

September 2022

Invitation to join the Services For Education Moderation Teams 2022-23– KS1 & KS2

This letter is to invite formal applications to become a Services For Education Teacher Moderator for Key Stage 1 statutory teacher assessments or Key Stage 2 statutory TA writing assessments in 2023.

Context: Services For Education, School Support Service, work on behalf of Birmingham Local Authority to organise, manage and deliver statutory assessment duty for 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

KS1: For us in Birmingham this usually means at least a half day visit to moderate the teacher assessment of reading, writing and mathematics in approximately 80 schools each year. In 2022-23, 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 2022-23, the visits will take place in June and must be completed before the national 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 KS1 and KS2 teams for 2022-23. 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 interview conducted by a panel which includes a serving Head teacher and the moderation manager.

Please note: Although the EYFS Profile must be completed, and data submitted to the LA Data and Intelligence team, there is no longer a statutory requirement for an LA external moderation process.

S4E Limited trading as **Services for Education**

Registered in England and Wales: 07739831; Registered Charity: 1148848

What will being a moderator entail?

- Submission of an application by **4.00pm on Friday 30th September 2022**– 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 by the deadline. Submissions after the deadline will not be considered.
- Interviews (and local standardisation activity) to be held **Tuesday 18th and Wednesday 19th October 2022**
- Attendance at local moderator training – **KS1** – Friday 21st April / **KS2** – Monday 27th March 2023
- Successful completion of a mandatory STA national standardisation exercise (after local STA training) – **KS1 and KS2 dates tbc**
- 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 national and local, 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 – **KS1** – Thursday 22nd June / **KS2** – Friday 23rd June 2023
- 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 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
- 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 **should 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 4pm on Friday 30th September 2022**, 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 KS1 or KS2 Moderation please contact Denise Harris by e-mail: denise.harris@servicesforeducation.co.uk or telephone 077669 23204.