manage and deliver statutory assessment duty for EYFS profile, KS1 and KS2. The local authority has a responsibility to conduct moderation of teacher judgements in at least 25% of its schools and settings each year and in at least 25% of those academies and free schools that choose Birmingham as their moderation provider.

### **Moderation in Birmingham**

**EYFS:** For us in Birmingham this usually means a half day moderation visit to approximately 80 schools and settings each year. In 2019, the visits must take place in the summer term and be completed by mid-June 2019, when profile data is submitted to the LA Data and Intelligence Team. NB: The 2020 EYFSP moderation team is fully staffed and therefore we will not be recruiting for EYFSP moderators this year.

**KS1:** For us in Birmingham this usually means at least a half day visit to moderate reading, writing and mathematics in approximately 80 schools each year. In 2020, the visits will take place in June and be completed before the date when data must be submitted to the LA Data and Intelligence Team.

**KS2:** For us in Birmingham this usually means at least a half day visit to moderate a sample of teacher assessments for writing in approximately 80 schools each year. In 2020, the visits will take place in June and be completed before data must be submitted to NCA tools.

All of our moderation teams are composed of practitioners and advisers, and we anticipate recruiting a very small number of additional teacher moderators to join the KS1 and KS2 teams for 2020. 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 attending training and review meetings.

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 interview conducted by a panel which includes a serving Head teacher and the moderation manager.

S4E Limited trading as **Services for Education**

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## What will being a moderator entail?

- Submission of an application by **1.00pm on Wednesday 25<sup>th</sup> September 2019**– please remember to specify whether this is for KS1 or KS2. All applications (including a separate Head Teacher supporting statement) to be e-mailed to [natasha.lawson-hollingsworth@servicesforeducation.co.uk](mailto:natasha.lawson-hollingsworth@servicesforeducation.co.uk) by the deadline. Submissions after the deadline will not be considered.
- Interviews and local standardisation activity to be held wc **Monday 7<sup>th</sup> October 2019**
- Participation in mandatory STA national training delivered locally (date tbc) KS1 or KS2
- Successful completion of a mandatory STA national standardisation exercise after local STA training – wc **Monday 9<sup>th</sup> December 2019** - for KS1 and KS2
- Attendance at moderator training day delivered by the School Support Service. As part of their ongoing PD, KS1 and KS2 moderators should also attend a Services For Education centre based moderation training day for their respective key stage.
- 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 process 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 towards the end of the moderation process – dates to be agreed with the relevant moderation teams
- Reporting back to the Local Authority Assessment 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 @ £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
- Provide written evidence of your involvement and contribution to the city wide moderation process
- Keep you informed about other opportunities to work with other schools in a lead practitioner role such as the centrally held moderation meetings or CPD for newly qualified teachers.

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

- Recent and relevant experience of KS1 or KS2 teacher assessment and internal or external moderation
- Your understanding of the key principles of effective moderation and standardisation
- 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 1pm on Wednesday 25<sup>th</sup> September 2019**, in support of your application, agreeing to your application and giving evidence of your suitability and relevant experience.

If you or your Head Teacher has any questions or queries regarding EYFS Moderation please contact Serena Caine by e-mail: [serena.caine@servicesforeducation.co.uk](mailto:serena.caine@servicesforeducation.co.uk).

For any questions or queries regarding KS1 or KS2 Moderation please contact Denise Harris by e-mail: [denise.harris@servicesforeducation.co.uk](mailto:denise.harris@servicesforeducation.co.uk) or telephone 07766923204.